
Quick Reference Guide

Supporting social benefit suppliers through the tender process



Social benefit suppliers can often find the tendering process a challenge – here are some tips to help make the process more manageable for them

	Potential challenge for social benefit suppliers	Consider, can you
1	Limited resources to respond to lengthy tender processes	<ul style="list-style-type: none"> ... sole or select source some low value and low risk purchases? ... simplify the quotation documentation / bidding process? ... create panels of preferred social benefit suppliers? ... simplify the process to get on the panel?
2	Not enough time to collate all required information e.g. don't have existing pricing structure required	<ul style="list-style-type: none"> ... provide extended response times
3	Unable to survive on one contract	<ul style="list-style-type: none"> ... avoid exclusivity agreements, that stop social benefit suppliers from working with other contractors
4	<ul style="list-style-type: none"> Little understanding of complicated contract language Lack of access to legal advice 	<ul style="list-style-type: none"> ... introduce simple short form contracts ... provide opportunities to ask questions
5	Complex operating model costs	<ul style="list-style-type: none"> ... offer shorter payment terms ... offer longer contract periods to allow more certainty of revenue
6	No experience bidding for work on major projects	<ul style="list-style-type: none"> ... provide support/feedback throughout the bidding/tendering process ... Clearly articulate expectations in terms of delivery of work ... provide clear and succinct feedback on the reasons why they were unsuccessful and advice on how to improve for future