

Tender Checklist

We recommend you have all of this information together before you start the tender process.

Company Details

- Company name and ABN
- Company specialties
- Organisational structure
- Account service range

Nominated personnel

- 5 key people who will work on this account (include experience)

Explanations

- Intention to subcontract
- Relationships to subcontractor/s and experience working together
- Conflicts of interests

Capabilities

Include itemisation and examples for each item

- Meet service requirement
- Operations

Case Studies

- 3 x exemplar and relevant case studies with referee details
- 2 x case studies that addressed unexpected complexities

Vaxa Group

If you need any assistance, feel free to get in contact with us.

Demonstrated Ability

Include examples for each item

- Experience in the same/similar service
- Financial viability
- Workload requirements
- Project management - risks
- Manage creative processes and proposed methodology
- Work with and/or alongside a blended team
- Environmental stewardship and resource minimisation strategies

Quoting

- Rates by service or hourly
- Exclusions in your offer
- Any client responsibilities
- Discounts available
- Approach to ensure value for money
- Alternative offers available

Client & Quality Management

- Client account management and project management approach
- Quality assurance approach/accreditations

Summary

- Key reasons to be considered
- Contract departures and rationale



info@vaxagroup.com



+61 7 3102 4145



vaxagroup.com