

### **Tips for submitting a tender**

When offering a product or service to council via a tender please ensure you consider the following:

1. Make sure you have read and understood the tender documents, before submitting. Ensure you understand how our requirements are different from the way you normally do business.
2. Understand your client's needs. Consider how you can structure your tender submission and set your price competitively to meet our needs.
3. Clearly identify your legal entity type in your tender. We need to understand who we are assessing when we evaluate your submission.
4. If unsure of something ask questions. If you don't understand something within the tender make sure you ask. All questions need to be lodged through the electronic forum.
5. Make sure you sell yourself. Don't assume people know who you are, or what your business does. Make sure you show how your business can meet our needs. Your submission should demonstrate your capabilities and competitiveness. Please keep in mind that we are only able to evaluate your submission based on the information contained in your tender response, in the format requested in the offer response document. Provide strong, clear and concise examples to highlight your capabilities. Any extra paperwork that you supply will not be included in the evaluation, only information supplied in the requested format.
6. Ensure your pricing is as competitive as possible. If your price isn't competitive against other competitors, your submission may not be shortlisted for consideration.
7. Be organised and ensure you have placed the deadline in your diary. Be sure to take note of the deadline and give yourself a buffer of a few days to submit on time. Be mindful that the lead up to a deadline can be stressful, so try to be organised and finalise and submit your submission in plenty of time.
8. Address all criteria. Read the technical specification document fully and address each of the criteria to be used in the evaluation. Ensure your response is provided only in the format requested in the offer response document.
9. Proofread prior to submitting. Make sure you have proofread your documents to ensure all information is correct and easy to understand.