

Partners

- Are there any identified or existing partners in your bid?
- What, if any, will the legal relationship be with these partners?
- How do they support your central bid value proposition?
- Can you bid without their involvement?

*/ WHAT AREAS OF RISK ARE THERE HERE - ARE THEY MANAGED?
/ DO YOU HAVE FIRM PRICES, T&Cs?*

Core Bid Proposition

- How will you differentiate your bid?
- What is your basis for competitive advantage?
- How do you want the buyer to describe your bid?
- How does your bid add value to the buyer's operation?

*/ WHAT KEY VALUE WILL YOUR BID PROVIDE TO THE BUYER?
/ DESCRIBE YOUR BID IN 2-3 SENTENCES?
/ PLACE THE BUYER AT THE CORE OF YOUR BID.*

Buyer

- Who is the purchasing entity?
- Can you positively influence before submission?
- How do you think they define your organisation?

*/ WHAT VALUE OUTCOMES ARE THEY SEEKING FROM THIS TENDER PROCESS?
/ CONSIDER STATED REQUIREMENTS VS. VALUE OUTCOMES.*

Operations

- If successful, how will bid this affect our current resources?
- Will you need new staff, retraining or collaboration?
- What impact will a successful bid have on your operation?
- Will you be bringing in new suppliers?

*/ IS A CLEAR APPROACH TO DELIVER HERE?
/ CAN YOU MATCH THE OPERATION TO THE SUBMISSION BY SECTION?
/ IS THIS A FEASIBLE OPPORTUNITY?*

Strategic Nudge

- Is there a strategic impact to the business in this bid?
- Does a successful bid develop further market opportunities?

/ HOW WOULD A SUCCESSFUL BID AFFECT YOU LONG TERM?

Bid Detail

- Are the bid requirements clear and understood?
- Can you ask clarification questions?
- Define the bid in your words.
- What is the submission deadline (time & date)? How is the submission docs to be delivered?
- Are there specified submission guidelines e.g., font sizes, file formats, max word limits?

/ IS THE BID PROCESS FULLY UNDERSTOOD AND SHARED?

Award Criteria

- On what basis will the bid be assessed?
- Is there a preliminary pass/fail stage?
- Is a clear scoring matrix? Are there percentage weightings?
- What value/score is given to price?

/ HOW DOES THIS AFFECT YOUR BID DESIGN?

Expenditure

- What are the costs to deliver your bid if successful?
- Where and how much variance do you have?
- How much cost will be external compared to internal? Have you secured quotations for supply of services/materials?
- Do you need to consider a contingency pot?

*/ ARE THERE ANY FUNDING IMPLICATIONS?
/ DO YOU NEED APPROVAL, LOANS TO PROCEED ETC?*

Pricing

- Is there a clear budget in the tender? Is there any defined variance outlined?
- What is the upper/lower limit for your price submission?
- What is the forecasted income for this bid?
- What levels of margin/profit will this bid deliver if successful?

*/ WHAT % OR YOUR COMPANY REVENUE WILL RESULT FROM IT, OR A % OF A TARGET?
/ IS THIS A VIABLE BID?*

Action List

- How will you manage your bid production?
- What resource/support is needed?
- Detail each and every action area.
- Allocate the tasks to your bid team.

*/ IS YOUR BID TEAM SET UP AND READY?
/ DO YOU NEED EXTRA HELP?*