

## Tender checklist

Tender checklist	Yes	No
<p><b>Have you registered your interest in this tender?</b> To register interest for Council tenders, follow the instructions on the eTender website to access the documentation.</p>		
<p><b>Do you understand all the requirements?</b> Make sure you have read the tender document and identified the important points.</p>		
<p><b>Do you need clarification?</b> If you do not understand something, contact the Council via the eTender website's forum.</p>		
<p><b>When is the closing date?</b> Make sure you know when the tender closes and where your tender should be lodged. Late tenders are not accepted.</p>		
<p><b>Are you fully informed?</b> Make sure you attend any tender briefing sessions.</p>		
<p><b>What are the contract terms and conditions?</b> Read the contract terms and conditions and make sure you can comply.</p>		
<p><b>Have you answered all the specified requirements?</b> Review your response to ensure all items have been answered.</p>		
<p><b>Have you indicated whether you comply with the conditions of contract?</b> If you exceed the requirements, or only partially comply, you must provide a detailed explanation.</p>		
<p><b>Have you demonstrated your ability to meet all of the criteria?</b> Make sure you have clearly demonstrated (not just asserted) your ability to fulfil all the criteria.</p>		
<p><b>Have you completed the price response forms for all items you are tendering?</b> Include costing for all items and follow the GST requirements.</p>		
<p><b>Are you offering value for money?</b> Review your tender to check whether you pitched competitively.</p>		
<p><b>Have you contacted your referees to confirm they are willing to be a referee?</b> Make sure the referee contact details correct.</p>		
<p><b>Have there been any amendments?</b> Check if there have been any tender amendments issued and make sure you have addressed them.</p>		
<p><b>Have you signed all the appropriate forms?</b> Check that you have correctly signed all appropriate tender forms.</p>		
<p><b>Have you proof-read your submission?</b></p>		