

Tender Toolkit

Guide #2: Tender Readiness Checklist

Know if you're ready before you write

Responding to tenders requires more than enthusiasm; it takes time, evidence, and coordination.

Use this checklist to assess whether you're truly ready to respond.

Self-Assessment Checklist

For each question, score:

0 = No / Not Yet

1 = Partly / In Progress

2 = Yes / Confident

Area	Score
We know where to find government/council tenders and are registered (e.g. ICN Gateway, Buying for Vic).	
We've allocated someone to lead/manage tender responses.	
We have the time/resources to prepare a response (including writing, reviewing, and submission).	
We've delivered similar work before (and can demonstrate it).	
We can provide current insurance documents (e.g. public liability, workers comp).	
We have key business policies prepared (e.g. OHS, Environmental, Social).	
We understand the evaluation criteria and how to write to them.	
We can outline our team's experience and capability.	
We know our competitive strengths and price position.	
We have examples or references to show quality performance.	

Total Score: _____ / 20

Scoring Guide

- **0-10** = Not yet tender-ready. Start preparing before applying.
- **11-16** = Close but prepare key documents and capacity now.
- **17-20** = Ready! Begin applying or preparing for your next opportunity.

Tender Ready Prompts: What to Consider Before Tendering

- Do we have someone who will *own* this response?
- Do we have capacity in the next 2 – 4 weeks to write and submit?
- Do we have updated versions of our core documents?
- Have we received feedback on past submissions?
- Are we clear on our value proposition?

Next Steps if You Score Low

- Register on [ICN Gateway](#) and tenders.vic.gov.au.
- Reach out to:
 - Commerce Ballarat for support/referrals.
 - ICN for support in building your capability statement or partners.
 - Grantus for expert assistance with policy development or tender writing services.

Pro Tip: Prepare Before the Tender Drops

Most tenders are tight (14 to 30 days). You won't have time to chase insurance certificates or write an OHS policy under pressure.

Do this now:

- Start your policies (see Toolkit #4)
- Draft your capability statement (Toolkit #5)
- File tender documentation in an accessible folder
- Nominate a tender lead