

SAMPLE REPORT

Tender Opportunity Audit

A practical bid / no-bid assessment for a UK fire & security contractor

Prepared for

Apex Sentinel Fire & Security Ltd

Fictional illustrative company - not a real business

Illustrative audit date: 18 August 2026

Decision support, not tendering advice

Executive summary

3 opportunities assessed	1 recommended BID	1 recommended REVIEW	1 recommended DO NOT BID
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Overall finding. Apex Sentinel appears well placed for a regional planned-maintenance contract, but should resolve two evidence points before committing to a multi-site housing opportunity. A national critical-infrastructure contract is outside the company's evidenced scale and accreditation position.

The purpose of this audit is to protect bid capacity. It turns opportunity information and supplier evidence into a documented recommendation - helping the team concentrate on tenders it can credibly win and deliver.

1. Civic estate fire systems maintenance	Westborough City Council £420k over 3 years	86/100	BID	Strong scope, geography and evidence match.
2. Housing portfolio compliance & remedials	North Vale Housing Partnership £1.2m over 4 years	68/100	REVIEW	Attractive fit, conditional on certification and mobilisation evidence.
3. National transport hub integrated security	UK Transit Infrastructure Ltd £8.5m over 5 years	34/100	DO NOT BID	Scale, coverage and accreditation gaps outweigh upside.

Priority action: authorise a controlled pursuit of Opportunity 1. For Opportunity 2, confirm the outstanding evidence within five working days before allocating bid-writing resource. Decline Opportunity 3 and record the capability gaps for future strategy.

Fictional contractor profile

Company	Apex Sentinel Fire & Security Ltd (fictional illustrative example)
Base / coverage	Birmingham; routine delivery across the West Midlands and adjoining counties
Team	24 employees: 14 field engineers, 3 project engineers, 2 compliance/quality staff, 5 commercial and support staff
Turnover / bid capacity	Illustrative FY2025 turnover £3.1m; capacity for one medium bid and two smaller bids in the next six weeks
Core services	Fire alarm design, installation, commissioning and maintenance; emergency lighting; CCTV, access control and intruder alarm maintenance
Current credentials	BAFE SP203-1 (modules 1-4); SSAIB electronic security systems; ISO 9001; SafeContractor; £10m employers' liability and £5m public liability
Relevant experience	Local authority offices and schools; housing association blocks; commercial multi-site maintenance. Largest evidenced mobilisation: 68 sites in 10 weeks.
Constraints	No NSI Gold approval; no evidenced 24/7 national engineering network; professional indemnity currently £1m; limited critical-infrastructure references.

Assessment basis

Scores combine strategic fit, mandatory eligibility, evidence strength, delivery capacity, commercial attractiveness and bid effort. A high score does not override a failed mandatory requirement. Evidence is treated as unverified until the source document has been checked and is current at the submission deadline.

80-100 Strong fit - pursue subject to final checks	60-79 Conditional fit - resolve gates before committing	0-59 Weak fit - normally decline
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Civic Estate Fire Detection & Alarm Maintenance

WESTBOROUGH CITY COUNCIL

£420,000 over 3 years
Deadline: 12:00, 28 September 2026

86

FIT SCORE

BID

Planned and reactive maintenance for fire detection, alarm and emergency-lighting systems across 46 civic buildings and schools; minor remedials; 24/7 priority call-out.

Why this recommendation

- Geographic footprint matches the existing engineer base and limits mobilisation risk.
- BAFE SP203-1 scope aligns with the stated fire-alarm requirements.
- Comparable public-estate references are available and the contract is proportionate to turnover.
- Existing call-out rota appears sufficient, subject to confirming the two-hour priority response calculation.

Qualification and evidence checks

BAFE SP203-1 certificate	Mandatory	MATCH	Current certificate; confirm expiry after award date.
Public liability £5m	Mandatory	MATCH	Schedule indicates £5m cover.
Employers liability £10m	Mandatory	MATCH	Schedule indicates £10m cover.
Two similar public-sector case studies	Scored	MATCH	Council offices and 31-school estate examples.
Two-hour emergency response	Delivery	REVIEW	Map engineer rota and escalation coverage.
Social value plan	Scored	REVIEW	Quantify apprenticeships and local SME spend.

RECOMMENDED ACTION

Approve bid. Nominate a bid lead, validate insurance/certification documents, and hold a 60-minute mobilisation workshop before the clarification deadline.

Fire Safety Systems Compliance, Servicing & Remedials

NORTH VALE HOUSING PARTNERSHIP

£1.2m over 4 years
Deadline: 12:00, 14 October 2026

68

FIT SCORE

REVIEW

Inspection, servicing and remedial works for communal fire alarms, smoke control interfaces and emergency lighting across approximately 112 housing blocks; resident liaison and management reporting included.

Why this recommendation

- The core fire-alarm and emergency-lighting work is relevant and the regional footprint is workable.
- The buyer requests third-party evidence for smoke-control interface competence; the current evidence pack does not demonstrate this clearly.
- A 112-block mobilisation exceeds the largest evidenced mobilisation and needs a credible phased plan.
- The stated £2m professional indemnity requirement is above the current £1m policy.

Qualification and evidence checks

BAFE SP203-1 certificate	Mandatory	MATCH	Relevant modules appear in place.
Smoke-control interface competence	Mandatory	MISSING	No named certification or subcontract agreement supplied.
Professional indemnity £2m	Mandatory	MISSING	Current schedule shows £1m.
Housing case studies	Scored	MATCH	Two relevant contracts; strengthen outcomes and KPIs.
112-block mobilisation plan	Delivery	REVIEW	Largest evidenced mobilisation is 68 sites.
Resident liaison method	Scored	REVIEW	Outline exists; add vulnerable-resident protocol.

