[Your company name]

Bid or No Bid Scorecard

A consistent decision on whether to tender

Opportunity	
Client	
Value	
Tender return date	
Assessed by	

Criterion	Weight	Score (1 to 5)	Weighted score	Notes
Fit with our services and experience	3			
Relationship with the client	2			
Location and access to resources	2			
Contract terms and risk	3			
Programme and capacity	2			
Likely margin	3			
Competition and chance of winning	2			
Strategic value	1			
Total weighted score			**0**	
Maximum possible			**90**	
Score %			**0%**	
Recommendation			**No bid**	

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

How to use this scorecard

Adjust the weights to match what matters to your business.

Score each criterion from 1 to 5. The weighted score and recommendation calculate automatically.

Above 70 percent suggests bid. Between 50 and 70 percent needs a management review. Below 50 percent suggests no b

Record the reasons for the decision so you can learn from wins and losses.

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legal advice.

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