



Fit to Tender: your tender readiness checklist (see p 26 of Guide)

Use this checklist to determine whether you are ready to tender. Run through each item. Mark whether you have access to the information or have the policies in place. If not, allocate responsibilities and timescales to implement what you need.

Policy or information requirement	In place (Y/N)	Next steps
Company name, registered office address, registration number, legal structure and details of any Persons of Significant Control		
Organisation chart		
CVs of key personnel		
3 years of management accounts		
Details of public sector contracts you have won - whether directly or as a subcontractor		
Certificates showing current insurances: <ul style="list-style-type: none">- public liability- employer's liability- professional indemnity- other, if appropriate (dependent on sector)		
Health and Safety Policy		
Health and Safety Accreditation (if you have it)		

A Quality Policy		
Quality Assurance Accreditation (if you have it)		
An information / data security policy		
Documentation showing your ability to comply with GDPR regulations		
A Safeguarding of Vulnerable Adults policy		
Lone Working Policy		
Whistleblowing policy		
Complaints policy		
Equality and equal opportunities policy		
Environmental policy		
Environmental accreditation (if you have it)		
Business continuity and disaster recovery policy		
Your Social Impact report (if you have one)		