www.bidperfect.com

|  |  |  |  |
| --- | --- | --- | --- |
| **TENDER LIBRARY ROOT DIRECTORY (SAMPLE)** | | | |
| FOLDER | SUB-FOLDER 1 | [SUB-FOLDER 2](https://d.docs.live.net/8695a12399b3c85e/FILES/Training/Training%20Archive/DEFAULT%20CD%20Contents%20for%20Two%20Day%20Tender%20Skills%20Workshop/CD%20Contents/Bid%20Perfect%20Ltd) | SUB-FOLDER 3 |
| TENDER LIBRARY | COMPANY DETAILS | COMPANY INCORPORATION INFORMATION | CERTIFICATE SCANS |
| BANKING DETAILS | ACCOUNT NUMBER AND BANKERS NAME AND ADDRESS |
| LETTER OF REFERENCE SCAN |
| STANDARD LETTER OF PERMISSIONS |
| DETAILS OF BOARD OF DIRECTORS | CVS, PERSONAL STATEMENTS, SCAN OF SIGNATURE |
| KEY MANAGEMENT PERSONNEL | CVS, PERSONAL STATEMENTS, SCAN OF SIGNATURE |
| ORGANISATIONAL CHART | SENIOR MANAGEMENT |
| VAT INFORMATION | COPY OF VAT CERTIFICATE |
| [INSURANCE POLICIES](https://d.docs.live.net/8695a12399b3c85e/FILES/Training/Training%20Archive/DEFAULT%20CD%20Contents%20for%20Two%20Day%20Tender%20Skills%20Workshop/CD%20Contents/Bid%20Template/Proposal%20Template.doc) | CERTIFICATE SCANS |
| INSURERS DETAILS |
| FINANCIAL | ACCOUNTS |
| ACCOUNTANTS DETAILS |
| KEY FACTS AND FIGURES | EXAMPLES INCLUDE: NO OF STAFF, LOCATIONS OF OFFICES, GROWTH RATES, PROFITABILITY ETC. THERE IS NO DEFINITIVE LIST BUT JUST DATA CAPTURING EVERYTHING TO MAY BE ASKED TO PROVIDE. |
| VISION AND VALUES STATEMENT |  |
| GROUP | STRUCTURE CHART |
| OTHER GROUP COMPANIES |
|
|
|
|
| LEGAL | COMPANY TERMS AND CONDITIONS |  |
| DEFAULT CONTRACTS |  |
| SERVICE LEVEL AGREEMENTS |  |
| LAWYERS DETAILS |  |
| STAFF | COMPANY ORG CHARTS | WHOLE COMPANY |
| SALES |
| CUSTOMER SERVICES |
| ADMINISTRATION |
| OPERATIVES |
| MANAGEMENT |
| CVs |  |
| BIOGRAPHIES |  |
| STAFF TURNOVER |  |
| PHOTOS | GROUP |
| INDIVIDUAL |
| OPERATIONS |
| HEATH & SAFETY | STATEMENT |  |
| POLICY |  |
| CERTIFICATION |  |
| [RIDDOR STATISTICS](https://d.docs.live.net/8695a12399b3c85e/FILES/Training/Training%20Archive/DEFAULT%20CD%20Contents%20for%20Two%20Day%20Tender%20Skills%20Workshop/CD%20Contents/Bid%20Perfect%20Ltd/Bid%20Perfect%20Brochure.pdf) | REGULARLY UPDATED |
| ACCIDENT INFORMATION | REGULARLY UPDATED |
| SAMPLES OF HEALTH AND SAFETY FORMS |  |
| METHOD STATEMENTS | METHOD STATEMENTS FOR EVERY TASK |
| WORKING IN OCCUPIED PREMISES |  |
| CONSULTING FIRM DETAILS |  |
