FREE RESOURCE

AI-Ready Bid Checklist

What to gather before you ask AI to help with a tender answer, and what to check before you hit submit.

No prompt in the world can create evidence you don't have. Use this checklist for each quality question to make sure your AI-assisted answers are accurate, specific, and ready to score well.

Before you start: have these ready

- ☐ **The full question and any sub-questions, word for word**
  Copy and paste them; don't paraphrase.
- ☐ **The scoring criteria, weighting, and word or character limit**
  Know what a top score looks like before you write.
- ☐ **The specification sections relevant to that question**
  So the answer reflects what the buyer actually needs.
- ☐ **Your KPIs and performance data, with dates and sources**
  Real numbers, from your own records, over a stated period.
- ☐ **Two or three relevant case studies, with permission to use them**
  Client, scope, challenge, action, and measurable result; ideally with a referee.
- ☐ **Your social value track record and realistic future commitments**
  Measurable outcomes you can report on, e.g. local spend, apprenticeship weeks, or volunteering hours.
- ☐ **Named roles, staffing levels, and your mobilisation or delivery plan**
  The detail only you know about your business.
- ☐ **Relevant policies, accreditations, and certificates**
  Check they're in date before you reference them.

© Smallbizbod® 2026. Free to use for your own tenders; not for resale.

Before you submit

- [ ] **Every fact, figure, and name checked against your own records**
  AI can produce statements that sound plausible but are false.
- [ ] **Nothing commits you to something you can't deliver**
  Response times, staffing levels, and service standards can end up in the contract.
- [ ] **Every [EVIDENCE NEEDED] gap filled with real information**
  Or the claim removed altogether.
- [ ] **Every sub-point of the question answered, in order**
  Use the buyer's wording as headings so evaluators can find each part.
- [ ] **Read aloud, and it sounds like your business**
  If it reads like everyone else's bid, rewrite it until it doesn't.
- [ ] **Any AI disclosure question answered honestly**
  Using AI isn't a problem; being unable to back up what it wrote is.

PPN 017 in a nutshell

Government guidance on AI in procurement confirms that suppliers can use AI to help write bids. Buyers may ask you to disclose it, confirm your content has been checked for accuracy, and carry out extra checks such as clarification questions, site visits, or presentations to make sure you can deliver.

Want a second pair of eyes?

If you'd like your AI-assisted draft reviewed before it goes in, or help building an evidence bank you can reuse across tenders, book a free, no-obligation consultation at www.thebidzone.co.uk or www.smallbizbod.com.

© Smallbizbod® 2026. Free to use for your own tenders; not for resale.