Sample tender review

A line-by-line view of equipment requirements, candidate configurations and evidence needed before bidding.

Manual resuscitator

Check pack contents

BUYER REQUIREMENT

Adult kit with a reservoir and oxygen (O2) tubing.

EVIDENCE TO REQUEST

Model-specific instructions for use (IFU) and the pack list. Log the revision and relevant page or section.

CANDIDATE REVIEW

Candidate A is an adult kit. The exact model and kit configuration still need review.

NEXT ACTION

Confirm that the quoted kit includes the reservoir and tubing. List any parts supplied separately.

Surgical forceps

Check blade length

BUYER REQUIREMENT

280 mm working blade length. Record the overall length separately.

EVIDENCE TO REQUEST

Dimensioned drawing showing the working blade and overall lengths, or a recorded measurement.

CANDIDATE REVIEW

Candidate B is pending verification of the working blade length.

NEXT ACTION

Request the drawing or measure with agreed reference points. Keep the check open until verified.

What the bid team receives

A review with each requirement, the proposed configuration, the evidence reference and the open action. Carry unresolved items into pre-bid clarification and update the review when supporting evidence is available.