

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 Checklist: a comprehensive list of all items to be completed, and it serves as a final check to ensure nothing has been missed prior to tender submission.

1. Company Information

- [] Company name
- [] Company address
- [] Company registration number
- [] Contact person details

2. Tender Details

- [] Tender reference number
- [] Tender title
- [] Tender submission deadline

3. Documents

- [] Completed tender response form
- [] Signed declaration form
- [] Company profile
- [] Financial statements for the last three years
- [] Tax clearance certificate
- [] Proof of insurance

4. Proposal

- [] Understanding of the project
- [] Proposed solution
- [] Project timeline
- [] Budget / Pricing file

5. Additional Documents

- [] Case studies of similar projects
- [] Testimonials from previous clients
- [] CVs of key personnel
- [] Certificates of relevant industry accreditations

6. Final Checks

- [] All sections of the tender document have been filled out
- [] All requested documents have been included
- [] The proposal is clear and concise
- [] The proposal is free of spelling and grammar errors
- [] The tender has been signed and dated
- [] The tender has been saved in the correct format and specified word count
- [] The tender has been submitted before the deadline

This checklist can be customised to suit the specific requirements of each tender. Always read the tender document carefully to ensure you have included all necessary information.