



T e n d e r R e a d y ?

Is this Tender Right for My Business?

W h a t s h o u l d I c o n s i d e r ?



Is this Tender Right for My Business?

You saw this tender and it looks interesting.

But how do you decide if you want to invest the time and resources to compete?

When considering any tender and taking the time to prepare, complete and submit, you need to make sure that you can and are able to:

- ✓ Meet any mandatory criteria;
- ✓ Provide the right experience;
- ✓ Manage the tender with people with the appropriate skills, licences and qualifications;
- ✓ Supply products and services that meet the specifications;
- ✓ Provide the right plant, equipment, technology and resources;
- ✓ Plan and schedule for the tender;
- ✓ Complete the tender requirements; and
- ✓ Be able to perform the obligations under contract, should you be the selected winner.

Mandatory criteria

You must meet all mandatory criteria in order to be able to be considered for the tender.

If you do not attend a mandatory site visit, you will not be able to tender.

Compliance criteria

Should you not meet the compliance criteria, your business may not be included in the evaluation process.

Where you don't meet the requirements, you need to be able to show that you will be able to meet the compliance criteria before a tender can be awarded to you.

What should I consider to determine if this tender is right for my business?



Quick review to decide if this tender works for your business:

| Consideration | Comment | Yes/No |
|--------------------------------------|---|--|
| Closing date and time | Do you have enough time to complete all the requirements including any site visits and pricing requirements? | |
| Method for Submission | Will you be able to comply? Do you need to print copies and hand deliver the tender? Is this practical? | |
| Specific signing requirements | Some tenders require you to sign a tender declaration/statutory declaration in front of a justice of the peace. Will you able to comply? | |
| Mandatory Requirements | Can you meet all mandatory requirements? E.g. mandatory site visits? Mandatory licences? Specific accreditation? | If no, you cannot compete in the tender. |
| Compulsory Site Visit | If you cannot attend, send a business representative. If you or a business representative cannot attend, you cannot tender. Will you be able to attend any mandatory site visits? | If no, you cannot compete in the tender. |
| Scope/ Specifications | Do you have similar experience to what is required in the tender? E.g. if the contract price will be approx. \$250,000 per year, have you completed similar type contracts at similar values? If not and where the gap is quite significant, you should consider the benefits of completing the tender and how you would be able to demonstrate your business capability. | |
| Compliance Criteria | Do you meet the compliance criteria? If you are successful, will you be able to meet the criteria (for example increase your insurance cover)? | |
| Qualitative Criteria | Can you demonstrate and show that you meet the qualitative criteria? Do you have similar experience, the right people and can you demonstrate understanding of the requirements of the tender. Have you completed contracts at similar contract pricing and duration? | |
| Statutory Compliance | Do you have the appropriate systems and processes in place as required in the contract? E.g. a safety management system, licencing, training etc.? | |
| Pricing | Will your business be competitive? How will you demonstrate value for money | |



Does this Tender Strategically Fit my Business:

If you can answer yes to most of the questions above, you want to take the following into consideration before making your final decision:

| Item for consideration | Comment | Yes/No |
|-----------------------------|---|--------|
| Business Fit | Does the tender fit with what your business does? Is it in a different industry? Will you have people, goods etc to complete the requirements of the contract? | |
| Tender Ready | Are you too far off the mark? For example, if you have only done work up to \$100,000, how would you be able to do work for \$1,000,000? | |
| Strategic Value | Is this tender a strategic opportunity to benchmark your business against the market? Where you are working towards being tender ready, can meet any mandatory requirements and are not too far off in terms of the requirements of the tender, you may want to consider submitting a response in order to get a debrief. Tender debriefing is a good way to benchmark your business against your market place. | |
| Contract Performance | Will you be able to perform the obligations under contract if your business is successful? Will you have the right people, sufficient cash flow and experience to meet your contractual obligations and perform the obligations under contract? | |



About Ichiban Commercial Solutions:

Ichiban Commercial Solutions deliver a broad range of commercial solutions for our clients, focused on their value proposition and business growth.

The general areas of support include commercial business advisory, procurement and tendering support. However, given our diverse skill set and business experience, we often support our clients across other areas of business.

Celia Jordaan, Principal Commercial Consultant founded Ichiban Commercial Solutions in 2015. Celia Jordaan has over 30 years international and corporate experience and worked in the areas of commerce, contract negotiations, complex procurement, tenders, supply chain, contract management, law and risk.

She has managed procurement/supply chain teams and has worked on both sides of the spectrum, both from a company and a contractor/supplier perspective. Her experience and background include working in the mining and resources sector and assisting construction companies, not-for-profits, small and medium business and government project sector clients.

For more information, visit: <https://ichibancommercialsolutions.com.au/>

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