Method statement drafting



We draft one tender method statement up to 1,500 words from verified client evidence.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

A method statement can sound plausible without showing how the bidder would deliver the activities the buyer scored.

Working through the brief

1. **Review the buyer’s question**

   Gather the agreed inputs. Buyer instructions or feedback and the approved evidence, response or pricing workbook.

2. **Match methods to verified evidence**

   Track “Buyer requirement” and “Verified evidence” together so the reviewer can connect the source information to the result.

3. **Draft the response for sign-off**

   Use the draft to check that each proposed method is backed by an approved capability or example.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

A method statement describes an activity. Add the owner, evidence of completion and escalation point requested by the buyer.

Read the service scope / BID-025

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