RECOMMENDED ACTION

Do not commit bid resource yet. Obtain a binding insurance uplift quotation, confirm an acceptable smoke-control delivery route, and model mobilisation capacity. Convert to BID only if all three are viable.

National Integrated Fire & Security Systems Partner

UK TRANSIT INFRASTRUCTURE LTD

£8.5m over 5 years
Deadline: 15:00, 6 November 2026

34

FIT SCORE

DO NOT BID

National maintenance and projects across 180 transport hubs, integrating fire alarms, CCTV, access control and intruder systems; 60-minute critical response, 24/7 helpdesk and resilience reporting.

Why this recommendation

- The opportunity requires a national service network and 60-minute response capability that the present operating model cannot evidence.
- NSI Gold is stated as a mandatory requirement for the integrated security scope; Apex Sentinel holds SSAIB approval but not NSI Gold.
- Contract scale and working-capital exposure are disproportionate to the supplier profile.
- Critical-infrastructure references and resilience evidence are insufficient for a credible scored response.

Qualification and evidence checks

NSI Gold approval	Mandatory	MISSING	SSAIB does not meet the illustrative stated requirement.
BAFE SP203-1 certificate	Mandatory	MATCH	Fire scope covered, but not sufficient alone.
National 60-minute response	Mandatory	MISSING	No national directly managed or contracted network.
Critical-infrastructure case studies	Scored	MISSING	No comparable references supplied.
Cyber and data assurance	Mandatory	REVIEW	Policies exist; certification position unclear.
Financial capacity / bonding	Commercial	REVIEW	Requires specialist review before any future pursuit.

RECOMMENDED ACTION

Decline and record the reasons. If national integrated work is strategic, develop it through a formal delivery partnership and staged accreditation plan rather than this procurement.

Evidence-gap register

This register separates reusable supplier evidence from opportunity-specific proof. Closing the high-value gaps improves readiness for future tenders even where the current recommendation is to decline.

BAFE SP203-1 modules 1-4 certificate	MATCH	1, 2, 3	Compliance: verify current certificate and scope.	Maintain
SSAIB electronic security approval	MATCH	Profile / some security bids	Compliance: retain current scope schedule.	Maintain
NSI Gold approval	MISSING	3	Board: decide whether accreditation supports strategy.	Strategic
Professional indemnity at £2m	MISSING	2	Finance: obtain uplift terms and premium.	High
Smoke-control interface competence	MISSING	2	Operations: document competence or approved partner.	High
Two-hour regional call-out model	REVIEW	1	Service: map rota, travel-time assumptions and escalation.	High
Large multi-site mobilisation evidence	REVIEW	2, 3	Projects: convert prior mobilisation into a KPI case study.	Medium
National 60-minute response network	MISSING	3	Board: partnership / acquisition strategy only.	Strategic
Public-sector and housing case studies	MATCH	1, 2	Marketing: add client permission, metrics and outcomes.	Medium

Status meaning

MATCH Evidence appears aligned; validate currency and scope.	REVIEW Potentially acceptable, but needs clarification or stronger proof.	MISSING No satisfactory evidence identified; may block the bid.
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Recommended next steps

01	TODAY	Approve Opportunity 1 pursuit Assign the bid lead, technical reviewer and executive sponsor. Ring-fence bid capacity.
02	WITHIN 2 DAYS	Validate the evidence pack Check certificate scopes and expiry dates, insurance schedules, case-study permissions and engineer coverage.
03	WITHIN 5 DAYS	Resolve Opportunity 2 gates Secure insurance terms; confirm smoke-control competence; test the 112-block mobilisation model.
04	BEFORE CLARIFICATIONS CLOSE	Ask focused buyer questions Clarify response-time measurement, TUPE position, asset-data quality, incumbent access and permitted delivery partners.
05	BEFORE SUBMISSION	Run a red-team review Test every mandatory response, score claim and attachment against the procurement documents.
06	AFTER EACH DECISION	Improve the reusable profile Record outcomes, buyer feedback and new evidence so later audits become faster and more reliable.

THE COMMERCIAL
PRINCIPLE

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evidence as you go.**

How BidReady.net helps

FOR SUPPLIERS	FOR PROCUREMENT TEAMS
Faster qualification Translate tender requirements into a clear evidence checklist. Defensible bid / no-bid decisions Combine eligibility, capability, capacity and commercial fit. Less wasted bid effort Identify disqualifying gaps before a team starts writing. A stronger evidence library Turn each review into practical readiness actions.	Better-informed participation Help prospective suppliers understand the opportunity before bidding. Fewer avoidable clarifications Surface common evidence and capability questions earlier. More credible competition Encourage suitable SMEs while helping unsuitable bidders self-select out. Structured supplier readiness Offer neutral, consistent guidance without changing the procurement process.

A useful addition to supplier communications

A procurement team could link to an independent readiness check alongside market-engagement materials, bidder briefings or supplier newsletters. The service should be presented as optional and should not confer any advantage, endorsement or change to the published procurement rules.

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The report is not legal, procurement, financial, insurance, certification or tendering advice. It does not guarantee eligibility, compliance, selection, award or contract performance. Supplier information and procurement documents can change; all requirements must be checked against the complete, current notice and tender documents, including clarifications and amendments.

Accreditation names including BAFE, NSI and SSAIB are used illustratively to show the kinds of evidence that may be relevant in fire and security procurement. The relevant certification body, approved scope, current status and buyer acceptance must always be verified. BidReady.net is not represented here as being affiliated with, endorsed by or acting for those bodies.

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