



The 20-point cleaning bid checklist

Decide in 10 minutes whether a cleaning tender is worth your evening. Mostly "no"? Skip it and save your time for a better one.

Fit

- ☐ 1. Is the site within your normal travel area?
- ☐ 2. Is the annual value under about a third of your turnover? (rule of thumb, Assumption)
- ☐ 3. Can you staff the hours (early mornings, evenings, weekends)?
- ☐ 4. Do you already clean similar sites (school, office, housing, NHS)?

Rules

- ☐ 5. Do you meet any minimum turnover or years-trading requirement?
- ☐ 6. Do you hold the accreditations asked for (CHAS, SafeContractor, ISO 9001) or an accepted equivalent?
- ☐ 7. Do your insurance levels match (public and employer's liability)?
- ☐ 8. Can all staff pass enhanced DBS checks if needed?

Money

- ☐ 9. Have you asked for the TUPE list and priced the transferring staff?
- ☐ 10. Is the Real Living Wage required?
- ☐ 11. Have you costed consumables, equipment, supervision and cover?
- ☐ 12. Does your margin still work at the price you'd need to win?

Time

- ☐ 13. Is there at least 10 working days until the deadline?
- ☐ 14. Is there a site visit, and can you attend?
- ☐ 15. Have you registered on the buyer's portal?
- ☐ 16. Do you know the deadline for clarification questions?

Win

- ☐ 17. Do you have 2–3 references from similar contracts?
- ☐ 18. Can you give a specific example for every quality question?
- ☐ 19. Have you used the buyer's words and stayed within word limits?
- ☐ 20. Have you diarised the contract end date, in case you lose, so you can rebid next time?