

Cleaning bid submission worksheet

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OPPORTUNITY / BUYER

BID / SOLICITATION REFERENCE

PROPOSAL DUE DATE

DUE TIME

DUE TIME ZONE

SUBMISSION CHANNEL / DESTINATION OR SOURCE REF.

ADDENDA CHECKED THROUGH NO.

ADDENDUM DATE

Use the latest buyer instructions and addenda.
Keep entries short; cite the source and the response file or page.

BUYER REQUIREMENT + source reference	RESPONSE location / page	SUPPORTING ATTACHMENT + file / version	STATUS see key below	ROW DUE date / time / zone

Status: Missing / In progress / Ready / N/A + reason. Ready = action complete and response/evidence checked; not submitted or accepted.
Use N/A only if the buyer confirms it is unnecessary or the requirement does not apply. Record the reason.

UNRESOLVED ITEM / REQUIREMENT REF.

OWNER

NEXT STEP / WHERE DETAILS ARE RECORDED

ACTUALLY SUBMITTED DATE

TIME

TIME ZONE

RECEIPT / CONFIRMATION REFERENCE

The buyer's latest solicitation and addenda control. This worksheet does not submit a bid.
Original planning aid, not a buyer form or an award guarantee. Include attachments only as the buyer requires.