| COSHH FORMS AND INFORMATION | COSHH FROM FOR EVERY SUBSTANCE USED |
| QUALITY | STATEMENT |  |
| POLICY |  |
| CERTIFICATION |  |
| QUALITY AUDIT(S) |  |
| CONSULTING FIRM INFORMATION |  |
| ENVIRONMENT | STATEMENT |  |
| POLICY |  |
| CERTIFICATION |  |
| VEHICLE POLICY |  |
| METHOD STATEMENTS |  |
| CONSULTING FIRM INFORMATION |  |
| TRAINING | STATEMENT |  |
| POLICY |  |
| TRAINING PLAN |  |
| SAMPLE PDP PLAN |  |
| HR | DISCIPLINARY |  |
| RECRUITMENT |  |
| MATERNITY AND PATERNITY |  |
| PROMOTION |  |
| BONUS PLANS |  |
| ANTI-BULLYING AND HARASSMENT |  |
| AGE DISCRIMINATION |  |
| DRUGS AND ALCOHOL |  |
| STAFF APPRAISAL AND REVIEW |  |
| EQUAL OPPORTUNITIES |  |
| EXIT INTERVIEW |  |
| JOB DESCRIPTIONS |  |
| CRB PROCESS |  |
| SICKNESS AND HOLIDAYS |  |
| CONTRACTS OF EMPLOYMENT |  |
| COMPANY DRIVERS POLICY |  |
| TUPE POLICY |  |
|  |  |
| CUSTOMER SERVICES | ACCOUNT MANAGEMENT |  |
| CONTACT METHODS | ON-LINE |
| TELEPHONE |
| EMAIL |
| OTHER |
| FULL METHOD STATEMENTS | FOLDER BY STATEMENT |
| SERVICES INFORMATION | SERVICE |
| SERVICE |
| SERVICE |
| HELPDESK |  |
| COMPLAINTS PROCESS |  |
| CREDIT CONTROL |  |
| IT | TECHNICAL INFORMATION |  |
| EQUIPMENT |  |
| DISASTER RECOVERY |  |
| PRIVACY POLICY/DATA PROTECTION |  |
| DATA MANAGEMENT |  |
| WEBSITE INFORMATION |  |
| COMPUTER USERS POLICY |  |
| SUB-CONTRACTORS | CONTRACTS OF EMPLOYMENT |  |
| POLICY |  |
| MANAGEMENT OF SUB CONTRACTORS |  |
| PROCESS | BY PROCESS: WINDOW CLEANING, PLANTS ETC |
| SUB CONTRACTING CONTRACT SAMPLE |  |
|  |  |
|  |  |
| IMPLEMENTATION | BLANK TEMPLATE |  |
| PREVIOUS PLANS | BY CUSTOMER |
| ROADSHOW |  |
| COMMUNICATION SAMPLES |  |
| GRAPHICS AND IMAGES | LOGOS |  |
| BUILDINGS |  |
| PEOPLE |  |
| DELIVERY |  |
| MISCELLANEOUS |  |
| TENDER SUPPORT  www.bidperfect.com | CASE STUDIES | BY CUSTOMER |
| TESTIMONIALS | BY CUSTOMER |
| REFERENCES | BY CUSTOMER |
| COMMONLY USED RESPONSES | BY QUESTION |
| COPIES OF DEBRIEFS | BY CLIENT |  |
| ARCHIVED TENDER FILES | BY TENDER NAME AND REFERENCE NUMBER | ORIGINAL DOCUMENTS |
| RESPONSE (NARRATIVE) |
| RESPONSE (PRICING) |
| MISCELLANEOUS FILES |
| TENDER KPI REPORTS | BY YEAR | BY MONTH |
| SAMPLES FOR TENDERS | MONTHLY MI REPORTS |  |
| IMPLEMENTATION PLAN |  |
| ORDER FORMS |  |
| TENDER TEMPLATES | BASIC TENDER LAYOUT |  |
| EXECUTIVE SUMMARY |  |
| INTRODUCTION LETTER |  |

www.bidperfect.com