

# Top 10 Pre-Qualification Tips

## 1 Give yourself plenty of time

You need to answer the questions carefully, make sure you have all the necessary paperwork to hand, and that this is up to date. This can take time, so factor this in from the beginning.

1

## 2 Make sure everything is up to date

This is especially important for any policies that you submit, which must be up to date and in accordance with all current legislation, or they may be considered invalid.

2

## 3 Pay attention and be thorough

Read the PQQ carefully and if you are unclear about any of the requirements, contact the person named within the tender documents you received.

3

## 4 Follow the instructions to the letter

Inaccurate or incomplete forms, or the failure to follow the instructions, will definitely result in your application scoring badly or even being rejected.

4

## 5 Remember what you already know about the contract

Although at this stage you are supplying information about your organisation only, if you tailor this information and make sure it's relevant to the advertised work, and you demonstrate an understanding of what will be required, your PQQ will score more highly.

5

## 6 Brag

Don't be afraid to use the PQQ to promote your organisation and provide details of experiences, achievements and why you think your company not only has the ability to deliver, but is the best to deliver the project.

6

## 7 Make it look good

You need to answer the questions carefully, make sure you have all the necessary paperwork to hand, and that this is up to date. This can take time, so factor this in from the beginning.

7

## 8 Be clear

Inaccurate or incomplete forms, or the failure to follow the instructions, will definitely result in your application scoring badly or even being rejected.

8

## 9 Include an executive summary

Everyone likes an executive summary. It's a clear and simple way to get the main information across quickly and create a good first impression. Include an Executive Summary which briefly introduces your organisation and shows that you understand what you are bidding for and why.

9

## 10 Proofread

Mistakes look unprofessional. Remember, this is your CV, and typos in a CV are a major no-no.

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