Tender Management

Feature

From submission to success—track, collaborate, and deliver with confidence

Epic's **Tender Management** feature gives organisations a centralised, deadline-driven way to manage tenders—ensuring every opportunity is tracked, every contributor is aligned, and every submission is backed by real-time data. Whether you're coordinating across departments or refining estimates, this feature replaces scattered spreadsheets with a structured, mobile-enabled workflow.



It's your command centre for competitive bids—smart, collaborative, and audit-ready.

Key Functions

- Tender Creation & Oversight: Administrators or designated Tender Managers can create and manage tenders with full details—status, deadlines, estimated vs actual values, and commentary.
- Assign a Tender Manager: Each tender can be assigned to a specific manager who oversees progress, updates status, and ensures timely delivery.
- Team Collaboration: Staff can be added to tenders to contribute, view progress, attach documents, and leave comments—creating shared ownership and visibility.
- Task Assignment & Reminders: Assign tasks to contributors with automated reminders for upcoming deadlines—keeping everyone on track.
- Live Reporting & Tender Stats: Generate individual tender reports and view organisation-wide statistics by date range or department. A visual pie chart provides a snapshot of tender status across the board.
- Document Management: Attach supporting documents directly to each tender—ensuring everything is stored in one place and ready for review.
- Archiving & Audit Trail: Completed tenders can be archived with full history retained—supporting compliance, learning, and future reference.
- Mobile App Enabled: Access and update tenders on the go—perfect for managers and contributors working across multiple sites.