



2023
2024

TENDER READY CHECKLIST

HAVE ALL YOUR BASES COVERED



We are dedicated to providing you with the latest information and resources to expand your business by working with the public sector.

By registering with us, you have discovered new opportunities for your organisation. However, are you prepared to win public sector contracts?

Whether you're new to the tendering process or looking to improve your bid strategy, there are essential elements you need to have in place to increase your chances of success.

ARE YOU READY?

Use our Tender Ready Checklist to identify which areas you have covered and which ones you need to focus on before submitting your next bid.

**Give yourself the
best chance of
winning public
sector contracts**

TENDER READY CHECKLIST

Company information, including registration
& VAT number (if applicable)

☐

Company structure chart

☐

Financial accounts for last 3 years

☐

Insurance certificates (Employers liability,
Public Liability, etc.)

☐

Health and Safety policy

☐

Quality Assurance policy and certification
(where applicable)

☐

Equality policy

☐

Business continuity and contingency plans

☐

Environmental policy and certification
(where applicable)

☐

Corporate Social Responsibility policy

☐

Copies of applicable trade/business accreditation
certifications

☐

References

☐

List of prior contracts including:
client name, location, deliverables, value and date

☐

Cyber Essentials certified*

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*Cyber Essentials certification is mandatory for those looking to work with the MOD but also for those that supply ICT services. Regardless of the service you supply, it is a core advantage to have Cyber certification.

OTHER CONSIDERATIONS



Is the value of the contract more than 50% of your turnover?

Starting to work with the public sector doesn't have to be a daunting task. By understanding the marketplace, you will save time and resources. With a Supply2Gov subscription, you will receive daily alert emails, award notifications, and open contract opportunities.



Do you have the resources?

Having a line of sight on what your competitors are winning will help you to formulate a competitive price point. You can also use this as an opportunity to talk about subcontracting opportunities.



Do you have the time?

Generally, buyers will check that the contract isn't worth more than 50% of your turnover to determine whether your business can complete the contract without becoming overstretched.



Do you have the expertise?

If you are new to public sector tendering, submitting a bid may seem challenging and time-consuming. However, our Business Growth Programme offers discounted rates for Supply2Gov subscribers seeking procurement training.



Head over to the Supply2Gov website
for more information on how you can
find, bid for and win public sector
contracts

www.supply2govtenders.co.uk