

Sample Pre-Submission Bid Review

Sample only. The supplier, request clauses and draft extracts are made up. This is not a review of a real bid.

Scope: a short program evaluation quote response, one pricing schedule and one appendix checklist. The sample shows four findings and how each is fixed. A real review records every document version and addendum checked.

Priority findings and the evidence behind them

Priority and source	Finding in the made-up draft	Action needed and who does it
P1 Must-have item Request clause 2.3 Draft appendix checklist	The request requires a signed conflict of interest declaration with the response. The appendix checklist does not list it.	Director completes and signs the declaration. Reviewer checks it is included before client approval.
P1 Required schedule Request Schedule 2 Draft pricing section	The draft gives one lump-sum price. The request requires the completed Schedule 2 pricing template, which is missing.	Finance lead completes the actual template. Totals and assumptions are matched to the written response.
P2 Criterion coverage Criterion 2 Draft method paragraph	The method lists four stages but does not give the outputs, timing, dependencies or approval points Criterion 2 asks for.	Technical lead supplies the real delivery plan. Each stage is linked to its output and approval.
P2 Evidence coverage Criterion 3 Draft team paragraph	The response refers to "an experienced team" without naming people, roles, relevant work or availability.	Principal confirms the people and their time. Approved CVs and case examples are cited.

P1 means a missing must-have in the request. P2 means an incomplete answer or missing evidence. The actual request decides whether a gap leads to exclusion, a clarification or something else.

What this review shows

Two required items and two answer or evidence gaps need action. Every finding traces back to a clause in the request and a place in the draft. This is not a panel score, a predicted score increase or a chance of winning.

Each real finding records its clause, draft location, evidence, owner and due date. Evidence that hasn't been provided is not verified. How material is shared, and whether any automated tools may be used, is agreed before work starts.

Worked edit and final approval

The same made-up example, continued. Bracketed fields need the client's confirmation before use.

Example of a marked-up paragraph

Draft: "Our highly experienced team will deliver a robust evaluation using a comprehensive four-stage methodology."

Finding: the sentence claims quality but doesn't say who delivers each stage, what the client receives, or when approval is needed. Those details must come from the supplier.

Structure for the client to complete: "[Named lead] will oversee four stages: inception, evidence collection, analysis and reporting. Each stage will produce [specified output] by [agreed milestone]. [Named role] will lead [stage] and [named role] will review its output. We need agency approval of [decision] before [next stage] starts. Availability is confirmed in [approved team schedule]."

This is a structure for real facts. It never invents people, dates, methods or promises. The technical lead approves the approach before the wording is used.

Fix and recheck

Finding	Evidence needed to close it	Status
Conflict declaration	Correct form, authorised signature, date and appendix reference	Open
Pricing schedule	Completed Schedule 2 and matching totals	Open
Method and timing	Approved stage plan, dependencies and milestones	Client input needed
Named team	Approved CVs, roles, availability and relevant examples	Client input needed

Client approval before submission

The client approves eligibility, facts, people, method, prices and schedules against the actual request, and checks the latest addenda, page limits, signatory, lodgement method and closing time. The client approves and submits.

The review offer

Fee: A\$497 plus GST. Founding rate A\$197 for the first three firms, in exchange for honest feedback. Includes traceable findings, a focused markup and one clarification call. Length, criteria, schedules and revisions are agreed before work starts.

Return time: two business days after the complete pack arrives, confirmed in writing before work starts. Urgent work, late addenda and rewriting are agreed separately.

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