

Discovery Prompt Library.

43 AI prompts to elevate your bid process.
From qualifying to submission. From research to review.

How to use this prompt library

1. Identify your current stage in the bid process
2. Find a prompt that matches your need
3. Fill in the {customisable fields} with your details
4. Copy the prompt into Altura's Bid Companion
5. Review and refine the AI-generated output

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Golden rules for using AI in your bid process

- Use AI to accelerate your thinking, not to replace it.
- Always fact-check -- AI can generate inaccurate or biased information.
- Never enter confidential details into general-purpose AI chatbots.
- Generate answers from your trusted knowledge library first, so you know the information is accurate.

1. Understand the Tender.

"What is the client actually asking for?"

Everything that reads the tender documents and tells you what the client wants, when they want it, and how they will judge you. Start here before diving in.

1. Get up to speed on this tender.

QUALIFYING

Summarize this tender -- scope, key requirements, deadlines, evaluation criteria.

Tip: Best used right after documents are uploaded.

2. Extract every award criterion.

QUALIFYING

Give all award criteria from this tender, including all information that affects the evaluation.

For each criterion, include all relevant elements, such as:

- description and purpose
- subcriteria or sub-aspect
- all requirements for the bidder
- guidelines for concreteness, evidence, verifiability, and measurability
- examples and explanations mentioned in the text
- conditions for monitoring, accountability, and sanctions
- form or length requirements
- exclusion conditions or thresholds
- complete evaluation method, including scale and procedure

Also include all text that indicates how the contracting authority interprets, evaluates, or applies the criterion, even if this is outside the criteria section.

Do not leave anything out, even if it is only mentioned as an explanation. Structure the answer per criterion.

3. Map out the full tender timeline.

QUALIFYING

List all planning milestones and deadlines for this tender. Your first priority is completeness.

Include every date, period, or milestone mentioned under:

- planning or timeline sections
- submission instructions
- award or evaluation process
- questions and clarification rounds (NVI)
- interviews, presentations, site visits, or negotiations
- contract start dates or implementation timelines
- annexes or appendices containing planning information
- deadlines that apply to verification or additional information
- dates presented in tables, footnotes, or attachments

For each milestone, provide:

- the name or description (use wording from the tender)
- the exact date or deadline if mentioned
- the time (CET) if provided
- write "not specified" if any information is missing

Do not omit a milestone because details are unclear.

4. List every required submission document

QUALIFYING

List all documents that must be submitted for this tender. Your first priority is completeness.

Include every document required under:

- submission instructions
- selection or suitability criteria
- exclusion grounds
- any annexes or appendices that must be completed, signed, or accepted
- any documents that must be uploaded or provided as evidence
- any documents that may be requested later for verification

For each document, provide:

- the document name (using wording from the tender)
- required file type or format if mentioned
- write "not specified" if information is missing

Do not omit a document because details are unclear.

5. Find the submission deadline and format.

QUALIFYING

What's the submission deadline and required format?

6. Check what the tender says about a clause.

ANY PHASE

What does the tender say about {topic}?

7. Get a plain-language technical summary.

TENDER

Summarize the main technical requirements for this tender in simple terms.

Focus on explaining:

- what needs to be delivered or provided
- how it is expected to perform
- important standards, certifications, or interfaces
- key constraints on materials, quality, service levels, or integration

Use information from:

- technical requirements or specifications
- performance and functional requirements
- annexes or appendices with technical details
- clarifications or updates in the NVI

Write a short, clear summary in plain language. Avoid unnecessary technical jargon and do not try to list every detail.

2. Find Our Evidence.

"What do we have that proves this?"

Everything that searches your own material -- the knowledge library, past proposals, policies, certifications. Use it as a proof source, not a filing cabinet.

8. See what we already know.

QUALIFYING

Give me an overview of what we have on {topic}.

Tip: Good starting point before deciding whether to bid.

9. Find the right service to point to.

QUALIFYING

What services do we offer for {topic}?

10. Check a certification and its expiry.

QUALIFYING

Do we have {certification}, and when does it expire?

11. Find a relevant case study.

TENDER

Do we have a case study in {sector}?

12. Look up a company policy.

TENDER

What's our {topic} policy?

13. Find our vision or strategy on a topic.

TENDER

Search the Knowledge Library for documents that describe our vision or strategy related to the topic: "{topic}".

