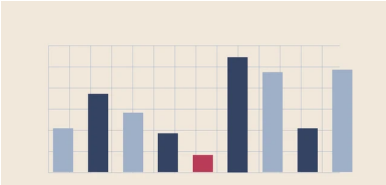
Tender price schedule check



We check one supplied pricing workbook for arithmetic, missing fields and unit consistency.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

A tender spreadsheet can contain a missed line or mismatched unit even when its total looks plausible.

Working through the brief

1. **Inspect the supplied schedule**

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

2. **Check calculations and units**

   Track “Schedule line” and “Calculation or unit check” together so the reviewer can connect the source information to the result.

3. **List corrections for review**

   Use the check to find arithmetic or data-entry issues before the bidder reviews the final schedule.

4. **Check the scope at handover**

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

Worked example

A pricing row uses annual units while the instructions ask for monthly units. Flag the discrepancy before submission.

Read the service scope / BID-028

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