

Tender Starter Guide

Planning aid only. Verify all requirements, deadlines, documents, and addenda at the linked official procurement source before acting or bidding.

Purpose

This guide is an illustrative starting point for examining a public tender opportunity. It is not a bid, a complete compliance review, an estimate, a legal review, an engineering review, or an eligibility conclusion.

Opportunity overview

Record the essential public facts from the official notice:

- Tender ID and title (verbatim from the official source).
- Issuer and procurement system.
- Category and delivery region.
- Published date and closing date/time with timezone.
- Document access method.
- Addenda status.

Do not infer requirements, eligibility, or conditions that the official notice does not state.

Limitations

This template:

- Does not replace the official notice or any addendum.
- Does not assess company fit, eligibility, or probability of award.
- Does not produce a price, takeoff, or bid figure.
- Must be rechecked against the official source immediately before any action.

Review method

1. Open the official notice and confirm the current closing time.
2. Download and read the current documents.
3. Check for addenda and clarifications posted after the initial notice.
4. Note every requirement that is unclear or that requires specialist interpretation.
5. Record the checked-on date for every fact.

Compliance matrix

The compliance matrix in the companion workbook tracks each stated requirement against your planned response. A requirement with no clear response is a question to raise through the official clarification process, not an assumption to make.

Review calendar

Work backward from the closing date. Reserve time for:

- Reading all documents and addenda.
- Drafting questions before the clarification deadline.
- Preparing the compliance matrix.
- Internal review of the draft submission.
- Final check of the official source for late addenda.

Document checklist

Track every document referenced in the official notice. A missing document is a question, not an assumption about its contents.

Addenda log

Record each addendum by number, date, and summary. An addendum can change a deadline, scope, requirement, or submission method.

Clarification log

Record each question submitted through the official process, the date submitted, and the official response (when received).

RFQ tracker

If the opportunity uses a Request for Quotation format, track the line items, quantities, units, and any pricing structure the official documents specify.

Estimate scaffold

The estimate scaffold is a blank framework for internal costing only. It does not produce a bid figure. Any number entered is a planning placeholder, not a commitment.

Official sources

All facts in this pack must be traceable to an official procurement source. The companion official-sources.txt file lists those links.

Next steps

1. Recheck the official notice for the current closing time and any new addenda.
2. Complete the compliance matrix against the current documents.
3. Submit questions through the official clarification process before the deadline.
4. Decide whether to proceed based on verified facts, not assumptions.

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