

Do's and Don'ts

Tendering Tips

Prior to tender

- **Do Register on The Chest** (www.the-chest.org.uk)

During the Process

- **Do check the tender timeline.** Take note of the key deadlines i.e. clarification question deadline or tender submission deadline. Make sure you return quotations or tenders to the right place at the right time and via the requested method of receiving bids. There is zero tolerance on late bids.
- **Do read all the information** supplied, and do not make assumptions.
- **Do** read the **Terms and Conditions**, you will have to confirm acceptance of these at time of submission.
- **Do ask for clarification** if you are unsure. Use the 'Messages' section on The Chest to submit questions. No questions will be answered outside 'The Chest'. Don't be put off by tender documentation. Ask for help if you do not understand something.
- **Do** read the **quality questions fully** and answer the actual question asked with evidence/examples not what you wish was asked.
- **Do be clear** on the pricing model you are submitting and the assumptions you have made.
- **Don't** speak about your bid or submission during the tender process - **keep confidentiality** at all times.
- **Don't approach staff** for an update/information/raise a question during the tender process ... only questions raised via The Chest will be responded to.

Before submission

- **Do check the evaluation and award criteria** (and weightings) and ensure that your submission covers all necessary criteria adequately. Cross reference your attachments to the specific question. If you cannot supply all the information, ask for advice.
- **Do supply all the information we have asked for**, in the format we have asked for it in.
- **Do check word limits** on questions – if these are stipulated anything over the word limit will not be considered.
- **Do sign all the documents** that require a signature (e.g. Form of Tender) and provide clear contact details.
- **Do double check that your submission** has included all the essential documents (e.g. pricing document).
- **Do** consider what **added value** your company may offer e.g. environmental, social or community benefits.
- **Don't** include **irrelevant marketing literature** with your bid unless it is specially asked for – just include the information we require.

Reminder : Do check the submission date and time. Zero tolerance on late bids.

Debrief: If you are unsuccessful, you may ask for debrief in order to learn lessons for next time.