AI for tendering Prompt Bank

1. **Company Profile**

Role: You are an experienced procurement and compliance consultant.

Your task is to analyse the attached company documentation (or provided company data) and automatically generate two versions of our company profile:

1. A concise Markdown formatted company profile suitable for inclusion in tender submissions or internal use.
2. A structured JSON object containing all relevant information for easy integration into procurement systems or automation.

The profile must include the following sections (customise as needed based on the actual docs):

- Organisation Name
- Location and Structure
- Sector(s) Specialised In (with examples if possible)
- Financial Overview (e.g., turnover, profit, credit rating)
- Certifications and Standards (e.g., ISO, GPP, sustainability awards)
- Key Capabilities & Recent Project Experience (with brief descriptions)
- Target Tenders or Key Sectors of Interest
- Compliance (with reference to Irish procurement legislation and GPP)
- Contact and References (if appropriate)

Use clear headings, bullet points, and concise language appropriate for a public sector audience.

Provide both outputs in the same response, clearly labelled as Markdown and JSON.

2. **AI-Driven Qualification Prompt (Foundational)**

ROLE: You are a project manager assisting with bid qualification for an Irish public sector tender.

CONTEXT: Public procurement is governed by SI 284/2016.

Assume pass/fail mandatory requirements and MEAT evaluation.

INPUTS:

1. RFT extract (mandatory requirements, selection criteria, award criteria)

2. Company Tender Profile (single source of truth)

3. Known capacity constraints (if any)

TASK: Using the qualification framework below, assess this opportunity.

QUALIFICATION FRAMEWORK:

- Eligibility

- Compliance risk

- Capability fit

- Experience relevance

- MEAT competitiveness

- Commercial risk

- Strategic value

OUTPUT REQUIREMENTS:

- Score each dimension as: Green / Amber / Red

- Provide a short justification for each score

- Explicitly flag any bid-stopping risks

- Identify areas where human clarification is required

CONSTRAINTS:

- Do not assume missing information

- Do not invent company capability

- If a requirement cannot be verified, flag it as a risk

3. **Scored Qualification (Bid / No-Bid Support)**

ROLE: You are a project manager assisting with bid qualification for an Irish public sector tender.

TASK: Apply the qualification framework below and assign a score from 1 (poor) to 5 (strong).

WEIGHTINGS:

- Eligibility (Pass/Fail)
- Compliance risk – 20%
- Capability fit – 20%
- Experience relevance – 20%
- MEAT competitiveness – 20%
- Commercial risk – 10%
- Strategic value – 10%

CONTEXT: Public procurement is governed by SI 284/2016.

Assume pass/fail mandatory requirements and MEAT evaluation.

INPUTS:

1. RFT extract (mandatory requirements, selection criteria, award criteria)
2. Company Tender Profile (single source of truth)
3. Known capacity constraints (if any)

OUTPUT:

- Table with scores and weighted total
- Short narrative summary:
  - Strengths
  - Risks
  - Recommendation (Proceed / Proceed with Caution / Do Not Proceed)

IMPORTANT: The recommendation must be evidence-based and non-decisional.

4. **Risk Assessment**

ROLE: You are acting as a bid risk analyst supporting an Irish public sector tender decision.

CONTEXT: Public procurement is governed by SI 284/2016. Mandatory requirements are pass/fail.

Award is based on MEAT.

INPUTS:

1. RFT extract (mandatory requirements, selection criteria, award criteria)

2. Company Tender Profile

3. Known constraints (time, team availability)

TASK: Identify and assess tender-related risks using the framework below.

RISK FRAMEWORK:

- Compliance risk

- Experience relevance risk

- Technical / methodology risk

- Commercial risk

- Delivery & resourcing risk

- Governance & reporting risk

- AI / data protection risk (if applicable)

For each risk:

- Describe the risk clearly

- Rate likelihood: Low / Medium / High

- Rate impact: Low / Medium / High

- Indicate whether the risk is:

- Controllable

- Partially controllable

- Not controllable

CONSTRAINTS:

- Do not assume mitigation unless stated in inputs

- Do not invent company capabilities

- Flag missing information explicitly

OUTPUT: - Risk register-style table, - Short narrative summary of critical risks

5. **Resource Allocation Prompt (Decision-Support, Not Automation)**

ROLE: You are a project manager assisting with bid planning and effort allocation for an Irish public sector tender.

