



Bid readiness checklist

The registrations, documents, accreditations and evidence to have ready before the next tender lands.

Registrations

- ☐ Central Digital Platform supplier registration complete and core information up to date
- ☐ Companies House details (or equivalent) match the name you bid in
- ☐ Accounts for the last two years available, or an explanation if you are a new business
- ☐ Registered on the main e-tendering portals your buyers use

Policies (signed, dated within 12 months)

- ☐ Health and safety policy (with risk assessment arrangements)
- ☐ Equality, diversity and inclusion policy
- ☐ Environmental or sustainability policy
- ☐ Modern slavery statement or policy
- ☐ Data protection (UK GDPR) and information security policy
- ☐ Anti-bribery and corruption policy
- ☐ Business continuity plan
- ☐ Quality management policy or procedure
- ☐ Safeguarding policy (if you work with children or vulnerable adults)
- ☐ Carbon Reduction Plan (needed for many central government contracts above £5m a year)

Insurance

- ☐ Employer's liability (legal minimum £5m for most employers)
- ☐ Public liability at the levels your target buyers ask for
- ☐ Professional indemnity if you give advice or design
- ☐ Certificates current and in the bidding entity's name

Accreditations

- ☐ Sector schemes your buyers expect (for example CHAS, Constructionline, SafeContractor,SSIP members)
- ☐ ISO 9001, 14001 or 45001 if often requested in your sector
- ☐ Cyber Essentials (often required for contracts handling personal data)
- ☐ Trade or professional body memberships

Evidence

- ☐ Three recent, relevant case studies with measurable outcomes
- ☐ Referees who have agreed to be contacted
- ☐ CVs for key staff
- ☐ Social value examples with numbers (local jobs, apprenticeships, volunteering, spend with SMEs)
- ☐ Method statements or process documents you can adapt

Capacity

- ☐ A named person to own each bid
- ☐ Time in diaries for writing, review and sign-off
- ☐ Pricing approach agreed and signed off by a director

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