

This document is part of a series of Fit To Bid® guidelines, providing invaluable information to help SMEs improve their tender responses and increase their chances of success. Can also be used as a reference during the tender preparation process and as a learning resource for SMEs who are new to tendering.

Tender Response Template: a structured format for responding to tenders, including sections for company information, proposed solution, pricing, and more. It helps ensure that all necessary information is included and presented in a professional manner.

1. Cover letter

- Brief introduction about your company and why you are interested in the project.
- Highlight your key strengths and capabilities.

2. Executive summary

- Overview of your proposed solution.
- Key benefits and value proposition.

3. Company information

- Legal name of the company.
- Company address.
- Company registration number.
- Contact person details.

4. Understanding of the requirement

- Detailed understanding of the project requirements.
- Identification of key challenges and proposed solutions.

5. Proposed solution

- Detailed description of your proposed solution.
- How your solution meets the requirements of the tender.
- Any innovative approaches or added value.

6. Project management

- Proposed project timeline.
- Key milestones and deliverables.
- Project management methodology.

7. Team structure

- Key personnel who will be involved in the project.
- Their roles and responsibilities.
- Their qualifications and experience.

8. Experience and past performance

- Case studies of similar projects you have completed.
- Testimonials or references from previous clients.

9. Quality assurance

- Quality management processes.
- Any quality standards or certifications.

10. Pricing

- Detailed breakdown of costs.
- Pricing structure (fixed price, time, and materials, etc.)
- Any assumptions or exclusions.

11. Risk management

- Potential risks identified.
- Mitigation strategies for each risk.
- Business continuity plan

12. Compliance

- Confirmation of compliance with all legal and regulatory requirements.
- Any relevant licenses or certifications.

Please note that this is a general template, and the specific sections may vary depending on the tender. Always refer to the tender document for the exact requirements.