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| **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 SUPPORTwww.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 |   |

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