Return the most relevant documents or excerpts that include:

- our stated vision or long-term direction
- strategic goals, priorities, or principles
- approaches or frameworks we use for this topic
- any documented rationale, insights, or positioning

3. Check Our Fit.

"Can we actually deliver this?"

The highest-stakes bucket -- this is where a bid is won or lost before a word is written. Hard gates first, then dealbreakers, then the full gap map.

14. Check we pass the hard gates.

QUALIFYING

Check whether we meet the pass/fail entry requirements for this tender.

First, extract from the tender documents every requirement that acts as a hard gate -- something that disqualifies us if we don't meet it. Look under:

- exclusion grounds
- suitability or selection criteria
- minimum turnover, financial, or insurance thresholds
- required certifications, accreditations, or registrations
- reference project requirements (number, scale, sector, recency)
- staffing, capacity, or geographic conditions
- any requirement phrased as "must", "shall", or a minimum threshold

Then, for each one, check our knowledge library for evidence that we meet it and give a verdict:

- MET -- with the specific evidence and its source
- NOT MET -- with what's missing
- UNCLEAR -- where the library is thin or the tender wording is ambiguous

Sort the output worst-first: NOT MET, then UNCLEAR, then MET.

Tip: Good starting point before deciding whether to bid.

15. Spot the dealbreakers in the contract terms.

QUALIFYING

Review this tender's contract and delivery conditions and flag anything that could be a dealbreaker for us.

Look across the tender documents, draft agreement, terms and conditions, and any annexes for:

- liability caps, indemnities, and insurance requirements
- penalties, service credits, or liquidated damages
- service levels and response-time commitments
- payment terms, price-fixing, or indexation clauses
- contract duration, extension options, and termination rights
- intellectual property, data ownership, and confidentiality conditions
- required staffing levels, named personnel, or on-site presence
- subcontracting restrictions
- any clause presented as non-negotiable

For each item, give:

- the condition, quoting the tender's own wording
- where it appears (document and section)
- why it could be a problem for us
- whether the tender indicates it is negotiable

Rank the output by how likely each is to block a bid.

Tip: Pairs with "Prep a go/no-go decision meeting" -- contract terms usually kill a bid late.

16. Find the gaps before you commit.

QUALIFYING

Map each mandatory requirement to what we can satisfy from our library; flag gaps.

Tip: Run this before deciding to bid -- it's the fastest way to see where we fall short.

17. Check if we can meet one specific requirement.

TENDER

Does our library satisfy the requirement for {requirement}?

4. Write Your Answer.

"I have a blank box and a deadline."

Ideation sits first, drafting second -- deliberately. Someone opening this section is facing an empty field, and the ideation prompts are exactly what they don't know to ask for.

18. Explore bold alternatives.

TENDER

Suggest two to three bold or creative alternative ways to approach {topic or criterion}.

Make the ideas suitable for a bid or proposal context.

If relevant context is available in this chat, use it. If not, generate general but realistic alternatives.

For each alternative, explain briefly why it could work.

Do not ask follow-up questions or request tender documents.

19. Find new ways to highlight our strengths.

TENDER

Suggest three alternative ways to highlight our strengths for {topic or criterion}.

Make each alternative practical for a bid or proposal.

If relevant context is available in this chat, use it. If not, generate general but realistic alternatives.

For each alternative, include one short example sentence.

Do not ask follow-up questions or request tender documents.

20. Brainstorm quick ideas.

TENDER

Give me five creative and practical ideas for how to approach {topic or criterion}.

Make the ideas relevant for a bid or proposal context.

If tender or organisational context is available in this chat, take it into account.

If no context is available, generate general but realistic ideas without asking for more information.

Do not ask follow-up questions. Just provide the five ideas.

21. Draft an answer to a tender question.

TENDER

Draft an answer to this question: "{question}"

Draw on our knowledge library and this tender's documents.

Rules:

- If specific detail (e.g. a metric, policy, or process) isn't available, insert a placeholder in bold describing what's missing.
- Write in plain prose, no bullet points, no headings, no meta-commentary about what you're doing.
- Do not ask follow-up questions -- draft with what's available now.

Tip: Best after checking library coverage on this topic first.

22. Draft a full questionnaire section.

SUBMISSION

Draft answers to every question in the {section name} section of this questionnaire, drawing on our knowledge library and this tender's documents.

