



Being Tender Ready

Before tendering for any contracts, it is important that you get to know your organisation.

- What are your organisations strengths and weaknesses?
- What can we deliver?
- What is your organisations unique selling point?
- Does your organisation have the skills and capacity to bid?

Strengths and Weaknesses

Understanding your organisations strengths, weaknesses, opportunities, and threats is an important help with your strategic thinking on where and how a business should operate to create the impact you want to make.

[SWOT Analysis Template](#)

Be Realistic

Is the opportunity:

- Winnable?
- Desirable?
- Deliverable?
- Profitable?

Winnable

- Is the tender you are bidding for within your organisation's expertise?
- Who else might bid for this contract are they better suited to deliver the contract?
- Do you have a relationship with the buyer?
- Where is the contract being delivered? And do you already operate there?
- How much is the contract worth?

Desirable

- Does the contract fit with your organisation's strategic purposes?
- What is the risk to your organisation?
- Are the services/products being delivered through the contract your core services/products?
- Do you have resources in place to plan the workload?
- Consider the buyers characteristics.



Deliverable

- What current resources do you have in place, think about people, infrastructure, equipment
- Are the timings of the contract realistic?
- Will you need to recruit staff?
- Do you already have the expertise, do they have capacity?
- Do you need to work with partners or subcontract the work?
- Consider geographical issues.

Profitable

- Is the buyer's budget realistic?
- Will the work be profitable to your organisation?
- Consider the size of the contract?
- What is the payment schedule?
- What investment is required to deliver the contract?
- Is the contract a Framework Agreement? A framework agreement is a legal contract that provides guidelines to regulate projects or transactions between two or more parties.
- Do agree with the terms of the contract?
- Check minimum turnover or insurance clauses.

Other related information

[Public Procurement Scotland](#)

[Public Procurement Scotland – Tender](#)

[Just Enterprise](#)

[Solar Flare Services](#)

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

Need help?

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