



Tender checklist

Mackay Regional Council has provided the checklist below to help you through the process when submitting a tender.

Tender Checklist	Yes/No
Have you read the tender document and identified the important points?	
Do you know when the tender closes and where your tender should be lodged? Late tenders may not be accepted.	
Is there a site briefing you are required to attend?	
Have you read the contract terms and conditions and make sure you can comply?	
Have you reviewed your response to ensure all Schedules have been answered? If you only partially comply, you must provide a detailed explanation.	
Have you clearly demonstrated (not just asserted) your ability to fulfil all the mandatory criteria?	
Have you completed the price or cost schedule for all items you are tendering? Include all costing for all items and submit in original format provided. I.e. Excel spreadsheet for Pricing Schedule.	
Have you reviewed your tender to check whether are your offering value for money?	
Have you provided correct referee contact details and are they happy to be a referee?	
Have any addendums been issued and have they addressed?	
Have you correctly signed all appropriate tender forms?	
Have you proof-read your submission?	