

# SecureTender

## SecureTender Submission Review Guide

A final check before submitting — designed to help SMEs ensure every answer is clear, compliant and confident.

### 1. Compliance & Instructions

Make sure every instruction has been followed.

- All questions answered; no blanks or placeholders remain.
- Word/page limits observed; attachments named as instructed.
- Required forms, declarations and signatures are complete.

### 2. Answer Quality

Demonstrate outcomes, not just process.

- Each answer leads with the 'so what' — outcomes and benefits.
- Evidence and numbers back up claims (KPIs, results, savings).
- Plain English; avoids jargon and explains acronyms.

### 3. Social Value & ESG

- Commitments are specific, measurable and buyer-relevant.
- Delivery plan explains partners, tracking and reporting.
- Benefits are localised where required.

### 4. Presentation & Consistency

Small details build confidence.

- Headings, terminology and tone are consistent across answers.
- Tables/figures labelled; file names are professional.
- Spelling and formatting proofread by a fresh reviewer.

## 5. Pricing & Commercials

- Prices align to the method; assumptions documented.
- Totals reconcile; mandatory breakdowns completed.
- All commercial clarifications resolved.

## 6. Final Checks & Upload

- Portal login tested; attachments open and are virus■free.
- Submission attempted early; confirmation receipt saved.
- Backup copy stored securely and version■controlled.