



Final Bid Release Checklist

A one-page control sheet for the exact candidate that is about to leave the team.

RELEASE CONTEXT

Opportunity: _____ Owner: _____ Deadline: _____

Candidate filename / version: _____

01 BUYER AUTHORITY

- ☐ The latest buyer documents, portal notices and amendments are included.
- ☐ Every mandatory requirement has an owner, response location and current status.
- ☐ Changes after the last review have been impact-checked against affected responses.

Evidence / blocker ID: _____

02 CLAIMS AND EVIDENCE

- ☐ Material claims are supported by approved evidence for the correct entity and scope.
- ☐ Evidence is current enough for the buyer requirement and the submission date.
- ☐ Unsupported, stale or out-of-scope claims remain visible as named blockers.

Evidence / blocker ID: _____

03 APPROVAL AND EXACT CANDIDATE

- ☐ Commercial, technical and legal approvals refer to this exact candidate state.
- ☐ Late edits have not bypassed review, changed commitments or invalidated evidence.
- ☐ The selected release files match the reviewed version, not an earlier local copy.

Evidence / blocker ID: _____

04 PACKAGING AND SUBMISSION

- ☐ Required signatures, declarations, filenames and formats are present.
- ☐ Portal limits, upload sequence, time zone and final deadline have been checked.
- ☐ A human has completed the final portal review; automatic submission is not assumed.

Evidence / blocker ID: _____

RELEASE DECISION

[] CLEAR **[] HOLD**

Named blocker / exception

CLEAR means this exact candidate passed the controls above. It does not guarantee buyer acceptance or a win.