Rules:

- Answer each question separately, in the same order as the questionnaire.
- If specific detail is missing for a question, insert a placeholder in bold.
- Keep answers consistent with each other -- if the same topic appears in two questions, answer it the same way both times.
- No meta-commentary, no headings beyond the question text itself.

Tip: Run "Find the gaps before you commit" first -- it tells you which answers are likely to need placeholders.

5. Strengthen Your Answer.

"Will this score?"

Evaluative, not cosmetic. These prompts check whether an answer earns points and surface what is missing -- the review instinct applied to a single answer.

23. Check your draft against the scoring criteria.

SUBMISSION

Extract the client's scoring criteria for each question in {section name}, lay them out in a table against our current drafted answers, and tell me where each answer falls short.

Rules:

- Quote the relevant part of each criterion.
- For each answer, list which required elements are addressed vs. missing, unclear, or thin.
- Feedback only -- do not rewrite the answers.

Tip: Best run after a first draft exists.

24. Get feedback on this draft.

ANY PHASE

Review the text and give feedback on clarity, structure, tone, and coherence. Identify:

- parts that may confuse the reader
- sentences that can be clearer or more concise
- opportunities to strengthen the narrative or flow
- inconsistencies in tone or phrasing

Do not rewrite the entire text; give feedback and suggested improvements only.

25. Rewrite for SMART clarity.

ANY PHASE

Rewrite the text to improve SMART clarity while remaining suitable for direct inclusion in a proposal.

Rules:

- You must actively surface missing SMART elements.
- If the text refers to vision, measures, implementation, benefits, improvements, targets, or outcomes without explicit detail, you must insert a placeholder describing what is missing.
- Do not strengthen claims beyond the original text.

Placeholders:

- Use bold plus square brackets for all missing information.
- Examples: [define measures], [describe implementation framework], [define benefit metric], [specify target]

Formatting:

- Keep unchanged original text in normal formatting.
- Use bold italics for any modified or added text.
- Use placeholders only to surface missing information.

26. Rewrite for MARK clarity.

ANY PHASE

Rewrite the text to improve M.A.R.K. clarity while remaining suitable for direct inclusion in a proposal.

Rules:

- You must actively surface missing M.A.R.K. elements.
- If the text refers to measures, approach, results, assurance, control, quality, monitoring, or risk mitigation without explicit detail, you must insert a placeholder describing what is missing.
- Do not strengthen claims beyond the original text.

Placeholders:

- Use bold plus square brackets for all missing information.
- Examples: [define measures], [describe approach], [define result], [describe quality assurance]

Formatting:

- Keep unchanged original text in normal formatting.
- Use bold italics for any modified or added text.

6. Polish the Wording.

"Make it read right."

Text transforms that act on whatever text is already in the chat. These never touch project or library data.

27. Make it more concise.

ANY PHASE

Rewrite the text to make it more concise.
Keep all essential meaning and key details.
Make the language clear, direct, and compact. overview of what we have on {topic}.

28. Tighten to three bullet points.

ANY PHASE

Summarize the text in exactly three bullet points.
Keep each bullet short and clear.

29. Turn into a management summary.

ANY PHASE

Rewrite the text into a polished management summary.
Limit the output to one paragraph.
Highlight the key value drivers clearly.
Preserve the original meaning and important details.

30. Simplify for a non-expert reader.

ANY PHASE

Rewrite the text in plain, simple language for a non-expert audience.
Keep all key facts, but remove technical jargon and complex wording.
Make the explanation clear, readable, and easy to understand.

31. Adjust tone: formal.

ANY PHASE

Rewrite the text in a formal and professional tone.
Keep all original meaning and key details.
Make the language clear, precise, and businesslike.

32. Adjust tone: friendly.

ANY PHASE

Rewrite the text to make the tone customer-friendly and engaging.
Keep every sentence under 20 words.
Preserve the original meaning and key details.
Do not shorten the content unless necessary for clarity.

7. Track the Work.

"Where do we stand?"

Managing the bid rather than producing it -- across your whole portfolio and inside a single project. From widest scope (all bids) to narrowest (one person's workload).

33. See my active bids.

ANY PHASE

List every bid project I have access to. For each, include client, country, deadline, status, and value.

Rules:

- Fetch all pages, not just the first -- confirm you've reached the end of the list before summarizing.
- If a field is missing for a project, say so rather than leaving it blank silently.

