**QUESTIONNAIRE**

ARE YOU PREPARED TO BECOME A SUPPLIER FOR A PUBLIC OR PRIVATE ORGANIZATION?

This tool will help you to assess how prepared you are to become a supplier for a public or private organization.

The following is a list of 15 practices that help companies maximize their chances to win tenders.

How often do you apply them?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1**  **Never** | **2**  **Seldom** | **3**  **Sometimes** | **4 Often** | **5**  **Always** | **Not applicable** |
| **1** | You know what public and private organizations may be interested in your goods, works or services. |  |  |  |  |  |  |
| **2** | You make sure that your potential clients know about what your company offers. |  |  |  |  |  |  |
| **3** | You know your potential clients’ activities and procurement needs. |  |  |  |  |  |  |
| **4** | You are familiar with your potential clients’ procurement rules and procedures. |  |  |  |  |  |  |
| **5** | You are registered in your potential clients’ supplier database, if this exists. |  |  |  |  |  |  |
| **6** | You are familiar with the bidding documents your potential clients use. |  |  |  |  |  |  |
| **7** | You monitor bid advertisements for your sector. |  |  |  |  |  |  |
| **8** | You have the standard materials/documentation prepared beforehand. |  |  |  |  |  |  |
| **9** | You have partners with whom you can submit a bid. |  |  |  |  |  |  |
| **10** | You look for partnerships when you cannot provide the goods, works, services required alone. |  |  |  |  |  |  |
| **11** | You have trained your staff in preparing the bidding documents. |  |  |  |  |  |  |
| **12** | You know who in your company can help you prepare the offer in reply to a solicitation to bid. |  |  |  |  |  |  |
| **13** | You check that you comply with the eligibility and qualification criteria before answering a bid. |  |  |  |  |  |  |
| **14** | You assess if you have enough time and resources to prepare the offer before you decide to participate. |  |  |  |  |  |  |
| **15** | You keep track of successful bids and failures. |  |  |  |  |  |  |

* **30 points or less:** there is still a lot you need to do in order to access procurement opportunities and become a supplier for public or private organizations. Start by doing your market research and getting to know who your potential clients are. Get familiar with their activities, and their procurement needs, rules and procedures.
* **31 to 60 points:** you have started your market research to access the procurement market and become a supplier, however there is a lot of room for improvement. Identify which specific areas you need to work harder. You do not have to do it all alone. Identify who in your organization can help you prepare for this process.
* **61 to 69 points:** you are on the right track, but you still need to make some improvements in your plan and strategy in order to be successful in the procurement market. Assess which particular points you need to improve and concentrate on those.
* **70 to 75 points:** you may need to work harder in a couple of areas, but you are ready to access the procurement market and become a supplier for public and private organizations.