

Are you ready to Tender?

The organisations which are effective at tendering invest heavily in preparation; they have many standard documents ready well in advance of the tender notice being issued. The following Readiness to Tender Questionnaire will help you identify areas for action.

Please consider the questions below and make a comment on your current readiness to tender.

1. Does your strategy include public sector tendering as an opportunity? Do your Memorandum and Articles of Association allow for commercial trade?

2. Have you the experience necessary to prepare a winning bid? Have you been successful in the past?

3. Have you selected and prepared a team to win and deliver public sector contracts?

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4. Does your financing model lend itself to winning and delivering public sector contracts e.g. can you fund the working capital requirement? Do you know your costs and are they competitive?

5. Have you developed good contacts and networks with potential clients? Do you know what their needs are?

6. Have you got the capacity and skills necessary to deliver a contract for a public sector organisation?

7. Have you got the skills and level of experience necessary to manage the delivery of a public sector contract?

8. Have you got all of the necessary documentation, permissions and accreditation required in a tender submission? Do you know what they are?

9. Do you appreciate the impact of not meeting the contractual requirements associated with completing public contracts? Are your chief executive and board aware of the risks?

10. Are your team and other stakeholders fully committed to tendering for public contracts?
