

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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