

## **Top tips on how to tender/submit a quotation**

- 1) Read the documentation clearly and understand what is required of you.
- 2) Provide all of the information requested. If you cannot provide some of the information, for whatever reason, ask for advice.
- 3) Don't include publicity material in your submission unless you have specifically been asked to.
- 4) Don't be put off by the invitation to tender documentation (or quotation request) – you can always ask for help.
- 5) You must complete and return the documents by the given time and date, making sure that you sign everything that you are requested to sign.
- 6) Where relevant, cross reference the answers in your response to the questions in the invitation to tender/quotation request, this will make it easier to evaluate.
- 7) Be clear on your pricing model and state any assumptions that you have made when pricing (for example, resources required by you and/or the Council, timetables, etc).
- 8) If you are unsuccessful, make sure that you ask for a debrief as you are entitled to one and it will help you to identify areas for improvement.
- 9) Read the questions carefully and answer them accurately and precisely.
- 10) The invitation to tender/quotation request should include a named contact if you have any questions.