

Question	Yes	No
<p>Have you registered your interest in this tender? To register interest for any of the University's open tenders, please follow the <a href="#">UniBuy</a> link and follow the instructions on how to download the soft copy tender documentation.</p>		
<p>Do you understand all the requirements? Make sure you have read the tender document and highlighted important points.</p>		
<p>Do you need clarification? If you do not understand something, talk to the relevant University contact.</p>		
<p>When is the closing date? Make sure you know when the tender closes and where should it be lodged. Late tenders will not usually be accepted.</p>		
<p>Are you fully informed? Make sure you attend any pre-tender briefing sessions.</p>		
<p>Can you complete the entire contract in-house? Determine whether you can complete the contract in-house or whether you will need to sub-contract or form a consortium. If you need outside help, make sure you give others enough time to provide input into the tender.</p>		
<p>What are the evaluation criteria? Determine the criteria against which your tender will be evaluated and note any weighting placed on each of the criteria.</p>		
<p>Do you need a tender response strategy? For high value tenders you may wish to determine at an early stage if you can provide a competitive solution.</p>		
<p>What are the contract terms and conditions? Read the contract terms and conditions and make sure you can comply.</p>		
<p>What format do you respond in? Determine if there are any mandatory tender forms to be completed. If there are, and they have not been included, your tender will be considered incomplete and will be eliminated.</p>		
<p>Is your response in a simple format? Your tender will be evaluated on content not on an elaborate presentation.</p>		
<p>Are there tenderers response schedules? If tenderers response schedules have been provided, use them.</p>		
<p>What numbering has been used in the tender document? If no set format for responding has been specified, follow the general format and numbering of the tender specification.</p>		
<p>Have you answered all the specified requirements? Prepare a checklist and tick each of them off as you answer them.</p>		
<p>Have you provided all the information requested? Cross check whether you been requested to supply other information and documents.</p>		

## Tender checklist

<p>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.</p>
<p>Are there quality assurance requirements? Make sure you attach any supporting documents required.</p>
<p>Have you demonstrated your ability to meet all of the selection criteria? Make sure you have clearly demonstrated (not just asserted) your ability to fulfil all the mandatory criteria.</p>
<p>Have you completed the price or cost schedule for all items you are tendering? Include costing for all items and follow the GST requirements.</p>
<p>Are you offering value for money? Review your tender to check whether you pitched competitively.</p>
<p>Have you contacted your referees to confirm they are willing to be a referee? Make sure the referee contact details correct.</p>
<p>Have there been any amendments? Check if there have been any tender amendments issued and make sure you have addressed them.</p>
<p>Is this an alternative tender? Check with the relevant University contact first to confirm that an alternative proposal will be considered.</p>
<p>Have you signed all the appropriate forms? Check that you have correctly signed all appropriate tender forms.</p>
<p>How can you send your response? The University will only accept soft copy responses via UniBuy. Having registered your interest and downloaded the tender documentation via <a href="#">UniBuy</a>, you must access UniBuy using your password and login and follow the prompts on how to upload your response.</p>