



Defence  
Contracts  
Online

## Top Tendering Tips

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## MOD DCO – Top Tendering Tips

MOD Defence Contracts Online aims to keep you up to date with all the business intelligence and procurement knowledge you need to successfully grow your business.

Now that you've taken your first step towards finding new business opportunities for your organisation, the next step is to learn the top tendering tips you need to secure your first new contract!

The Government is now recommending that Pre-Qualification Questionnaires (PQQs) be removed for low-value contracts (under £113,000 in value), meaning that there has never been a better time for SMEs to get involved in public sector tendering.

*However, there are still some pitfalls to avoid when tendering:*

- Don't assume that the contract notice you've received is entirely correct and accurate. Instead:
  - Confirm the tender procedure, legislation and estimated value. Make sure you're clear on all abbreviations and terms used. The world of contracts can be full of acronyms, so make sure you're clear on all meanings.
  - Confirm the award criteria and their weightings or order of importance.
  - Ask questions about anything you think is unclear.
  - Read the documentation thoroughly to understand what's required of you.
  - Prepare a database of all the basic information commonly requested during the tendering process. This will allow you to have all the information you need on hand. This can include insurance details, references and financial information and so on.
- If your response is paper-based, make copies of all your tender documents and store the originals in a safe place.
- Consider creating a 'bid team' comprising a few members of staff for larger contracts. Different perspectives will allow you to create a thorough and comprehensive bid.
- Don't be put off by the tender documentation – you can always ask for help as directed within the document itself.

- Provide all the information requested. If you can't provide some of the information, for whatever reason, ask for advice.
- Where appropriate, cross-reference the answers or responses in your tender to the questions in the Invitation To Tender document. This will make it easier to evaluate.
- Be clear on your pricing model and state any assumptions you have made when pricing (for example, resources required by you and/or the awarding authority, timetables, etc).
- Sell yourself in order to beat your competitors. Detail and explain the benefits of your offer clearly and simply.
- You must complete and return the tender by the given time and date and make sure to sign anything that should be signed. Incomplete and/or late tenders cannot be taken forward to evaluation and will be returned.
- If you are unsuccessful, make sure you ask for a debriefing; you are entitled to one and it will help you to understand where you went wrong.

**REMEMBER** – All tenders are meant to be equal and anonymous when delivered, so make sure your company's franking machine has not put your company name on the envelope. Most importantly, get the tender in on time!

### Next steps

Now, with the Cabinet Office revealing further measures to help SMEs do business with the public sector, the number of small businesses winning these contracts is set to rise even further.

MOD DCO is your gateway to access the largest defence and security related tender and awards database in Europe, Defence Contracts International (DCI), including opportunities within the UK MOD, homeland security, aviation (including airports), counter terrorism, humanitarian aid, emergency services and aerospace.

*Even more opportunities are knocking at your door. Are you ready for them?*

**[Learn more about how to get the most from the defence industry here](#)**

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