

LEEDS ANCHOR NETWORK TOP TIPS FOR TENDERING



1 Read the documents in detail. Discuss if this is the right time and whether you can comply with ALL the requirements?

2 Know your customer – take time to understand them / their requirements.

3 Check deadlines and secure necessary approvals
Identify any support needed to complete the tender.

4 Read and respond fully to the compliance questions, supply all the information requested and stick to the word limit.

5 Answer all evaluation questions clearly and honestly, stick to word limits and tailor responses to the organisation.

6 Be clear on your pricing model and make sure you price for all elements.

7 Monitor procurement portals and enable notifications to stay informed.

8 Prepare for the tender interview and be confident in the service you can offer.

Any Questions?



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