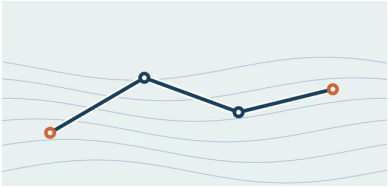
Tender debrief action plan



We translate one buyer feedback letter and scoring sheet into a ranked improvement plan.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

Tender feedback often identifies low scores without showing which evidence or writing process should change next.

Working through the brief

1. **Review buyer feedback and scores**

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

2. **Group improvement themes**

   Track “Feedback point” and “Scoring implication” together so the reviewer can connect the source information to the result.

3. **Rank actions and ownership**

   Use the action plan to prioritise realistic changes for the next submission cycle.

4. **Check the scope at handover**

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

Worked example

A debrief identifies weak evidence for one criterion. Assign an owner and next action before the next opportunity.

Read the service scope / BID-030

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