

**Tender Toolkit**

**Guide #8: Review & Submit Checklist**

*One last pass could make all the difference*

This isn't the time to second guess your pricing. it's about professionalism, polish, and being thorough. A great bid that's submitted poorly can lose to a good one submitted well.

**Final Checks Before You Submit**

	All required sections are complete (Part A, B, C, D)
	All evaluation criteria are answered clearly and directly
	Mandatory attachments labelled and uploaded (e.g. insurance, policies)
	WHS, environmental, and social procurement sections addressed (even briefly)
	Signed where required (don't forget electronic signatures if accepted)
	Formatting is tidy: headings, spacing, consistent fonts
	Response saved in required format (PDF, Word, portal entry)
	Named correctly (e.g. 'CompanyName_Tender2025.docx')
	Uploaded and submitted before the deadline (allow buffer time!)
	Confirmation email or receipt saved

**Final Polish Tips**

- Use plain English, active language, and short sentences
- Remove jargon or duplicated content
- Bold or underline key terms sparingly
- Ask a colleague to proofread, even just 20 minutes helps

**Common Last-Minute Errors**

- ⊗ Missing attachments
- ⊗ Outdated insurance docs
- ⊗ Incomplete checkboxes or signatures
- ⊗ Submitted after the deadline (portals *close automatically*)
- ⊗ Uploading the wrong file version

**Getting Feedback**

Don't be disheartened If you missed out, seek feedback so you know where you can do better next time.