Free Bid Readiness Pack

ASK? BEFORE YOU BID.

A practical checklist for Hygiene & Facilities Management businesses.

1. Is the opportunity right for you?

Check the service scope, locations, contract length, minimum requirements, resources and deadlines. Consider whether the opportunity fits your business and capacity.

2. Can you meet the selection requirements?

Gather insurance, financial information, relevant accreditations, experience, policies and any required evidence. Identify gaps before you start writing.

3. Can you explain your service clearly?

Prepare your staffing approach, supervision, quality checks, equipment, training and client communication. Show how your promises will work in practice.

4. Are safe working methods ready?

Check Health & Safety policies, Control of Substances Hazardous to Health (COSHH), Risk Assessments & Method Statements (RAMS), manual handling and training records.

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5. Have you considered environmental responsibilities?

Review waste, recycling, chemical use and environmental policies. State accurately what systems or certifications you hold and how they support delivery.

6. Is mobilisation realistic?

Plan the people, equipment, systems, training and handover needed before the contract starts. Allow for setup time and costs.

7. Is the submission complete?

Check each question, evaluation criteria, word limits, attachments, pricing requirements and portal instructions. Give yourself time for review before the deadline.

This initial checklist is free to use. Tailored reviews, writing and project support are agreed and quoted separately.

No subscription. No endless emails. Just practical support when you need it.

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