



# A Guide to Public Sector Tendering

Troubling terminology, paperwork and complex criteria can make tendering in the public sector seem ominous. Millstream 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.



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