



Tender Submission Review Checklist

Content and Narrative Review

- ☐ All questions fully answered with no placeholders or incomplete sections
- ☐ Clear, concise language used throughout
- ☐ Tone is professional and aligned with the buyer's values
- ☐ Benefits clearly communicated and backed by evidence
- ☐ Case studies, stats, or testimonials used effectively
- ☐ No contradictions or inconsistencies across responses
- ☐ Response flows logically and is easy to follow
- ☐ Jargon and overly technical language avoided (unless appropriate)

Document Formatting & Presentation

- ☐ Font size, spacing, and formatting follow buyer instructions
- ☐ Headers and subheadings used consistently
- ☐ Word/page count limits adhered to
- ☐ Document titles and file names are clear and follow naming conventions
- ☐ Spelling and grammar checked

Attachments & Supporting Documents

- ☐ All mandatory attachments included (e.g. policies, accreditations, forms)
- ☐ All attachments are clearly referenced in the main response
- ☐ File types and sizes comply with tender instructions
- ☐ Signed declarations or forms correctly completed
- ☐ Evidence of insurance, certifications, or financials (if required) included

Compliance and Final Checks

- ☐ Bid submitted via the correct portal or method
- ☐ Submission deadline confirmed and scheduled (allow buffer time)
- ☐ Internal review signed off by relevant stakeholders
- ☐ A fresh set of eyes has reviewed the entire bid
- ☐ All hyperlinks (if applicable) are working and up to date
- ☐ All questions align to the buyer's evaluation criteria

☐ Executive summary (if required) is clear and persuasive