

Top Tips for Tendering

Quote/Tender Period

Don't be put off by the tender documentation that is on the portal. They are there to give you all the information you need.

Take time to read all the documentation thoroughly and understand the requirements.

Ask for help if there is anything that you don't understand or want to clarify, there is no silly or obvious question that you can't ask.

Completing a Submission

Answer the questions in full and provide as much detail as possible, this is your time to tell us how you will meet the requirements, if you think its obvious, still say it.

Never assume anything when it comes to your submission, if you've worked for us before or are currently working for us it, we can't take that into account, we will only evaluate on the information you provide in the submission.

Clearly identify the question you're answering with numbered paragraphs and do not reference an answer to or from another question.

Include a price for everything that is requested within a pricing schedule, missed pricing could impact your score.

Be Aware of any page or word limits for each question and follow the rules.

Quote/Tender Return

Ensure that you have provided all the information that has been requested. If you reference another document or appendices, make sure you upload it to support the statement.

Give yourself plenty of time to upload all documents by the date and time given. As soon as the deadline passes you will be locked out of your return.

Ask for help on any part of this process, we want to get as many submissions as possible and are here to help.

Don't include any proposed changes to Terms & Conditions that haven't been raised during the quote/tender period.