

Producing Compelling Bids

Delivered by Nigel Denison & Kate Skillman



**Picking the 'right'
opportunities for YOUR
business**

Picking the right opportunities: Contracts Finder



Contracts Finder

<https://www.gov.uk/contracts-finder>

Contracts Finder lets you search for information about contracts worth over £10,000 with the government and its agencies.

You can use Contracts Finder to:

- search for contract opportunities in different sectors
- find out what's coming up in the future
- look up details of previous tenders and contracts

You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account.

To find and apply for high value contracts (usually above £118,000) in the UK [use the Find a Tender service](#) instead.

[Start now >](#)

GIMLET ASSOCIATES
Helping you win bids

Related content

[Sell goods or services to the public sector](#)

[Get help and support for your business](#)

- Includes tenders over £10,000 (central govt) / £25,000 (sub-central govt & NHS)
- **Great for identifying future opportunities to prepare for before they come to market.**

Find high value contracts in the public sector

<https://www.gov.uk/find-tender>

Use the Find a Tender service to search and apply for high value contracts in the UK's public and utilities sectors. High value contracts are usually above £138,760, including VAT.

Find a Tender replaced the EU's [Tenders Electronic Daily](#) for high value contracts in the UK on 1 January 2021.

Contracts will continue to be listed on Tenders Electronic Daily if the procurement process started before 1 January 2021.

[Start now >](#)

Related content

[Sell goods or services to the public sector](#)

- Includes tenders over £138,670
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Picking the right opportunities: Free tender portals

- Stotles – www.stotles.com
- MyTenders – www.mytenders.co.uk
- OpenOpps – www.openopps.com – (international)
- The Construction Index - <https://www.theconstructionindex.co.uk/tenders>
- In-tend - www.tendernotification.co.uk/sign-in
- Bidstats – www.bidstats.uk (3 free tender searches per day, or unlimited @ £300 per annum)

Regional

- Public contracts Scotland - www.publiccontractsscotland.gov.uk
- Sell2Wales - www.sell2wales.gov.wales
- eSourcingNI – www.e-sourcingni.bravosolution.co.uk
- Proactis (ProContract) – www.procontract.due-north.com
- Supplying the South West - www.supplyingthesouthwest.org.uk
- Yorkshire & Humber region – www.yortender.eu-supply.com
- North West - www.the-chest.org.uk
- Individual council websites

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mytenders

OpenOpps 

theconstructionindex
THE Construction Search Engine

BidStats

 public contracts
scotland

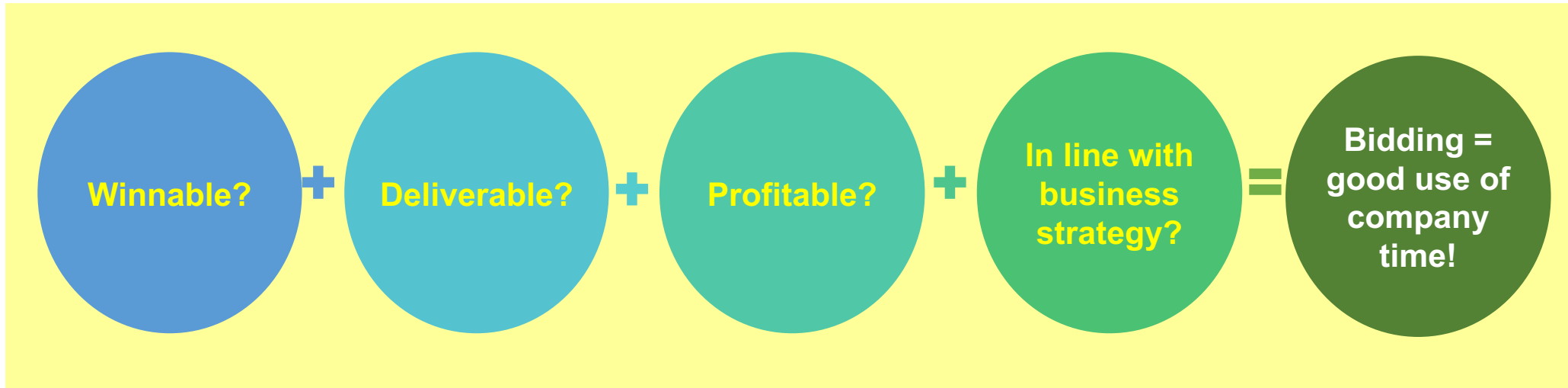

proactis

 supplyingthesouthwest.org.uk
Procurement Portal


YORprocure
STRATEGIC PROCUREMENT FOR YORKSHIRE AND HUMBER


The Chest North West Portal

But what is the 'right' opportunity for YOUR business?



What is the 'right' opportunity for YOUR business?



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Is the opportunity 'right'?



Documents for reading:

- Instructions to bidders
- Specification
- Pricing document (if provided)
- Quality / technical responses
- Terms & Conditions

Understand
the contract

Clarification
Questions

Documents for completion:

- Pricing document
- Quality / technical responses
- SQ
- Form of Tender
- Social Value response

Is the opportunity 'right'? Clarification questions

CQs...



