



TOP TIPS TO TENDERING

1. FIND TENDERS

- Register on the government's free website: **Find a Tender Service**
- Allocate someone to search opportunities regularly
- Use the email alert service to stay updated

2. CAREFULLY WEIGH UP THE DECISION TO BID

- Consider the competition and impact on other work
- Assess your team's skills in bid writing and management
- Evaluate your realistic chances of winning

3. USE THE TENDER PORTAL EFFECTIVELY

- Register your interest early to receive Q&A material
- Seek clarity and review changes via the portal
- Check for word limits and formatting restrictions



4. DEVELOP AN EFFECTIVE PLAN

- Allocate someone with organisational skills to manage the process
- Set realistic dates and clear deadlines for each section
- Stick to the timeline

5. UNDERSTAND THE BUYING ORGANISATION

- Research the buyer's core values, key objectives, and solution needs
- Review the invitation to tender, website, press coverage, and current suppliers
- Focus on what the buyer is looking for when writing the bid

6. HOLD AN INITIAL MEETING WITH THE TEAM

- Discuss why you should bid and how you can meet the buyer's needs
- Share knowledge gathered on the buyer
- Allocate key tasks and deadlines

7. ANSWER THE QUESTION AND PROVIDE GOOD EVIDENCE

- Ensure you answer the question asked
- Provide recent and relevant evidence, including quotes and case studies
- Demonstrate extra benefits of contracting with you



8. ALWAYS USE PLAIN ENGLISH

- Keep sentences and paragraphs short
- Use correct grammar and spelling checks
- Avoid jargon and complex technical language

9. USE FORMATTING TOOLS

- Use headings, subheadings, numbering, and bullet points
- Highlight key information in bold

10. GET FEEDBACK AND LEARN FROM THE EXPERIENCE

- Request feedback from the buyer
- Set up a 'lessons learned' meeting with the team
- Compare your bid with the winning bid for future improvement

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