AUSTRALIAN TENDERS

STANDARD BID RESPONSE TIMELINE

14 DAY BID PERIOD

RELEASE

DAY 1 *The first 10% of open bid period*	DAY 2 *10% of the way into bid period*	DAY 3-4	DAY 5	DAY 6-7	DAY 8	DAY 9-11 *20% of bid open period*	DAY 12 *10% of bid open period*
READ	MANAGE	WRITE, REVIEW, EDIT				POLISH	SAFETY NET
UNDERSTAND	KICK-OFF MEETING	CONTENT CREATION VERSION 1	REVIEW VERSION 1	CONTENT FINALISATION	FINAL BOARD/ MANAGEMENT APPROVAL *(if applicable)*	PRODUCTION	CONTINGENCY
Distribute bid to team Read all bid documents twice: • 1st read to understand • 2nd read to highlight key information Confirm bid/no-bid decision based on RFT requirements Identify key client priorities	Decide win themes Identify operational strategy Allocate all questions to a member of your team Submit any clarifications to the client Draft outline of Executive Summary	Aim for 60% bid completion Plan response content for each returnable Refine your story and unique value propositions Identify bid response weaknesses/ gaps and resolve Identify appendices and key supporting docs Ensure answers flow and are easy for the reader	Submit to bid manager/peer reviewer Understand feedback, edit accordingly Further research and content creation Edit document to ensure consistent messaging throughout Look for consistency in language, grammar, naming conventions	Complete all unfinished answers and address V1 review notes Thoroughly check all clarification answers and addendums and adjust content accordingly Align answers with overarching key messages Ensure your key value propositions are clear to the reader Finalise executive summary	Obtain final sign off from management Ensure there are no further edits or changes within the bid	Spell and grammar check Format doc (spacing, font, headings, margins) Check file names and submission instructions Finalise appendices Final compliance check Insert page numbers and table(s) of contents Convert and compress PDF	Always put aside 10% of your total bid time as spare time Some things will require more time and you must have time to spare Do not skip this step

SUBMIT DAY 13
(24 Hours Prior To Deadline)