Example: AI Bid Answers

Brightside Commercial Cleaning | Evening office and washroom cleaning, Ashcombe Civic Offices, Ashcombe District Council

This is an example of the written answers ProCleanerUK's AI Bid Writer produces for a tender's quality questions. The buyer's questionnaire is uploaded, the questions are found automatically, and each answer is written from the company's own details in ProCleanerUK: its Tender Settings (insurance, accreditations, method statements), staff numbers, training records and COSHH register.

Anything the system doesn't know is left as **[ADD: ...]** for you to fill in, so nothing is made up. Always read every answer before you submit it.

Q2.1 Describe how you will mobilise the contract in the four weeks before the start date, including staffing, induction and handover from the current supplier.

Word limit 400 | Weighting 15% | This answer: 249 words

Mobilisation will be led by our Operations Manager, **[ADD: name]**, who will be your single point of contact from contract award until the service is running smoothly.

Week 1: We meet your facilities team on site to walk every area in the specification, confirm access, security and key holding arrangements, and agree the cleaning schedule for each floor. We complete a site risk assessment and add any site-specific hazards to it before work starts.

Week 2: We confirm the team for your site. We currently employ 14 cleaning operatives, and we will allocate a dedicated team for your offices, with named relief cleaners who also learn the site. Where TUPE applies to staff of the outgoing supplier, we will **[ADD: describe your TUPE consultation process]**.

Week 3: Every operative completes a site induction covering your fire procedures, alarm and access arrangements, and the cleaning specification for each area. Their in-house training records, including COSHH Awareness and Manual Handling, are already held in our system and can be shared with you.

Week 4: We deliver equipment and the products listed in our COSHH register, put up safety data sheet QR codes in the cleaner's store, and load the site checklists into our scheduling software, ProCleanerUK. On the first night, our supervisor works alongside the team and walks the site with your contact the following morning.

For the first month we hold a weekly review with your facilities team, then move to the monthly contract meetings set out in your specification.

Q2.2 How will you ensure the service continues during staff sickness, holidays and other absences?

Word limit 300 | Weighting 10% | This answer: 173 words

We plan for absence rather than reacting to it. Holidays are booked and approved in our scheduling system in advance, so cover is arranged before the date, not on the night.

Each of our sites has named relief cleaners who have completed the same site induction as the regular team. With 14 operatives across our contracts, we always have trained staff who already know your building.

Our operatives clock in and out of each site on our app, which records the time and their location. If a cleaner has not clocked in within 10 minutes of their start time, the supervisor is alerted straight away, calls the cleaner and sends a relief operative if needed. This means a missed shift is picked up the same evening, not reported by your staff the next morning.

If we ever cannot cover a full shift, we will tell your contact before the start of the next working day, prioritise washrooms, kitchens and reception, and return to complete the remaining areas within **[ADD: your agreed recovery time]**.

Q2.3 Explain how you manage health and safety on site, including your approach to COSHH.

Word limit 350 | Weighting 10% | This answer: 206 words

Health and safety is managed through risk assessment, training and supervision, backed by the right insurance.

Before work starts, we complete a site risk assessment covering every hazard in the specification, such as wet floors, lone working in the evening, manual handling of waste and the use of electrical equipment. Each hazard is scored for likelihood and severity, with controls agreed for every one.

All products we use are listed in our COSHH register. We hold a safety data sheet for each of our 9 products, and operatives can open them on site by scanning a QR code in the cleaner's store. Colour-coded cloths and mops are used to prevent cross-contamination between washrooms, kitchens and general areas.

Our operatives complete in-house training before working unsupervised. 14 staff have completed COSHH Awareness and 12 have completed Manual Handling, with completion dates recorded for every person. Electrical equipment is checked before every use.

We hold Public Liability insurance of £5,000,000 and Employers' Liability insurance of £10,000,000, and we are SafeContractor accredited. Copies of all certificates are included in our tender pack.

Any accident, near miss or damage is reported to your contact the same day and recorded. Our named health and safety lead is **[ADD: name and role]**.

Q3.1 What social value will you deliver through this contract?

Word limit 300 | Weighting 10% | This answer: 142 words

We are a local employer and we want this contract to benefit the area it serves.

Local jobs: Our team lives locally, and we will recruit any new roles for this contract from within **[ADD: distance or area, for example 10 miles of the site]**, advertising through **[ADD: local job centre or community partner]**.

Fair pay: We pay all operatives at least **[ADD: the Real Living Wage or your actual rate]**, and every operative receives paid training and a clear route to supervisor roles.

Training: Every new starter completes our in-house training programme, including COSHH Awareness and Manual Handling, giving them recognised skills they keep.

Environment: **[ADD: your environmental commitments, for example concentrated or eco-labelled products, refill systems, or low-emission vehicles]**.

We will report on these commitments at each quarterly contract review, using the measures set out in your social value framework.

Contains example answers written in the style of the ProCleanerUK AI Bid Writer. Facts, figures and names are fictional. Included in every ProCleanerUK subscription for up to 5 bids a month.