

Top Ten Ways to LOSE a Tender

1. **Don't read any of the questions carefully**, instead answer any way you feel. The more unrelated your answer to the question is, the more likely you won't win the business.
2. **Waffle**. Tendering organisations ask questions, but don't expect a good, clear answers to them. Say nothing of substance in as many words as possible.
3. **Modify the tender document structure completely** so the evaluation team has to dig around your document to find the answers to questions. Evaluation teams like nothing more than to spend 3 hours hunting through documentation. Especially when they have 30 other submissions to read.
4. **Don't submit a complete response** as tendering organisations have plenty of time to chase up missing insurance schedules, pricing and answers.
5. **Be an arrogant incumbent** as tendering organisations must know you so well that you have no need to bother answering the question completely or submitting your best offer as they have to accept your tender. After all, you are their incumbent and you know best.
6. **Offer a bribe or gratuity** to the tendering organisation's contact person or evaluation team members. Buy them a car! A house! A trip to France! The more you spend, the more likely they will award to you.
7. **Start preparing late**. Beginning to prepare the tender documentation the day the tender closes often works best.
8. **Don't proof read** the document or have another person in your team check the completed work.
9. **Leave out key skills and capabilities** that your company has to offer in the delivery of the product or service.
10. **Avoid watching the Better Tenders DVD** and learning any of the tips and tricks of tendering.

This Top Ten is obviously tongue-in-cheek. A large number of organisations make these common mistakes and they win little tender business as a result.

Don't make these mistakes.

[Order your copy of the Better Tenders package today.](#)

Better Tenders

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