



Review and Analysis – Summary of Service

In order to provide you with a comprehensive Review and Analysis of your tender documentation, we ask that you submit your draft to us in Microsoft Word. We can then use the “track changes” and “comments” functions as the tools for delivering the feedback that is provided with the review and analysis. Using “track changes” enables you to see the changes we are recommending, and also to easily accept (or reject) them within the document – without having to re-type or copy type. The “comments” function enables us to explain the reasoning behind a change and also to raise pertinent questions where more detail might be required within a response.

As well as requesting your draft tender response, we will also ask for the tender specification. Upon receipt of these documents from you, we first make sure we have a clear understanding of the buyers specification and also their aims and objectives. We can then ensure that your responses meet the objectives and needs stated by the buyer.

Next we work through the responses individually seeking to ensure:

- a good use of English
- the writing style is consistent
- identification of syntax and other grammatical errors (its more common than you think!!)
- that each response answers and responds to the question raised by the buyer (as they can spot a “cut and paste” from a sales brochure a mile off!)
- there are no repetitions, and no referrals to previous responses (buyers prefer to work forwards not back!!)
- that the terminology used is not too technical, ambiguous, and would not alienate members of the tender evaluation panel; and
- the layout and presentation is pleasing to the eye – have images and screenshots been used appropriately?

When providing this service we provide you with constructive, honest and direct feedback on your draft response. We want to ensure that you submit your best possible tender... and win!

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