



## **Most Common Mistakes Made By Vendors When Preparing a Bid**

- ▮ **Failure to sign bid documents**
- ▮ **Failure to submit literature on specification when required**
- ▮ **Failure to submit a bid bond when required**
- ▮ **Failure to submit a bid bond in a sufficient amount**
- ▮ **Failure to respond to mandatory requirements outlined in solicitation**
- ▮ **Failure to return term and condition pages of solicitation when required**
- ▮ **Failure to indicate on bid when bidding other than specifications**
- ▮ **Failure to put the correct bid in the correct envelope**
- ▮ **Failure to submit bid in the envelope provided by solicitor**
- ▮ **Failure to clearly identify bid and its opening date on a plain envelope**
- ▮ **Failure to put a return address on the outside of the bid envelope**
- ▮ **Failure to honor F.O.B. requirements specified in the solicitation**