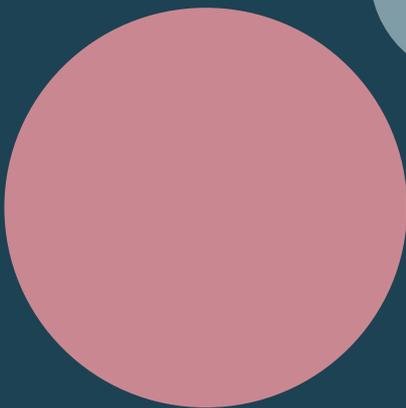


# A Supplier Guide

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Maximise the value of your  
tender submission



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# What is a tender?

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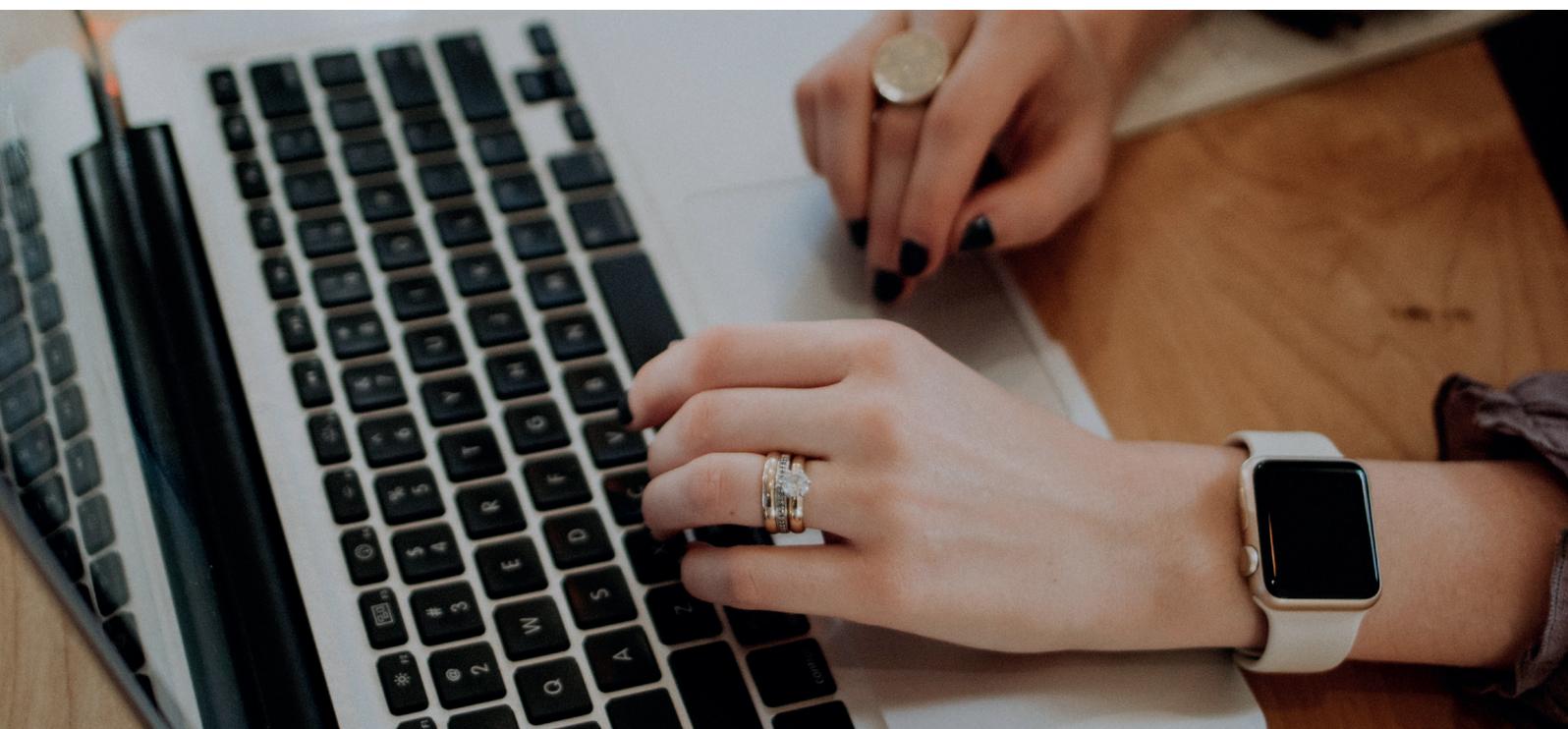
If you are unfamiliar with tendering, the process can seem time-consuming, and even intimidating. It makes sense that this would lead some businesses to decide not to submit any tenders at all.

