FREE INSIGHTS · F06 · PRIORITY CONTROL TOOL

Requirement-to-Evidence Trace

Top Mandatory Requirements

Select up to six high-consequence requirements, identify the proof the buyer actually asks for, and check that the proof appears in the controlled bid. This is a priority trace, not a full compliance matrix.

1 / Why this matters

A requirement can be mentioned in the tender response without being properly evidenced. A current certificate may be absent; a required form may be unsigned; a promised delivery capability may have no supporting plan. F06 makes that gap visible before the bid is released.

CORE QUESTION

Where is the specific, current and acceptable evidence that proves our response meets this **exact** requirement?

2 / Choose the right requirements

Read the latest official tender documents and amendments. Pick the six items that could eliminate you first: pass/fail conditions, then the evidence the buyer names. Include minimum specifications and submission formalities. Copy each clause precisely; do not assume that important-sounding text is a mandatory requirement.

PARTICIPATION	Does the supplier meet the stated legal, financial or technical capacity condition?
TENDER / TECHNICAL	Does the offered solution meet an explicit minimum specification or tender condition?
SUBMISSION	Is a specifically required form, declaration, signature or attachment present?

3 / Use the trace in five moves

1 · LOCATE	Find the exact clause, buyer version and any amendment.
2 · DEFINE	Write the minimum test and the proof needed at this stage.
3 · MATCH	Cite the specific bid file, page and current revision that supplies that proof.
4 · VERIFY	An independent reviewer checks validity, signatures, scope and the exact test.
5 · ACT	Record M (MATCHED), G (GAP) or ?, assign a named owner and close any issue.

4 / Identify the working tender

Tender / buyer / reference

Amendment / version checked

Prepared by / date

Independent evidence reviewer / date

5 / Priority requirement-to-evidence trace

Enter up to six high-consequence items. Use the latest official buyer wording and cite the exact source. A response that merely asserts compliance is not evidence that the requirement is met. Leave unused priority records blank.

KEY — SELECT ONE TYPE AND ONE STATUS PER RECORD

Type: P = participation; T = tender / technical; S = submission instruction. **Status:** M = MATCHED (verified); G = GAP (absent, incomplete or invalid); ? = UNVERIFIED.

? means the evidence is not yet proven. Record the missing verification and responsible owner. An item may remain ? while the assessment is OPEN, but every recorded item must be MATCHED and independently verified before the result can be CHECKED.

01 · PRIORITY MANDATORY REQUIREMENT

Type: ○ P ○ T ○ S **Status:** ○ M ○ G ○ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

02 · PRIORITY MANDATORY REQUIREMENT

Type: ○ P ○ T ○ S **Status:** ○ M ○ G ○ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

03 · PRIORITY MANDATORY REQUIREMENT

Type: ○ P ○ T ○ S **Status:** ○ M ○ G ○ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

Verification rule: MATCHED requires a named verifier other than the preparer. Check expiry, signatory, scope, version, evidence timing and actual compliance. Re-run affected checks after an F05 amendment.

5 / Priority requirement-to-evidence trace — continued

Complete priority items 04–06. For each requirement, record the proof accepted at the applicable procurement stage, the actual bid document location, and any correction requiring an owner. Type and status codes are as on the previous page.

04 · PRIORITY MANDATORY REQUIREMENT

Type: ◯ P ◯ T ◯ S Status: ◯ M ◯ G ◯ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

05 · PRIORITY MANDATORY REQUIREMENT

Type: ◯ P ◯ T ◯ S Status: ◯ M ◯ G ◯ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

06 · PRIORITY MANDATORY REQUIREMENT

Type: ◯ P ◯ T ◯ S Status: ◯ M ◯ G ◯ ?

Buyer source / version / clause

Exact minimum or pass/fail wording

Proof acceptable at this stage

Actual evidence file / page / revision

GAP / ? action or basis for M

Owner / due

Verified by (independent) / date

SCOPE BOUNDARY

Six priority records are a spot check, not a full compliance matrix. Every tender requirement needs appropriate separate control before submission. Re-run if an F05 amendment changes a requirement.

6 / Worked example — fictional tender DEMO-ITT-006

ILLUSTRATIVE CASE — NOT AN ACTUAL CLIENT TENDER

A fictional site-services bidder identifies three high-consequence requirements. The exercise distinguishes a missing signature, an unsupported delivery promise and evidence that has actually been checked.

01 TYPE S — Declaration D — **G — GAP**

Buyer instruction: a signed Declaration D must accompany the offer. The required form is present but unsigned, so it does not yet satisfy the instruction.

Owner / action: Bid Lead: obtain and verify signature before closing.

02 TYPE T — Emergency response — **? — UNVERIFIED**

Technical minimum: 24/7 emergency response within two hours. Narrative promises compliance; night-shift roster and third-party coverage have not been verified.

Owner / action: Operations: verify resources, capacity and documentary support.

03 TYPE P — Professional registration — **M — MATCHED**

Buyer asks for current registration evidence. Independent reviewer checks scope and expiry and confirms the certificate at Annex B, page 4, revision 2.

Owner / action: Compliance Lead: preserve verification and final bid reference.

7 / Priority trace decision gate

SELECT ONE CURRENT OUTCOME

◯ **OPEN — GAPS / UNVERIFIED**

Any recorded item is G or ?. Assign action and independent verification; escalate material blockers and reassess F02 where needed.

◯ **PRIORITY TRACE CHECKED**

At least one item is recorded and every recorded item is M with evidence and a named independent verifier. Not whole-bid approval.

Before choosing: record at least one item. Re-run if an F05 amendment changes a requirement.

Reviewer / date

Open issue reference

8 / Primary sources reviewed 13 October 2026 (click to open)

UK: Supplier participation conditions are separate from tender award criteria. Performance insurance cannot be required in place before award. Where applicable, proof may be a certificate or insurer letter plus supplier commitment, with required verification before award. UK Act scope excludes many devolved Scottish authorities, subject to statutory exceptions.

EU: In procurements governed by Directive 2014/24/EU, authorities must accept the ESPD as preliminary evidence. Supporting documents may be requested at any time and generally are required from the intended awardee before award, subject to Article 59 exceptions.

US federal: FAR 14.301 concerns material compliance in sealed bids; FAR 52.212-1 sets offer instructions for covered commercial acquisitions. Rules are not interchangeable; follow the actual tender.

Note: This is not legal advice. Related Free Insights: F01, F02, F03 and F05.

- UK Procurement Act 2023, s.22
- UK Cabinet Office — Tender Assessment
- US FAR 14.301
- UK Cabinet Office — Participation
- EU Directive 2014/24/EU, Art.59
- US FAR 52.212-1