



Tender submission checklist

Every step from reading the tender pack to final upload. Print it and tick as you go.

When the tender is published

- ☐ Register on the buyer's e-tendering portal and download every document.
- ☐ Confirm your Central Digital Platform registration and supplier information are current.
- ☐ Record the submission deadline, clarification deadline and any site visit dates.
- ☐ Build a compliance matrix: every requirement, question, word limit, format and attachment.
- ☐ Make a documented bid/no-bid decision.

Planning

- ☐ Assign an owner for every question and attachment.
- ☐ Agree win themes and the evidence you will use.
- ☐ Plan internal deadlines: first drafts, review, pricing sign-off and final sign-off, with upload at least 24 hours early.
- ☐ Submit clarification questions before the clarification deadline.

Writing

- ☐ Answer every sub-question in the order asked.
- ☐ Follow the scoring descriptors for the top mark.
- ☐ Evidence every claim with data, case studies or named processes.
- ☐ Respect every word, character and page limit and the formatting rules.
- ☐ Keep commitments consistent across quality answers and pricing.

Documents

- ☐ Policies signed, dated within 12 months and in the right company name.
- ☐ Insurance certificates at the required levels, or confirmation you will obtain them by award.
- ☐ Accreditations and certificates in date.
- ☐ Case studies and referee details confirmed.
- ☐ Pricing schedule complete, with no altered formulas and no blank cells.
- ☐ Declarations, forms of tender and any Carbon Reduction Plan signed.

Before upload

- ☐ Independent review against the scoring scheme.
- ☐ Proofread names, numbers and buyer references; remove other buyers' names.
- ☐ Check file names, formats and size limits.
- ☐ Upload early, confirm every section shows as complete, and save the submission receipt.

Tender submission checklist · West Gate Consulting – FZCO · westgate.london. General guidance, not legal advice. Check the official tender documents and current GOV.UK guidance.