Tip: If you manage many projects, ask it to keep paging.

34. Find a specific tender.

ANY PHASE

Find the project for the [CLIENT NAME] tender -- I don't remember the exact title. Scan my accessible projects and match on client name or a similar-sounding title, then summarise its client, country, deadline, status, value, and document count.

35. Get the full picture on this project.

QUALIFYING

Summarize this project's key details: client, country, deadline, status, phase, value, document count, and the tables it contains.

36. Check what phase a project is in.

ANY PHASE

What phase is this project currently in, and what other custom properties does it have set?

Tip: One project at a time right now.

37. List everything in a project table.

TENDER

Show me every row in the [TABLE NAME] table, with all its columns. Don't summarise or filter -- I want to see the raw contents.

38. Count how many requirements are still open.

TENDER

How many requirements in the [TABLE NAME] table are still unanswered or pending?

Rules:

- First check the table's actual status/answer values -- don't assume a specific label like "Pending" exists; use whatever the table's real options or empty-cell pattern show.
- Give the exact count, and briefly state which definition of "unanswered" you used.

Tip: Pairs well with "Break down open requirements by section."

39. Break down open requirements by section.

TENDER

Break down the open requirements in the [TABLE NAME] table by section, with a count for each.

Rules:

- Use the table's real section values as they're stored -- don't assume section names.
- Show the count per section, sorted from most to least outstanding.

40. See workload by assignee.

TENDER

For the [TABLE NAME] table, show how many requirements are assigned to each person, and how many they've answered vs. outstanding.

Rules:

- Group by the actual assignee, not just the display name.
- If a row has no assignee, count it separately as "Unassigned" rather than dropping it.

8. Prep Your Meetings.

"I'm running a meeting on this."

These help you run your own internal meetings well -- not win the bid, but make sure the team leaves the room aligned and ready to act.

41. Prep a go/no-go decision meeting.

QUALIFYING

We have a go/no-go decision meeting for this tender. My goal is to walk out with a clear recommendation on {go / no-go / conditional go}.

Using this project's documents, tables, and our knowledge library, build me a decision brief:

1. Fit -- how well this tender matches what we usually bid on and can realistically deliver
2. Key risks and gaps -- the requirements or conditions we're least likely to meet, and why.
3. Effort and cost signal -- anything indicating the scale of work required versus our capacity.
4. Recommendation -- a clear go / no-go / conditional-go recommendation with the top 2-3 reasons behind it.
5. If conditional -- the specific conditions that would need to be true for this to become a firm go.

Rules:

- Do not soften or hedge the recommendation into vagueness -- give an actual answer.

Tip: Pairs with "Check we pass the hard gates" and "Find the gaps before you commit" -- run those first.

42. Prep a risk review meeting.

ANY PHASE

I have a meeting about risk with {audience} coming up. My goal for this meeting is: {your goal}.

Using the [RISK/COMPLIANCE TABLE NAME] table for this project, build me a meeting plan:

1. Current state -- summarise the risks using their actual recorded severity/status/owner values.
2. Talking points -- the 3-5 risks most relevant to my stated goal, with enough detail to discuss confidently.
3. The ask -- a clear, specific statement of what I need from this audience to move forward.
4. Anticipated questions -- likely pushback or questions from this audience, and how to respond.

Rules:

- Keep the plan built around achieving the stated goal, not just describing the table.

Tip: State your goal for the meeting -- the plan is built to help you land that outcome.

43. Prep a team stand-up or planning check-in.

ANY PHASE

I have a team stand-up / planning check-in coming up on this tender. Give me a quick status update I can use to run it:

1. Progress -- how many items in the [TABLE NAME] table are done vs. outstanding, broken down by section or owner.
2. Blockers -- any items that look stuck and why they might be blocked.
3. What's needed from the team -- a short list of decisions or actions someone in this meeting needs to take.
4. What changed -- if you have context from a previous check-in in this chat, note what's moved since then.

Rules:

- Use the table's actual status/assignee values -- don't assume specific labels.
- Keep this tight enough to read out loud in under a minute -- bullets, not paragraphs.

Tip: Best for a recurring cadence -- rerun this each time and just swap the table.

Structure your bid process.

From bid chaos to bid flow.
Clarity and structure for multi-stakeholder bids.

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