With the right approach, however, tendering may actually be the simplest way to win new business and put your company in front of clients you wouldn't often have the opportunity to.

A tender (which are sometimes known as an RFP Request For Proposal) is a request from an organisation sent to a pool of potential suppliers inviting them to submit an application to allow them to deliver specific goods or services. In creating the tender, the buyer will include a Statement of Requirements (SOR) to clearly explain the deliverables required, in some cases the budget available and timescales for the contract available.

It is crucial to keep in mind that the purpose of the tender document and the competitive bidding procedure is for the contracting buyer to choose the most beneficial submission from an economic standpoint.

Simply put, the buyer/ project manager will shortlist and then award the contract to the business that delivers the greatest quality bid answer with the strongest commercials.



# Top 5 tips for tendering...

If you want the greatest chance at success when responding to a tender, it helps to make sure that during the bidding process, your business stands out from other suppliers.

## Our experts share their secrets...

### 1. Always respond fully and in depth with all the key information.

A detailed answer shows that you have understood the query and are eager to collaborate with the client. Additionally, it demonstrates attention to detail, which aids in highlighting your capabilities and work ethics and out of the box thinking that can add real value.

### 2. Supply alternatives.

If you are an innovator, introduce the buyer to services/products they might have been unaware were available. This may spark additional discussions about the advantages of selecting a unique solution that wasn't initially contemplated.

### 3. Include any cost reductions

The tender may not have cost as the leading factor, but buyers are always interested in ways that savings can be realised and will pay more attention if you are able to detail clearly how your proposal will save money, rather than simply putting a low figure with no explanation.

### 4. Only upload documents if they are pertinent and have been requested.

For some tenders, buyers will have to evaluate multiple responses together so will only want to focus on the information requested specifically in the SOR. By ensuring you provide only documents that have been requested, which have been tailored to the buyer's needs, they can readily compare this with other tender responses and help them expedite the process and ultimately make the best choice. It also demonstrates sensitivity and attention to detail.

### 5. Ask Clarification Questions if anything is unclear.

If there is something unclear or you feel further clarification is needed, don't be afraid to ask questions during the tendering process. Clarification questions and their responses will help all in the tender process to understand the fuller picture and show the buyer your attention to detail and that you are covering all bases.

# Why Maistro?

Free for service providers, our procurement platform makes it faster and simpler for companies like yours to receive and respond to new business opportunities.

We're a procurement software service provider harnessing cutting edge technology and data analytics to lead the way in tail spend management.

## An invite only platform to guarantee quality...



### Quality Supply Chain

Join a selective pool of service providers on our vetted supply chain.



### Open and Fair Process

A level playing field - compete on merit for your capability and performance.



### Matching Algorithm

Receive tender opportunities that match your expertise and knowledge.



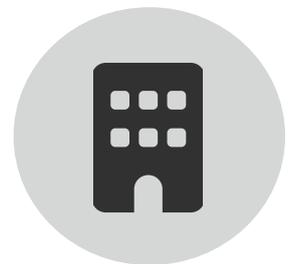
### Tender on the go

A mobile responsive user friendly interface for tending on the go



### Onboarding & Support

Our onboarding process is quick and simple, our experts will guide you through every step.

