



PROPOSAL MAKING CHECKLIST



Proposal Making Checklist

Development and Private Sector Clients

Project Title/ID:			Start Date:		
Client Name:			Submission Date:		
#	Tasks	Task Deadline	Yes ✓	No ✓	
1	Read TOR / RFP thoroughly & identify deadlines.				
2	Short meeting with your Proposal making team to discuss TOR & assignment of specific tasks to team.				
3	Search for experts – consider both In-House and External.				
4	Review available literature on the subject (<i>In-house reports, Library, Internet, Other sources etc.</i>).				
5	Develop outline of proposal.				
6	Start writing background & related details.				
7	Prepare CVs as per requirements with role identification.				
8	Identify projects to be listed and placed in correct order of relevance.				
9	Prepare separate list of formatting requirements from RFP (see directions given in RFP).				
10	Identify which formats to be used (Word, PPT, Excel, other).				
11	Devise a methodology & discuss with team leader before finalizing.				
12	Make representative graphics.				
13	Combine different requirements at one place.				
14	Read and re-read proposal for cutting edit mistakes, repetition, fluff and make it tight and concise.				
15	Number of Copies of Proposal (Tech & Fin) if requirement is to submit in Hard form.				
16	Arrange for printing & binding and DELIVERY ON TIME.				

Good Luck



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