

## Tender Toolkit

### Guide #10: Using AI to Support Your Tender Writing

*Get smarter, not busier—with AI done right*

AI tools (like ChatGPT) can help improve the clarity, tone, and polish of your tender responses. But you need to know how to use them safely and effectively.

#### What AI *Can* Help You Do

- ✓ Reword and simplify your text
- ✓ Turn dot points into full sentences
- ✓ Make your answers more professional or persuasive
- ✓ Give feedback on clarity, gaps, or missing elements
- ✓ Format answers consistently

#### ✗ What AI *Should Not* Do

##### ✗ Write your full tender responses from scratch

AI can't replace your expertise. Without strong input, it produces vague or irrelevant content. If you're relying on it to write the whole thing, you're likely off track. It can do it, but you need experience. If you're interested in learning more, talk to Grantus.

##### ✗ Make up or exaggerate claims

AI can bluff. If it sounds too smooth to be true, it probably is. Don't let it write anything you can't back up.

##### ✗ Replace your technical or compliance content

AI doesn't know your certifications, insurance, methods, or contract history. You still need to provide the facts.

##### ✗ Handle sensitive information

Don't upload confidential documents into public tools. Use generalised input or a secure AI environment and if you're unsure, leave it out.

#### How to Use AI Safely

- Never upload full tenders or confidential client info
- Use general prompts and paste short, anonymised sections only
- Always review and fact check what it gives you
- Keep your own voice. AI should support, not replace

## Try These Prompt Examples

### Rewriting Tone

“Rewrite this to sound more professional, keeping all the technical detail.”

“Make this clearer for someone not in the industry.”

### Clarity & Structure

“Summarise this in three concise bullet points.”

“Turn these dot points into a paragraph suitable for a government tender.”

### Proofing & Checking

“What’s missing from this answer based on evaluation criteria around local economic impact?” [provide the criteria asked]

“Does this answer clearly demonstrate capacity and experience?”

## Checklist: Reviewing AI-Generated Content

- ✓ Is it accurate and aligned with your business?
- ✓ Does it sound like you, not a robot?
- ✓ Have you removed generic fluff and kept the relevant detail?
- ✓ Does it match the evaluation criteria in the tender?