

A QUICK 6-STEP GUIDE TO:



Building winning government tenders

A checklist for writing successful tender submissions



theprojectlab.com

A close-up photograph of two construction workers in high-visibility vests (one yellow, one orange) leaning over a table. They are looking at and pointing to a set of blueprints. A yellow measuring tape, a calculator, and a pen are also on the table. The background is a bright, out-of-focus office or construction site.

Are you wanting to improve the success rate of your **government tenders**?

Many companies face challenges when navigating the complex process of writing compelling tender documents. From understanding the scope of work, to demonstrating your company's capabilities, the stakes are high.

FOLLOW THESE 6 SIMPLE STEPS WHEN PREPARING FOR YOUR TENDER SUBMISSION



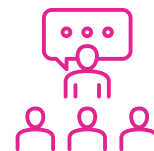
STEP 1

Identify and initiate for a potential tender



Review key dates:

The first step once a potential tender has been identified is make sure all key dates are recorded and documented to ensure they are not missed. Examples of key dates include cut-off for questions, industry briefing date and the submission deadline.



Industry briefing:

Departments and organisations sometimes conduct briefings for a deep dive into the scope and to allow suppliers the opportunity to ask questions. Checking for this is crucial as some industry briefings are mandatory for participation.

STEP 2

Thoroughly understand the tender requirements



Read the tender documents carefully:

Pay close attention to the specific requirements, deadlines, and evaluation criteria.



Identify key performance indicators (KPIs):

Understand how your performance will be measured and assessed.



Ask clarifying questions:

Don't hesitate to seek clarification if any aspects of the tender are unclear.



STEP 3

Demonstrate your company's expertise



Highlight your track record:

Showcase your previous experience in similar projects, including references and case studies. Be sure to highlight the positive impact the work had at its completion rather than just a laundry list of tasks.



Emphasise your team's qualifications:

Demonstrate the expertise and experience of your staff. The CV format across all your staff should be consistent in design and style.



Provide evidence of certifications:

Highlight any relevant certifications or accreditations your company holds.



STEP 4

Develop a strong tender response



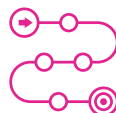
Tailor your response:

Address the specific requirements of the tender and avoid generic statements.



Use clear and concise language:

Ensure your tender is easy to understand and follow. Be sure to have a competent colleague, or expert support, to review your document to catch any errors.



Include a detailed work plan:

Outline your proposed approach, timeline and resource allocation.



Address potential risks and mitigation strategies:

Demonstrate your ability to manage challenges and uncertainties.

STEP 5

Comply with administrative requirements



Submit all required documents:

Ensure you include all necessary forms, certifications and financial information.



Adhere to submission deadlines:

Submit your tender on time to avoid disqualification.



Follow formatting guidelines:

Ensure your tender complies with the specified formatting requirements, even if you're able to use your own branded template.



STEP 6

Seek professional assistance



Consider a tender writing consultant:

Engage an expert who can help you craft a compelling and compliant tender. Talk to us at The Project Lab to find out more about our services in this space.



Leverage industry resources:

Utilise networks and associations for guidance and support.

The Project Lab is a dedicated management consultancy that deeply understands the challenges faced by Tasmanian organisations and applies tailored solutions that enable them to be better, to advance, and to grow.





By following this checklist, you can significantly increase your chances of securing government tenders and growing your business.

We know this to be true because at The Project Lab we have been helping Tasmanian businesses and organisations for the past decade to deliver winning tender submissions. From developing templates, reviewing and refining existing content, resourcing our clients with subject matter experts, or pulling the whole thing together from scratch, we know how to level-up and refine your submission to deliver the professionalism needed to help you win crucial work for your business.

Get in touch with one of our tender submission experts today.

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Prepared by:

