

A Guide to Public Sector Tendering

Troubling terminology, paperwork and complex criteria can make tendering in the public sector seem ominous. We can direct you on your journey to success...

1. Define a strategy

- ☐ Define your likely customers.
- ☐ Decide on your growth plans.
- ☐ Make sure you can meet market needs.

2. Locate the right business opportunities

- ☐ Register with a tender search provider such as **Tenders Direct** to ensure you don't miss an opportunity. You will be more market aware this way.
- ☐ Understand and investigate your sector of work: historical tenders and contract awards can help you benchmark your performance.
- ☐ Keep up to date with news and events: this may initiate a new business opportunity.

3. Manage your time effectively

- ☐ Tendering takes time and money. Plan your resources so you aren't overstretched.
- ☐ Have a Bid Manager for each bid: they can keep an eye on the timetable and ensure the team is on track.

4. Excel at tender completion

- ☐ Make sure you have the skillset in your team to complete the work.
- ☐ Build relationships with public sector procurers where possible: it's who you know, so they say.
- ☐ Always provide the information you are asked for.

5. Seek feedback to improve

- ☐ If you are not sure of anything, use the clarification process to raise your questions.
- ☐ Meet the buyers in advance of the tenders – understand their wants and needs.
- ☐ Undergo training with **Tenders Direct** to improve your skills.