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