Read all documents carefully.

If anything is unclear ask a CQ.

Follow the process.

Submit CQs early.

Use CQs and their responses to confirm your understanding of the requirement.

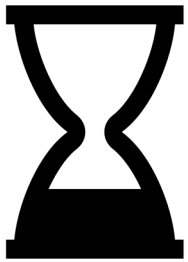
One issue per CQ: keep each CQ clear and concise.

Don't reveal your identity and label CQs 'Confidential' if required.

If the response is unclear, push back with another CQ.

Is the opportunity 'right'? Time and team

Who's doing what?



Time & Team

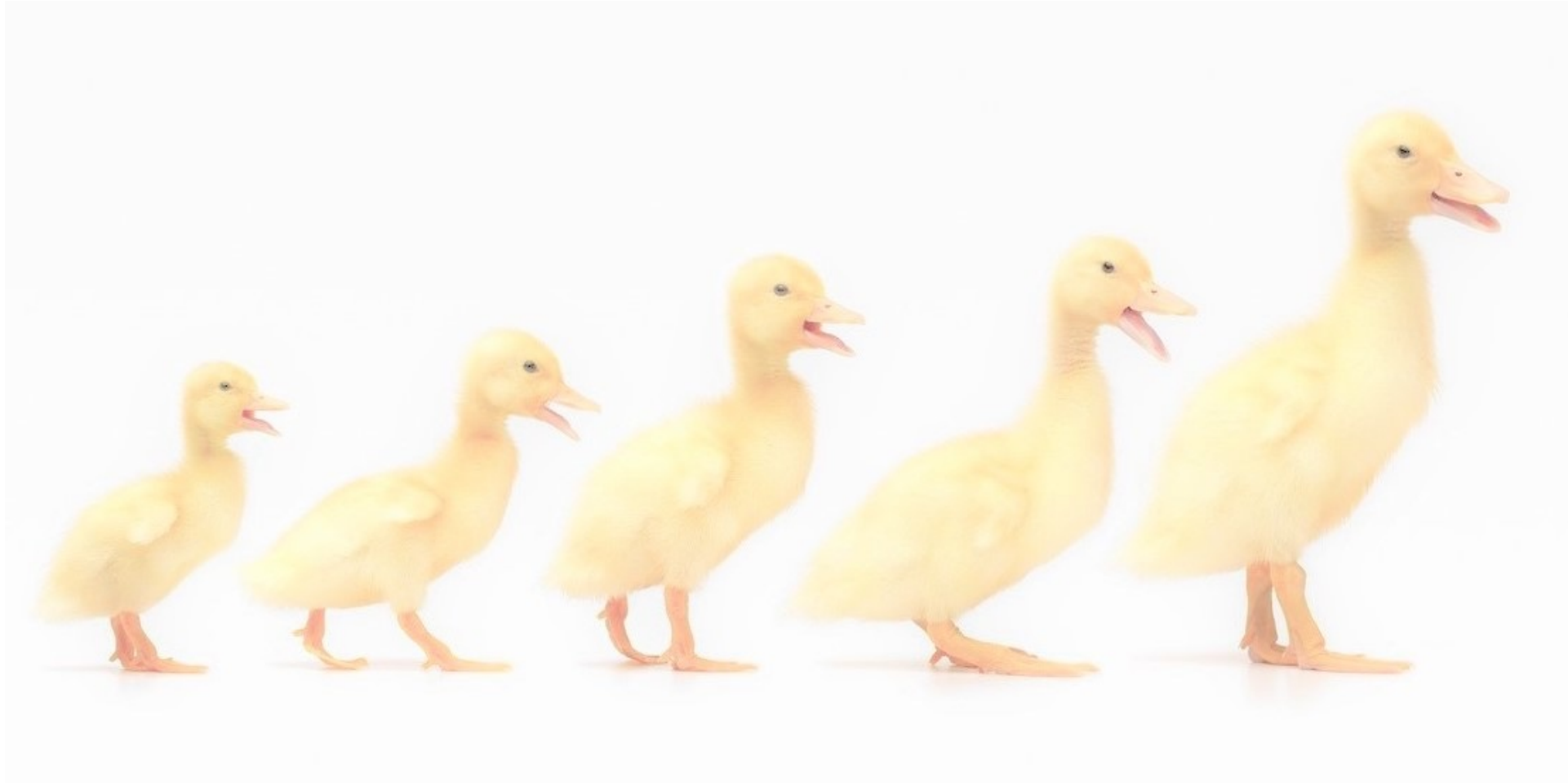
NB: Day job(s)!



Is the opportunity 'right'? Are you prepared?



Producing a high-quality submission: getting ready to bid





**The bid writing task:
Reducing the pain...**

Producing a high-quality submission: key quality principles

Compliance

- Instructions.
- Specification.

Content

- Clarity: well-written, 1 fact per sentence.
- Evidence & data.
- Alignment with evaluation criteria.

Consistency

- Consistent writing style.
- Attention to spelling, punctuation, grammar: your 'best self'.

Structure

- Make it easy for the reader!

