

Tendering

The following is intended to offer “food for thought” for any business involved in tendering.

1. Does your business currently tender for new work and/or contracts? If so, what percentage of business has been gained via a tendering process? Is this likely to continue or change?
2. Is your business aware of/has it registered on all online databases/portals which are relevant to your business/sector and where tenders are published? Is there someone in the business responsible for identifying (proactively) and monitoring (responsively) tenders and other new business opportunities? Does the business have criteria in place to form the “go” or “no go” decision?
3. What percentage of tenders does your business currently win/lose? Is this a satisfactory track record? (Is it in line with competitors/your sector)? Is the cost of tendering commensurate with the results?
4. Is your business familiar with the procurement rules/Terms & Conditions/policies and procedures/culture and values/etc of the organizations to whom it currently tenders or intends to tender? Are your own business policies and procedures/etc compatible (from the potential buyers’ perspective)?
5. Is there a comprehensive understanding in your business of the elements of a typical tender process and the “role” of each stage – eg: Expression of Interest (EOI), Pre-Qualification Questionnaire (PQQ), Invitation to Tender (ITT), Presentation/Interview? Is there insight into the “ground rules”, evaluation criteria, instructions/timetable/other requirements, decision-making processes, etc?
6. Does your business have tried and tested processes in place for each step of the tender process? Are there resources who are skilled in and responsible for tendering? Does the current approach work well? Is it time-effective or time-intensive? Could it be improved?
7. Does your business always ask for a debrief? Is it conducted by someone independent to the tender team? What messages/themes have emerged from any debriefs?
8. Is your business alive to “special” opportunities, eg: 2012? Has the business submitted and published its details? Are business opportunities being targeted as well as tenders being identified?

Areas for potential enhancement:

- ___ How to identify tender opportunities/databases/other sources of information
- ___ The tendering process, including the different stages and their roles/importance
- ___ Internal processes/resources and skills
- ___ Debriefs, messages and themes
- ___ Other _____

Aide Memoire: Throughout a tender process, the tendering party will be forming an opinion of each business. These impressions indicate how a business and its people would perform as a potential supplier.