

Tender Response Preparation Checklist (2025)

Prepared by Glan Consulting – www.glanconsulting.com

Use this checklist to prepare a clear, compliant and competitive tender response. Organise technical content, verify compliance documentation and coordinate with partners early.

1. Tender Overview

- Tender reference number and issuing authority
- Submission deadline and portal access details
- Clarifications and correspondence log
- Scoring matrix or evaluation criteria summary

2. Administrative Information

- Company registration details and insurance certificates
- Tax clearance and declarations (as required)
- Company policies: health & safety, environmental, quality, GDPR, etc.
- Signed forms, declarations, and appendices

3. Technical Inputs

- Waste management plan or diversion strategy
- Environmental and sustainability commitments (ESG, CSRD alignment)
- RAMS, method statements and risk registers
- Training and staff competence documentation
- KPIs and monitoring templates

4. Evidence and References

- Permits and authorisations (WCP, WFP, CoR, EPA licence)
- Case studies of relevant past projects
- Customer testimonials or performance certificates
- Supplier or subcontractor documentation

5. Quality Assurance & Review

- Internal QA and cross-check completed
- Proofreading for accuracy, tone and formatting
- Cross-referenced scoring matrix to ensure coverage
- Final document naming and version control applied

6. Submission & Post-Submission

- Final upload or delivery confirmation received
- Backup copy stored securely
- Clarification responses prepared (if requested)

- Mobilisation pack prepared for contract award

Glan Consulting assists bid teams with environmental documentation, compliance evidence, and sustainability inputs to strengthen scoring and ensure timely, compliant submissions. For tailored support, contact ciaran@glanconsulting.com or call +353 (0)86 375 1816.