



Submission – Summary of Service

Let our experienced team take the stress out of the final submission. After completing all of the tender documentation, the submission itself can be quite a substantial additional task.

Once you are happy that we have your tender document, its supporting statements, and all of the attachments ready for submission, Tender Victory is happy to provide you with an electronic submission service.

Many tender submissions are part of an e-procurement process where the buyer asks you to upload and submit your responses, supporting statements and attachments online. Our experience has shown that this can often be a daunting step for small businesses as technology can be confusing and can fail right at the moment when you need it most. Therefore we offer a submission service on your behalf whereby we put in place the safety nets to avoid technology failures, and ensure your entire response is fully submitted ahead of the deadline.

We know that the buyer's submission deadline is generally set in stone and that no problem you encounter will encourage them to extend it. Usually, the only exception to this is where the buyer's e-procurement system or server has encountered technical issues. If your computer crashes, or engineers nearby cut through your broadband cable, the deadline will not be extended.

At Tender Victory, we ensure that our submissions are always in ahead of time and avoid these potential issues. Here's how:

- We set a submission time that is in advance of the deadline, by typically a day or more
- We save back-up copies of all documentation on separate devices
- We arrange secondary internet access

By doing all of these things, if our main computer system fails (not that it ever has, but there's a first time for everything!), we have the contingency arrangements in place in place to ensure that the planned submission takes place.

After your electronic submission has been completed, we email you to confirm that this has taken place and also provide you with evidence of this – such as a screenshot or confirmation email. We are also able to confirm via SMS. This ensures you can return to your day to day business operations, whilst you wait to hear from the buyer.

Where a hard copy submission is requested we electronically complete the presentation of the tender up to the point of printing. We will provide you with printing and binding advice, after which you can then arrange for the printing, binding and delivery of the tender yourself.

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