

Tender-Ready Documents Guide

Doing Business with Government

2026

Sunshine Coast Council is committed to partnering with capable, safe, reliable local suppliers. Being 'tender-ready' means having the right documents, systems and evidence prepared before opportunities arise. This helps you respond confidently, avoid delays, and present your business as a low-risk, high-value supplier.

This fact sheet outlines the core documents government buyers commonly request as part of the tender evaluation and compliance process, to help small businesses strengthen their capability and become tender ready.

Commonly Required Tender Documents

Government buyers often require specific documents as part of the evaluation or compliance process. Preparing these early gives your business a strong foundation and ensures you are ready when opportunities are released.

A **Capability Statement** is a concise overview of your business that highlights who you are, what you do and why you are well suited for the work. A strong statement typically includes your business profile, services, key staff, relevant experience, certifications, equipment, and contact details. It should also outline your social, economic and environmental contributions where relevant, as these are increasingly considered in government procurement evaluations.

Insurances protect both your business and council by ensuring that, if something goes wrong during the delivery of goods, services or works, there is financial coverage in place to manage the risk. Suppliers should provide up-to-

date Certificates of Currency to demonstrate that their coverage is active, adequate and appropriate for the type and risk level of work being undertaken.

Typical examples include Public Liability Insurance (covering injury or damage to third parties), Professional Indemnity Insurance (covering errors or omissions in professional advice or services), Workers Compensation (covering employees for workplace injuries), Cyber Security Insurance (protecting against losses from cyber incidents such as data breaches or ransomware attacks).

Work Health and Safety (WHS) documents demonstrate that your business has the systems, processes and skills to carry out work safely and in line with legislative obligations. Providing up-to-date WHS information shows you are a low-risk, safety-focused supplier.

Examples may include your WHS Policy, Safe Work Method Statements (SWMS), risk assessments, incident reporting procedures, staff training or induction records.

An Environmental Policy outlines how your business manages its environmental impacts and contributes to sustainable outcomes. Council places a strong emphasis on environmental responsibility and often seeks evidence that suppliers are taking steps to reduce waste, energy use and emissions, and to adopt sustainable practices aligned with government priorities.

A simple policy can describe your commitments to recycling, resource efficiency, compliance with environmental legislation, use of sustainable

materials, or participation in programs such as [ecoBiz](#).

Licences and registrations confirm that your business and staff are legally permitted and appropriately qualified to perform the required work. Council may request these documents to ensure compliance with legislation and industry standards and to ensure that work completed on council assets meets required safety and quality expectations.

Examples may include QBCC licences, trade certifications, high-risk work licences, vehicle or plant registrations and industry specific accreditations such as food business licences.

A Privacy and Data handling statement outlines how your business collects, stores, uses and protects personal or sensitive information. Council may request this when suppliers handle data or personal information on its behalf.

A simple statement can outline your data security practices, storage methods, access controls, retention periods and disposal processes. Importantly, businesses handling digital information may also reference cyber security practices or Cyber Security Insurance.

Before you Submit Checklist

While requirements vary depending on the procurement activity, having these documents prepared in advance can significantly improve the quality and responsiveness of your tender submission:

- ☐ Current Certificates of Currency for all required insurances
- ☐ Relevant licences and registrations
- ☐ WHS documentation tailored to the work

- ☐ An Environmental Policy or sustainability commitments
- ☐ A current Capability Statement
- ☐ A Privacy & Data Handling Statement (if relevant)
- ☐ Evidence such as case studies, testimonials or photos
- ☐ All other documents, schedules, declarations and response forms specified in the tender documentation.

Ensure all documents are current, signed where required, and consistent with your tender response.

Additional Support

The Queensland Government's [Fit to Supply quiz](#) is a free, 15-minute tool that helps you assess how ready your business is to bid for and deliver tender contracts. By answering a series of practical questions, you receive a personalised report outlining your strengths, potential gaps and recommended next steps to build your tendering capability. The report also provides links to additional resources and support to help you improve your readiness and confidence before tendering.

Council Support

Council's Local Business Support team provides tailored guidance on supplying to council and more. Visit [Level Up](#) for more information or contact the team via:

businessdevelopment@sunshinecoast.qld.gov.au

For procurement or tender specific enquiries, contact the procurement team via:

contracts@sunshinecoast.qld.gov.au

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