

# Top 10 Tips – for Completing Bid Reviews

Supplied by: Bid & Tender Support Ltd



## Top 10 Tips for.....Completing Bid Reviews

Without an effective bid review before submission, you aren't just risking missing a couple of small typos, a review could make the difference between a win or a loss and an effective bid review process can save the frustration of knowing you lost vital points on something that could have easily been rectified.

1. Paramount on completing a review is to ensuring that the responses to requirements are doing just that. Only data that is answering the client requirement will score you points.
2. All the additional information you want to include can be added as an appendix, which the client can reference after seeing from your responses that you have a product or service suitable for their needs.
3. A proof read for typographical errors is also always important. As an absolute minimum, run the automated spell check tool to avoid a messy red wavy underlined page appearing before anyone reading a digital version of your submission.
4. If there is someone in your company known for having an 'Eagle-Eye' give them the chance to shine and ask them to keep some time clear to read through the documents before submission.
5. Schedule a minimum of a day before deadline to review the document and make any final revisions
6. Ensure the bid is reviewed by someone who wasn't a primary contributor to the content, they are more likely to spot errors than a person who worked on the original text
7. Double check all response guidelines from the client have been followed
8. Without looking at the content, see that the response has a professional and consistent look to it
9. Ensure that all internal notes and comments have been removed
10. Spell and grammar check – while you can use automated tools, also do a read through as the tools can often miss obvious errors, especially if the error is the right spelling of the wrong word, such as referring to complaints instead of being compliant in your response!

### Top 10 Tips supplied by...

Bid & Tender Support  
Office 7 The Business Centre  
Berrells Court  
Olney  
Milton Keynes MK46 4AR  
Tel: 01908 382414  
Web: [www.bidandtendersupport.co.uk](http://www.bidandtendersupport.co.uk)  
Email: [katy.berrill@bidandtendersupport.co.uk](mailto:katy.berrill@bidandtendersupport.co.uk)