Guidelines for writing a tender document

Fritz Solms

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The purpose of these guidelines is to

- assist teams to formulate strong tender documents which could increase you chance of being selected by the client,

- ensure all tender documents have at least the minimum information required for a client to be in a position to sensibly select a team for their project, and

- ensure a level of uniformity so that it is easier for clients to compare tenders.

Please keep the document concise with a high information density. Try and make the document easily readable for your client.

1 The Title Page

The title page should look something like the following:

Project Tender

Project:{Project Name}
Client: {Client Name}

Team: {Team Name}
{Names of all Team Members}
Department of Computer Science, University of Pretoria

Date: {Date of tender submission}

{Photo of Team}

2 The Team

This section should contain a description of the team including. For each team member it should provide

- Your full name
- A photo of yourself
- Your interests
- Your technical skills
- Any past experience which might be relevant for the project
- Your non-technical strengths
- What makes you want to do the project

3 Project execution

In this section discuss any aspects you would like to commit to around the execution of the project. You may optionally include

- What development methodology you intend to follow.
- How you are going to keep the client informed about the status of your project.
- Possibly any initial ideas you have around solving some of the technical challenges.
- Potentially the technologies your team intends to use for the project (as far as these are not prescribed by the client).
- What the client will receive from you at the end of the project.