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FACT SHEET

Top Tips for Tendering

1. Find Tenders

- Register on the government's free website: Contracts Finder
- 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



Need more support?

Get in touch!



For more information visit www.businesslincolnshire.com where you can request support from one of our advisers by filling in the online contact form.

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