Evaluation criteria

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations. Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.

Producing a high-quality submission: top tips for drafting your responses

1. **Create separate response drafts** in Word. Put question in header for constant reminder whilst you're writing.
2. **Break down** the question into bite-sized chunks:
 - **Separate out** the 'instruction' words.
 - **Highlight** the key 'theme' words of the question that content of your response should focus on.
3. **Search the specification** for relevant information related to the question (NB – use 'Find' if spec is in Word).

Producing a high-quality submission: top tips for drafting your responses - deconstruction

Team Structure and Project Experience

Provide an organisation chart for your proposed team, clearly identifying the full team, including both site and office based personnel; and identifying key operational and administrative contacts for this specific project. Provide information highlighting your team's technical skills and previous experience (full CVs may be provided and do not count towards the word count). Please provide reference to two relevant construction projects completed within the last five years, providing details of your company's experience as main contractor, taking account of the projects scope, scale and complexity. Responses are to include: name of the project, location, client, value, form of contract, start and completion date. (1000 words)

Header



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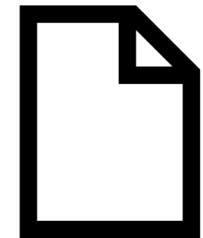


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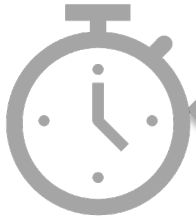
- name of the project,
- location,
- client,
- value,
- form of contract,
- start and completion date. (1000 words)

Producing a high-quality submission: key principles for producing your bid



Analyse each question carefully - follow the instruction to the letter:

Provide the information that is required in the way that it is required.



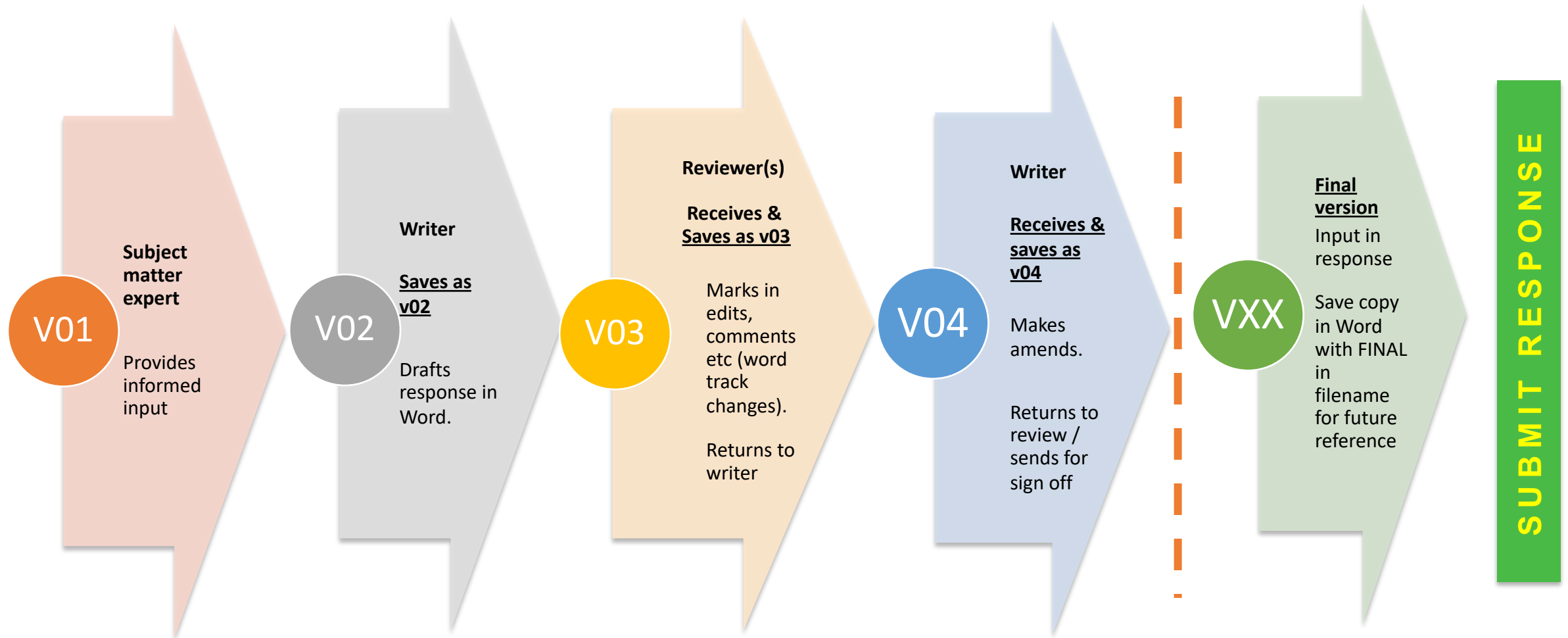
Allow time:

To read all documents, for drafting, review, editing, redrafting (?rewriting?), re-review...



Use the mark scheme to guide your writing.

Producing a high-quality submission: Top tips for drafting your responses – review process



Producing a high-quality submission: Process summary