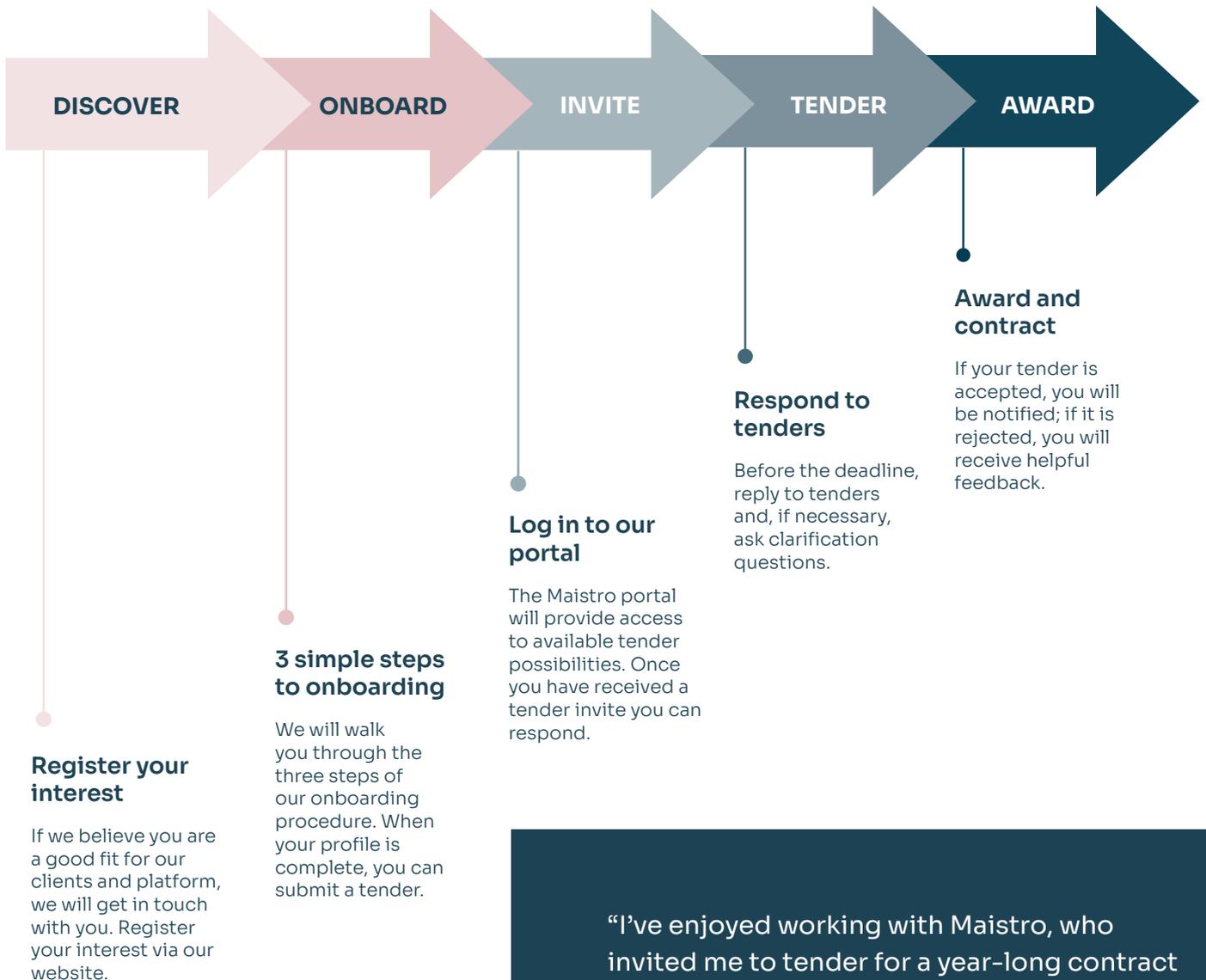


### Tender Opportunities

Tender to small and medium-sized business including well-known brands.

# How does using Maistro achieve this?

A key component to this vision is having access to great suppliers, this is where you come in. At Maistro we pride ourselves in surfacing new innovative service providers and championing fresh talent that's relevant to our clients needs.



“I’ve enjoyed working with Maistro, who invited me to tender for a year-long contract with a global client, which I successful won. Their step-by-step online tendering process was clear and straightforward, with human help on hand whenever I needed assistance. Many thanks Maistro, I look forward to deepening our working partnership.”

**Arif Mohamed, Freelance Writer,  
Editor & Media Consultant**

# Get started today...

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**An invite only platform to guarantee high vetting principles and quality to both buyer and service providers.**

A member of the Maistro team will review your submission to join and contact you if we think you're a good fit for the platform. We will take some details over the phone and send out an invite to the platform where you can activate you accounts – that's it! You will then appear in matching results for tenders.

We do ask that you complete our vetted information to ensure we have the details we need from you to pass our vetted checks. This is crucial to ensure you're receiving opportunities to match your services.



Visit our website to register your interest in joining the service providers list.

[maistro.com/services/suppliers](https://maistro.com/services/suppliers)



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