



Responding to Opportunities

When responding to a procurement opportunity you should consider whether your organisation is ready, see our 'Becoming Tender Ready' guide. This you should consider can be written withing an action plan as a checklist when developing your tender.

Checklist:

- Review all the tender information as soon as possible.
- Check the conditions/award criteria
- Conduct a Bid No Bid Assessment, see our guide here.
- What information are you going to need?
- Who needs to be involved?
- Create a project plan for completion.
- Identify any difficult/ambiguous questions.
- Look out for missing information.
- Ask questions.

The Tender Response

A tender response usually encompasses three main elements:

1. The Qualification Response will require the organisation to complete a SDP (Single Procurement Document).
2. The Technical Response will require the organisation to a series of questions relating to the service and their proposed delivery plans.
3. The Commercial Response requires the organisation to submit a price for their service.

Single Procurement Document (SDP) vs Technical Response

- You will use your SPD response to indicate whether your organisation can meet the requirements of the procurement exercise.
- The Technical Response is focused on your proposals for how you are going to deliver the contract.
- Passing the SDP stage shows that you have the minimum capacity and capabilities as an organisation to deliver the contract.
- The scoring for Technical Responses (and Commercial Response) will determine who the successful supplier/suppliers will be.



What are buyers looking for?

Buyers are looking for:

- a sound financial base,
- have the correct insurances, licenses, and certifications,
- have the capacity to undertake the contract,
- have the skills and expertise to deliver the requirement,
- can provide evidence of your reliability,
- have a good reputation,
- are legally compliant.

The Technical & Commercial Response- must have documents

The service specification – This outlines the full details of the service the public body wants to purchase.

Method Statements – Your response to the questions they have asked. Either as a separate document or completed directly onto the outline PSC Tender site.

Evaluation Criteria – An overview of how the bid will be scored.

Pricing Schedule – The template that needs to be completed which will detail the price for your service.

Terms and Conditions

This is not an exclusive list, there could be more this depends on the tender.

Structuring your Responses

- The buyer will have given you a clear indication of what they expect to see covered under each question.
- Reflect back to them their headings and sub-headings.
- Reflecting the requirements of the service specification in your responses is critical.

Make it easy to evaluate your bid.

Writing Impact Responses

- Review the specification in detail and address it directly in your responses.
- Focus on what you are going to do – not what you have done.



- Interpret the questions correctly.
- Always tailor your responses.
- Deliver what you want to deliver.
- Answer all the elements of the questions.
- Write down – don't make any assumptions.
- Always come back to the evaluation criteria.

Overcoming restrictive word count:

- Make every word count.
- Use diagrams, tables, and graphs.
- Use bullet points.
- Keep your answers concise and to the point.
- Include appendixes (if allowed)
- Request more words.

Common Mistakes

- Not answering all the questions and elements
- Not providing all requested information
- Not including all necessary documentation
- Not understanding the requirement
- Not meeting the specifications
- Not delivering the service the buyer wants
- Not making the deadline
- Not following submission instructions
- Providing too much or too little information.

Pricing your Tender

Things to consider:

- What will it cost your organisation?
- Do you know the market/competitors?
- Is there a chance that costs will change?
- Is there a budget?
- What is the price/quality weighting? The weightings on the scoring will give you an idea of how much emphasis you should put on each.

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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