Contract Alerts

Before you bid

A six-question bid or no-bid worksheet for small suppliers

Use the current official notice and buyer documents. Mark each answer and note the evidence or question you need to resolve.

Notice / lot: _____ Deadline: _____

Official URL: _____

Can you deliver the full scope you would bid for?

Check every required service and any separate lots. Include partners only where the buyer permits that approach.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Can you meet the mandatory requirements?

Check the actual participation conditions, evidence, certifications and insurance, including when they must be met.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Can you cover the delivery locations?

Allow for travel, attendance, supervision and mobilisation across every required site.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Does the contract make commercial sense?

Check what the value represents, likely costs, cash flow and margin. A framework ceiling is not guaranteed revenue.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Do you have a realistic delivery plan and capacity?

Consider people, equipment, subcontractors and existing commitments throughout the contract.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Can you prepare the required evidence and submit on time?

Check clarification deadlines, portal registration and time for pricing, review and uploads.

☐ Yes ☐ No ☐ Not sure Note / evidence: _____

Choose your next step

No: resolve the obstacle, consider a permitted alternative or pass. **Not sure:** ask a precise clarification through the buyer's process before its deadline. **All yes:** review the evaluation criteria, evidence and pricing before committing.

A structured self-check is not an eligibility decision or a prediction of winning. Follow the official documents and obtain specialist advice where needed.

Free browser version: getcontractalerts.com/tools/tender-bid-checklist

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