

Tender Checklist



PROOFCOMMUNICATIONS

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TENDER DETAILS

Request for Tender issued by:

Due date:

Tender reference number:

PROSPECT'S KNOWLEDGE OF YOUR BUSINESS

Prospect's name and business

Does the Prospect know your business? Yes No

If so, what do they know?

Why are you interested in this opportunity?

What would winning mean to your businesses?

[continued..]

Tender Checklist

COMPLIANCE

Can you meet all assessment criteria? Yes No

Policies and procedures:

WHS Yes No

Quality Yes No

Environment Yes No

Do you have all insurances? Yes No

Can you comply with contract? Yes No

Do you have any conflicts of interest? Yes No

RESOURCES

Do you have people with skills to deliver? Yes No

Do you have technology to deliver? Yes No

Does your business have time to deliver? Yes No

METHODOLOGY

Do you have a methodology or process to deliver? Yes No

Is this documented? Yes No

EXPERIENCE

Do you have experience in the Prospect's industry? Yes No

Do you have experience with this type of work? Yes No

Do you have required referees? Yes No

Do you have client testimonials? Yes No

YOUR COMPETITORS

Who will you be competing against?

What are their strengths?

What are their weaknesses?

YOUR SELLING POINTS

What do you want your Prospect to know?

What are your strengths?

What are your weaknesses?