Post Tender Clarification - Points to Consider

Checklist

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You should examine bids to ensure that tenderers:

- are not making fraudulent claims, and
- have delivered similar types of work, if they have claimed to do so.

In doing so the following points should be considered:

Action	Confir
Are the claims made in the tender submissions legitimate and verifiable?	
Are tenderers inexperienced in the type of work being tendered? Do their bids appear excessively high or low? (If so in both cases ensure tenderers have understood the scope of the requirement).	
Have there been any perceived or obvious attempts to influence/interfere with the process?	
Were late tenders accepted? If so, was there a legitimate reason?	
Are there similar tenders with a large price discrepancy between different submissions? (This could suggest collusion).	

Was anyone included who should have been excluded as part of the selection process?	
Should a conflict of interest have been identified earlier in the process?	
Have conflict of interest declarations been examined and ratified?	
Are there bidders with large discrepancies (price or otherwise) which have worked in the same industry for some time? This could again suggest collusion.	
Read and digest the tone of emails. Do they appear over friendly or allude to additional meetings (either professionally or socially)? (Information is often exchanged during a visit or social event - you must always maintain an audit trail of correspondence).	
Were all tenders submitted on time and delivered in the prescribed manner? For example: tenders being sent in person within the tendering organisation could constitute a breach of protocol and should be examined.	
Is there anything in the bid which is unclear?	
Is there anything in the bid which has been missed?	

Blank rows are provided for your use i.e. to add additional checklist items.