

## WORKSHEET #2 - TENDER READINESS ASSESSMENT

### Legal

	Question	Yes	No
1	Does your organisation have a suitable legal structure? <i>Example: Does your structure protect the liability of the owners or directors?</i>		
2	Does your constitution (your own rules) enable you bid for contracts?		

### Financial

	Question	Yes	No
1	Do you have annual statutory accounts?		
2	Are you profitable or do you generate a surplus?		
3	Is your net asset position positive?		
4	Do your accounts present a positive picture of your organisation?		

### Services

	Question	Yes	No
1	Is there a market for your services? <i>Example: Can you identify an organisation that will purchase your services through a contracting arrangement?</i>		

### Capacity

	Question	Yes	No
1	Can you quantify the volume of products or services you currently provide?		
2	Do you have the ability to expand these services in the near future?		

### Risk

	Question	Yes	No
1	Is your organisation prepared to enter into legally binding contracts?		