

TENDER-READINESS SCORECARD

This scorecard helps businesses quickly assess whether they can:

- (1) submit a compliant tender application; and
- (2) score well enough across common council evaluation themes to be shortlisted.

Important: Many requirements are conditional (triggered by scope, risk, location, contract value, or the RFQ/RFT). This tool measures readiness to respond when those triggers appear. Use this scorecard as a broad readiness check, then follow the exact schedules and requirements in each individual tender package.



STEP 1 – HURDLE GATE (Pass/Fail):

If you fail any applicable hurdle below, there's a risk of being deemed non-conforming (not evaluated), regardless of price or capability. Tick only if you can meet it on this tender. If any applicable item = FAIL → fix first. Don't waste time writing a great response that can't be evaluated:

- Lodgement of bid is on-time via the specified method/portal (no late submissions)
- Authorised signature(s) provided on all required returnables / schedules (if required)
- Mandatory briefing/site inspection attended (if stated as mandatory)
- All mandatory forms completed (portal fields; page/word limits, file format and addenda acknowledgement complied with)
- Any other mandatory schedules/forms completed (incl. Local Content, First Nations participation, financial capacity – where required).
- Required licences held and current (for the scope you're bidding) and any other mandatory pass/fail requirements stated
- Required insurances current and Certificates of Currency ready to attach (limits as specified in RFx/panel rules)
- Probity/COI declarations completed (where required)
- Format/page limits complied with (only if stated in RFx documents)

STEP 2 – TENDER-READINESS SCORECARD (0–2 each):

This will assist in determining how closely you align with the common evaluation themes/ criteria, found across Queensland's local council procurement information. **It's important to note that every council/agency and tender is different and so this scorecard should serve only as a preliminary check on your readiness for tender application, but could miss specifics and nuances across individual tender packages.**

Scoring scale (per category):

- 0 = Missing (not available / can't produce)
- 1 = Weak (generic, incomplete, out of date, hard to retrieve fast)
- 2 = Strong (current, tailored, verifiable, easy to attach within hours)

Total score %: (points earned ÷ max applicable points) × 100

Some categories below may not be applicable for every application. If a category is genuinely not applicable to the tenders you're targeting, exclude them from the total and score out of the remaining maximum.

CATEGORY	SCORE 2 LOOKS LIKE (STRONG)	SCORE (0–2)
1) Regulatory & Licensing Compliance	You hold the correct trade/QBCC licences and any project-specific regulatory approvals for the work (e.g. environmental approvals where required); you can produce copies fast; you maintain a worker competency/licence register (White Cards/high-risk tickets where relevant).	
2) WHS Systems & Risk Controls	You can supply task-specific SWMS (not generic); WHS policy signed; incident/near-miss process exists; plant pre-start checks recorded; you can scale up to the tender's WHS expectations when required.	
3) Insurance & Commercial Readiness	Certificates of Currency are current and easy to retrieve; you can meet insurance types/limits as specified; and you can produce financial capacity evidence when requested (e.g., creditor refs, solvency declaration, bank letter/audited financials where required) for higher-risk work or certain jurisdictions.	

CATEGORY	SCORE 2 LOOKS LIKE (STRONG)	SCORE (0-2)
4) Local Benefit & Social / First Nations (Conditional)	You can clearly prove local presence or local delivery model (local labour/subbies/supply chain); you can quantify local spend/workforce; and if the project triggers it, you can supply an EEP/IEOP (where specified as mandatory) or equivalent plan with specific targets.	
5) Technical Capability & Past Performance	You can provide 3+ relevant case studies (recent, similar scope/value); referees are current and willing; key personnel qualifications are clear; you can demonstrate capability relevant to the specific work (including remote/discrete context if applicable).	
6) Methodology & Delivery (Tender Response Quality)	You can produce a clear Statement of Approach that matches the scope; you can provide a realistic program; you address logistics/mobilisation and project risks (weather, access, staging, disruption). Cost assumptions and inclusions/exclusions are clearly stated where required.	
7) Quality & Environmental Management (Conditional)	You can show how you assure workmanship (ITPs/QA processes where relevant); you can supply an EMP/CEMP if required; you can demonstrate waste/spill/biosecurity controls when the work triggers them.	
8) Administrative Response Readiness	You can navigate VendorPanel/QTenders etc. smoothly; your portal profile is current; you can produce compliant PDFs/attachments quickly; you have an internal "tender pack" folder so you can assemble a submission quickly and accurately; and pricing schedules/schedules of rates can be produced in the required format quickly.	

Interpretation bands (your score / max applicable total):

0-39% = Not tender-ready: likely to fail hurdles or score poorly on non-price criteria.

40-59% = Emerging: can bid on low-risk work, but likely to lose points on documented evidence.

60-79% = Competitive: credible bidder; should be shortlisted for the right fit.

80-100% = Tender-ready: strong evidence + strong response capability.

Score % = (points earned ÷ max applicable points) × 100

As stated, not all categories may be applicable to every tender application and this isn't a certainty, as details within different tenders and across jurisdictions can shift the criteria and requirements.



You may not be able to address all of the items across this scorecard and that's okay!

What this scorecard gives you is a clear look at where you're strongest and what you may need to focus on to optimise your tender applications. The better your score, the better your chance of securing the work you're looking for.

If you'd like additional assistance with crafting the best possible version of your documents, or would like a free audit of your current material, please get in contact either via email or phone.

