



Bid or No Bid

Deciding whether to bid or not bid for a contract can be vital to the development and delivery of an organisation.

Consider the:

1. Big picture – Does this opportunity align with your organisation's objectives?
2. Capability – Does your organisation have the skills to deliver, or will you have to recruit or subcontract?
3. Profitability – Is this opportunity going to be profitable to your organisation?
4. Relationship – Do you have an existing relationship with the buyer? And how might that influence your decision?
5. Competition – Are you aware if other organisations will be bid? And are they more likely to win?
6. TUPE – Are there any issues with regards to TUPE? [What us TUPE?](#)

Bid or No Bid Tool

Making the decision to bid or not to bid for a contract is important, use the following Bid or No Tool to help you.

[Bid no Bid Tool](#) – tool created by [Solar Flare Services](#)

Meet the Buyer

Some buyers might give you the opportunity to meet with them at a meet the buyers event that they either run themselves or another organisation might organise. This is great opportunity to ask questions and get to know the buyer. This is also the perfect opportunity to sell your unique selling point (USP). By meeting the buyer this might help you make the decision to bid or not to bid.

Bid Library

A bidding library is a collection of material that can help you with the development of your bid. Storing these high quality, and well written materials in central place can make the bidding process more efficient. Additionally, the bid library may contain other relevant information and documents that are commonly required for bids. When setting up your bid library consider:

- Who will use it
- What purpose will it serve



- Where should it be stored
- How will you effectively manage the library
- Decide who will have access

Suggested content:

- Past contract, including feedback
- Annual accounts
- Staff CVs
- Insurance certificates
- Relevant policies (e.g. H&S, GDPR)
- Accredited certificates
- Risk registers
- Exist strategy

Other related information

[Public Procurement Scotland](#)

[Public Procurement Scotland – Tender](#)

[Just Enterprise](#)

[Solar Flare Services](#)

[Supplier Development Programme \(SDP\)](#)

Need help?

Why not contact our team at:

Email: sedg@tsdg.org.uk

Call: 0300 303 8558