

Winning WYFRS tender opportunities (tips and hints)

- Ensure that you are signed up to receive notifications from our [E-procurement portal In-Tend](#). Make sure your organisation is set up with a suitable profile and remember to update it when any changes occur. There are other portals you can use to find tender opportunities such as [Find a Tender Service](#), [Contracts Finder](#), [Bluelight Commercial](#) etc.
- Be selective and only go for tender opportunities that you believe you have a good chance of winning as responding to a tender opportunity may take some time. Make sure you get out as much as you put in otherwise you might be overwhelmed with paperwork and receive no contract at the end of it.
- Once you have read the tender documents ensure that you give careful consideration as to whether the opportunity is suitable for you to bid for or not. Don't overstretch yourself, but also don't underestimate your ability to be able to successfully deliver the contract.
- When reading the tender documents make sure you focus on what the buyer's needs are because that is what the emphasis will focus on in the award criteria and associated questions.
- If you are invited to attend pre-tender supplier events or site visits, try to make the most of these opportunities. It may take up a couple of hours of your time but it will be worth it as you will be better informed and find out more about how the tender process will be structured. You may also benefit from new and/or improved relationships which could lead to further opportunities of a collaborative nature.
- When responding to questions in the tender pack please ensure that you respond to all questions/requests for information as failure to do so could lead to your tender response being rejected. Always double check that you have provided everything that is required.
- Do not change or alter any tender documents or the pricing schedule on which you submit your response. Please provide your responses in the relevant text boxes. Templates are utilised to make it easier to evaluate tender submissions on a like for like basis.
- Please answer the question asked. Quality as opposed to quantity is what's important. Very often, a concise response covering the relevant and required information can score higher than reams of pages where the response has provided information with little relevance to the actual question.
- You need to provide sufficient information in your tender response (even if you think we may already know) as we can only mark the content of your tender response and cannot award marks for previous experience we may have with you. Please complete tender responses as if you have never worked with us before and tell us everything that is relevant to the question in a concise but informative manner. You will not be scored for anything that is not relevant to the question.

- Do not make promises in your tender response that you know you will not be able to deliver. It could very well lead to your contract being terminated early as a breach of contract.
- Do not include company brochures, marketing material, unnecessary appendices etc. unless requested to do so.
- When asked to provide examples of previous work or case studies, please make sure that it relates to the goods, services or works that are being procured in the tender pack. Demonstrating your experience needn't be lengthy — it is about providing evidence that demonstrates expertise providing the requirements of the tender pack.
- If you are a small to medium enterprise (SME), consider getting assistance from specialist organisations that support SMEs in completing and winning tender bids.
- When answering award criteria relating to [social value](#) or sustainability, provide examples that demonstrate the benefits the contract you are bidding for can bring to WYFRS and the communities it serves if you win the contract.
- Please follow all instructions carefully as errors could result in your response being rejected. Please always adhere to the word counts. Information provided above the maximum word count for each questions will not be scored.
- Tenders may have weighted award criteria including quality, wellbeing benefits (social value), demonstrations, wearer trials and price. Make sure that you give sufficient focus on the highest weighted criteria as those are the ones for which you will receive the highest portion of marks.
- If you copy your responses from a similar previous tender response you have submitted for another organisation, please ensure that you change any references to be relevant to WYFRS requirement.
- During the tender process there will be a period of time for you to submit any clarification queries that you may have. Please make the most of this opportunity as it is always better to ask questions than assume you know what something means within the tender pack. Once the clarification period closes it will be too late. Please refer to any previous clarifications as the answer may already be available. Repeated questions increase resource for you and us.
- Do not leave submitting your tender response until the last minute. Deadlines are given for a good reason, and as things can go wrong with technology you need to allow sufficient time to upload all your tender response documents in case you experience any technical issues.
- Use your spellcheck function to check for spelling errors before submitting your responses as documents littered with spelling errors may be deemed as showing a lack of care and attention to detail. This may put doubts into the scorer's mind about whether you will have a similar lack of care in terms of delivering the contract.