

## **WEST MERCIA SUPPLIES**

### **INVITATION TO TENDER BASIC CHECKLIST**

- Read the Invitation to Tender document carefully to check what you are required to return as your tender response.
- Do not leave starting to check the Invitation to Tender until near to the return deadline. You need time to check what the requirements are for, formulate your responses and to raise clarification questions and obtain responses if required.
- Raise clarification questions if you are not sure what is required either by the tendering instructions or the specification of requirements.
- Only provide the information requested by the Invitation to Tender. Do not provide additional information unless it is relevant to the responses requested.
- Ensure, however, that you do respond to each request for information as comprehensively as possible.
- Ensure that you leave sufficient time to return the completed tender by the required deadline. Do not leave it until the last day. Also, return your tender to the exact address given and do not deviate from the return instructions given.
- Presentation of your tender is not the most important issue. However, it is better if responses are typed so as to be legible. However, the most important element of a tender response is its content.
- Take note of the Award Criteria that will be used to evaluate the tender as this may give you an indication of the degree of importance of different elements.
- Think of ways of adding additional value to your offer. If you have additional or alternative ways of meeting our specifications set these out within your response. In most cases we will look at variants and evaluate all options. If you are not sure then raise a clarification question.
- Let us know within your response if you are not accepting any of the terms and conditions under which we wish you to undertake the contract.