## Pre-tender

* Identify opportunities - register on the relevant portals.
* Market testing - get involved.
* Know your customer - take time to understand them.
* Read the documents - is it for us? Can we comply?

## During the tender

What to do first:

* Compile a list of all the things the tender is requesting.
* Check the response timescales.
* Check the right approvals are in place for you to bid for this work.
* Understand what support and help you might need in order to formulate your tender.
* Ensure you understand the requirements of the Specification and keep this in mind when answering the questions.  Read the specification … then read it again.
* Plan & delegate tender preparation work – don’t underestimate the resource required.

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## ****Compliance questions****

* These will always be asked.
* The questions are usually pass or fail.
* If you can’t provide exactly what is required, ask a clarification question to the procurer.
* Read and respond fully to the questions - make sure you supply all the information requested.

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## Evaluation questions

* Read the question and answer that question, not the question you think should have been asked – respond with what has been asked for, not just what you want to say.
* Don’t ignore questions – all questions requiring a response need a response and to ignore may not simply lose you a score for that question, but could lead to your tender being disqualified.
* Give the customer what they want, not what you want to provide.
* Tailor your answer to the specific organisation – evaluators hate standard / generic responses that could relate to any organisation or tender submission.
* Stick to any word limits that are provided – go beyond them and the additional wording may not be evaluated.
* Make sure that your submission reflects all of what you are proposing rather than just what you are proposing to change or improve – go back to basics!
* Make sure that you read and understand the evaluation weightings included in the tender, including the breakdown of the % weightings.
* Ensure you understand the evaluation methodology.
* Be clear and concise with your responses.
* Be honest.

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## Financial submission / price schedule

* Be clear on your pricing model and state any assumptions you have made when pricing.
* Make sure you price for all elements of the specification.
* Ensure you have taken into account all elements of the bid incl. overheads, profit, TUPE, etc.
* Be realistic with your pricing – scrutinise your costs … get the price right!
* Do not enter a range of rates where a specific single rate is requested.
* If the submission requires a single price or series of totalled prices, ensure that your bid can be totalled-up accordingly.
* Ask someone to check your maths.

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## Delta portal

* Keep an eye on the Delta portal throughout the process.
* Plus Dane uses the Message Centre within each tender on the Delta portal to keep tenderers updated on the process.
* Documents may be amended.
* Ask questions via the Message Centre if you have any queries or you don’t understand.
* Questions and answer posted on the Message Centre may help your bid – any question asked by a tenderer (and the response supplied) may be shared anonymously with all tenderers if deemed fundamental to the understanding of the tender.
* The questions and responses will form part of the Contract if you are successful.

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## General tips

* Understand the scoring matrix – points make prizes!
* Make your submission look professional … but do not spend time reformatting tender. documentation into your own house style.
* Don’t provide publicity material unless specifically requested.
* Ask someone to proof read your tender response before submitting.
* Allow plenty of time to prepare and submit your tender.
* Ask clarification questions.
* Don’t leave it until 10 minutes before the closing time and date to submit your tender response.
* Don’t be late – late submissions will not be accepted.
* Clearly identify any attachments and number them to correspond with the questions.
* Make sure that you double check that you are submitting all of the required documents as part of your bid.