

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