

Helpful Tips

How to write a good tender

- Read the guidance carefully
- Check all dates
- Follow all the instructions
- Read the evaluation and scoring criteria
- Understand the specification and make sure you can meet the requirements
- Remember – evaluators can only judge your bid on the information you include
- Suggest solutions rather than repeating what the specification says
- Stick to the word count
- Give substance to your responses such as stats and quotes
- Use diagrams and photos – a picture says a thousand words ...without using your word count
- Make your tender easy to read, be concise whilst giving sufficient information

Submitting Your Bid

- Proof read carefully before submitting or get someone else to do it
- Check that everything under Evaluation Criteria is either provided or addressed
- Check all questions are answered, even if the answer is N/A
- Check all attachments are included
- Submit the bid ahead of deadline – don't send 10 minutes before the deadline!
- Put a read receipt on your email submission and ask for confirmation of receipt
- If you don't receive confirmation within 1 working day telephone to check it has been received

Top Tips

- Read everything carefully
- Plan your submission to complete and return in time
- Ensure your response answers all the questions
- Understand us – read the information and research to understand our priorities and what is required
- Keep up to date by checking our current opportunities ([link](#))