

Tender requirements tracker

Illustrative structure. Example wording only. A live tracker follows the buyer's actual questions, scoring criteria and deadline.

ID	Buyer requirement	Evidence / output	Owner	Next action	Status
T01	State the reporting period and organisational boundary	Boundary/method note and authorised disclosure	Boundary owner	Confirm entities and reporting year	Awaiting clarification
T02	Provide the carbon evidence specified by the buyer	Calculation summary, factor log and source register	Sustainability lead	Match answer to exact wording and evidence	In preparation
T03	Describe actions, ownership and review arrangements	Action register and management approval	Bid manager	Check commitments with action owners	Review required

One route from requirement to response

Add question reference, verbatim requirement, applicability decision, response-file link, evidence version, dependency, due date, reviewer and approval date. Flag unsupported answers before submission.