



Workshop: Bid Writing

Understanding the Buyer

- Reading the tender documentation:
 - Invitation to Tender
 - Questionnaire
 - Quality Award Criteria
 - Timescales
 - Pricing Schedule
 - Scope
 - Form of contract
- Understanding the evaluation criteria and scoring methodology.
- Assumptions:
 - Raise clarifications rather than make assumptions in your submissions as this can impact scoring.

Discussion point(s):

- What are the biggest challenges you face when responding to tenders?
- How could we structure our tender documentation differently?
- Your understanding of NEC – what would you like to see?
- Is there consistency across UKAEA?

Bid Writing

- Structure your responses clearly
 - Show examples.
- Answer the question
 - We don't just want a description of your business
- Use evidence and demonstrate value.
- Apply lessons learned from previous feedback you have received.
- Discussion point(s)
 - What do you think makes your bid stand out?
 - How do you ensure that your responses are clear, concise and persuasive? SMART

Compliance

- Understand mandatory requirements - can put a lot of time into a bid that gets rejected on something simple being missed.
- Common pitfalls - missing documentation, not sticking to word/page limits, not proofreading, late bids, understanding the procurement portal, business continuity (resource).
- Discussion point(s):
 - How do you make sure your bid meets all mandatory requirements?
 - How do you ensure bids are submitted on time? How would you evidence any submission issues?
 - Is it clear what is mandated? – and impact of not meeting them

Social Value

- 10% of bid if above the relevant threshold.
- Demonstrating strong social value can differentiate your bid, especially as SMEs who may be more embedded into local communities.
- Tips: be specific, align to our priorities, outline how you will measure the impact and avoid being vague in your promises.
- Model Award Criteria
- [Social Value Charter](#)
- Discussion point(s):
 - Utilising supply chain to achieve social value objectives
 - What sustainability measures do you do at the moment?
 - Is there anything we can do?