SecureTender

SecureTender Bid Readiness Guide

Use this checklist to quickly confirm you're prepared to pursue an opportunity.

1. Opportunity Fit & Strategy

Check the basics before investing time.

- ■ We meet mandatory eligibility and any pass/fail criteria.
- ■ Contract scope aligns with our services and ROI is realistic.
- ■ We can evidence experience of similar size/complexity.
- ■ We know our win themes and differentiators for this buyer.

2. Buyer Insight

Understand the buyer's context and priorities.

- ■ We've reviewed buyer strategies (social value, net zero, etc.).
- ■ We understand their pain points, outcomes and success measures.

3. Team, Time & Resources

Confirm we can deliver a complete, on■time bid.

- ■ Internal lead, reviewers and subject experts are assigned.
- ■ A realistic storyboard/timetable is planned and achievable.
- ■ We can gather references, CVs, policies and evidence promptly.

4. Technical Solution & Method

Outline how we will deliver safely, reliably and to standard.

- ■ We can describe our full service model and responsibilities.
- ■ We have method statements, risk management and quality controls.
- ■ KPIs, reporting and continuous improvement are defined.

5. Commercials & Pricing Readiness

- Pricing model is understood (fixed, schedule, index■linked).
- Cost inputs and assumptions are available and validated.
- We can demonstrate value for money and affordability.

6. Social Value & ESG

Be prepared to evidence delivery, not just intent.

- Targets are specific to place, people and buyer priorities.
- Delivery partners and tracking methods are identified.
- Baseline and measurement approach are defined.

7. Policies & Supporting Documents

Ensure documents are current, signed and consistent.

- Health & Safety, Quality, DEI, Environment and GDPR policies available.
- Insurance certificates meet minimum levels.
- Key CVs, case studies and certificates are up to date.