

TENDER READINESS & ACTION PLAN

ITEM	YES/NO	COMMENTS AND ANY ACTION REQUIRED
Business Incorporation Certificate		
Company Accounts (2 Years)		
Public Liability Insurance		
Employer's Liability Insurance		
Professional Indemnity Insurance		
Certificates (Trade Associations, Safety, etc.)		
Company Profile - Summary of Services/Products		
Company Organisation Chart & Management		
Policy - Health and Safety		
Policy - Quality Assurance		
Policy - Environmental		
Policy - Equal Opportunities		
Policy - IT/Data/GDPR		
Process - Quality Management System		
Process - Approach to Health, Safety and Environment (HSE)		
Process - Approach to Recruitment and Retention		
Process - Approach to Sustainability		
Process - Training		
Evidence - Technical Capability - Resources/Team		
Evidence - Project Examples / Sector Experience		
Evidence - Testimonials		
Evidence - Innovation		
Evidence - Social Value		

TENDER READINESS & ACTION PLAN

ACTION PLAN:

Activity	By Whom?	External support required Y/N?	By When?	Status	Complete Y/N	LINK for Info