

## Pre-Submission Checklist

10 essential checks before you submit your next tender. Reduce the risk of non-compliance and improve your evaluation score.

**Why this matters:** Up to 40% of tender submissions are marked non-compliant before evaluators read a single word. Most failures are avoidable with a structured final review.

- 1 Confirm All Mandatory Documents Are Included** 

Cross-reference the ITT document list against your submission pack. Check for certificates, insurance schedules, policies, and any annexes the buyer has requested.
- 2 Verify Word Counts and Page Limits** 

Exceeding stated limits can lead to automatic disqualification or truncation. Check every question against the specified maximum.
- 3 Ensure Pricing Is Complete and Arithmetically Correct** 

Verify all pricing cells are populated, VAT treatment is clear, formulas work, and totals are consistent across the pricing schedule.
- 4 Check Every Response Addresses the Evaluation Criteria** 

Map each quality question back to the published scoring methodology. Ensure your answer explicitly covers each sub-criterion the evaluator will assess.
- 5 Include Relevant Evidence and Case Studies** 

Generic claims score poorly. Include named contract examples, measurable outcomes, client references, or data that substantiate your capability.
- 6 Validate Social Value Commitments** 

Confirm your commitments are specific, measurable, and deliverable. Align with TOMs or the buyer's stated priorities. Avoid vague promises.
- 7 Review Formatting and Submission Requirements** 

Check file formats, naming conventions, font and margin requirements, and whether responses should be pasted into portal fields or uploaded as attachments.
- 8 Confirm Declarations and Forms Are Signed** 

Non-collusion declarations, conflict of interest statements, and form of tender documents often require authorised signatures. Missing signatures can invalidate your bid.
- 9 Proofread for Errors, Redactions, and Client Name Mistakes** 

Check for references to a different buyer or contract, spelling errors, broken formatting, and any tracked changes or comments left visible.
- 10 Submit Before the Deadline (Allow a Buffer)** 

Portal uploads can fail and last minute amendments cause errors. Aim to submit at least 2 hours before the deadline. Late submissions are almost always rejected.

### Need expert support with your next bid?

TenderVera provides specialist bid writing, compliance review, and full tender management. Visit [tendervera.co.uk](https://tendervera.co.uk) or call 01908 110078.