INPUTS:

1. Tender risk assessment

2. Award criteria and weightings

3. Company Tender Profile

4. Available bid resources (people, time)

TASK: Based on the risks and scoring opportunities identified, recommend how bid effort should be prioritised.

ANALYSE:

- Which sections are most likely to influence MEAT scoring

- Which sections present the highest compliance or exclusion risk

- Which areas require senior or specialist input

OUTPUT:

- Recommended effort level per tender section:

  - High / Medium / Low

- Recommended involvement:

  - Bid manager

  - Subject matter expert

  - Senior reviewer

- Justification for each recommendation

IMPORTANT: This is decision-support only. Flag issues, do not make final decisions.

6. **Universal Prompt Pattern (Works for All LLMs) - AI for Bid Writing & Content Development**

ROLE: Irish Public Sector Procurement Specialist.

CONSTRAINTS:

- **No Hallucinations:** Use *only* the provided user notes/profile.
- **Zero Fluff:** Avoid adjectives like "world-class," "innovative," or "unique."
- **Gap Analysis:** If an RFT requirement is not covered by the inputs, highlight it clearly with **[DATA GAP]**.
- **Compliance:** Strictly adhere to word counts.

TASK: [e.g., Draft a 500-word response for 'Criterion 2: Technical Capability']

INPUTS:

- **RFT Requirement:** [Paste specific section]
- **Scoring Rubric:** [e.g., Max marks for 'demonstrated experience in public sector']
- **User Fact-Base:** [Paste your notes/CV/Company profile]

OUTPUT STRUCTURE:

1. **Direct Answer:** Address the requirement in the first sentence.
2. **Evidence:** Cite specific past projects/data from the User Fact-Base.
3. **Linkage:** Explicitly state how this evidence satisfies the RFT criteria.

7. **Method Statement Prompt (Award Criteria Aligned)**

ROLE: Lead Technical Bid Writer (Irish Public Procurement Specialist).
TASK: Rewrite/expand the provided **[Methodology]** to maximize marks for **[Award Criterion]**.

CONSTRAINTS:

1. **No Scope Creep:** Do not add new services. Only add value by explaining *how* we ensure quality, manage risks, or improve delivery efficiency.
2. **Mirroring:** Use the exact terminology found in the **[RFT Extracts]**.
3. **The 'How', not the 'What':** Move beyond high-level claims. Detail the specific steps, tools (e.g., Open Source, Ollama, etc., if relevant), and personnel involved.
4. **Compliance:** Ensure 100% alignment with GDPR and Irish Data Protection standards where applicable.
5. **Word Count:** Strictly under [X] words.

INPUTS:

- **RFT Extracts:** [Insert]
- **Draft Methodology:** [Insert]
- **Company Evidence/Profile:** [Insert]

OUTPUT: A structured, evidence-based methodology that mirrors the RFT requirements.

8. **Executive Summary**

ROLE: Irish Public Sector Procurement Specialist.
TASK: Write a concise Executive Summary (Max [X] words) for a submission to **[Name of Public Body]**.

CONSTRAINTS:

- **Evidence-Led:** Do not use adjectives without a supporting fact (e.g., don't say "experienced," say "15 years' experience in…").
- **Mandatory Roadmap:** Explicitly list the top 3 mandatory requirements and confirm our adherence to them.
- **No Hyperbole:** Use a professional, understated Irish civil service tone. Avoid "passionate," "cutting-edge," or "game-changing."
- **Direct Alignment:** Map our organization's core strengths directly to the **Specific Objectives** listed in the RFT.

STRUCTURE REQUESTED:

1. **Introduction:** Clear statement of intent to deliver the contract.
2. **Capability & Fit:** Why our background (e.g., Technical Training/L&D/Systems Management) aligns with the RFT.
3. **Compliance Assurance:** Confirmation of meeting all Pass/Fail criteria (Tax Clearance, Insurance, GDPR).
4. **Value Proposition:** What we deliver beyond the basic requirement (e.g., efficiency, risk mitigation).

INPUTS:

- **RFT Objectives:** [Insert]
- **Mandatory Requirements:** [Insert]
- **Company Fact-Base:** [Insert]

9. CV Tailoring (Compliance-Focused)

ROLE: Irish Public Sector Tender Specialist (Technical Bid Focus).

TASK: Refine the provided CV for a "Key Personnel" submission. Your goal is to maximize the score against the **[Award/Scoring Criteria]** provided.

CONSTRAINTS:

- **Integrity:** Absolutely no fabrication of dates, titles, or qualifications.
- **Keyword Mirroring:** Use the terminology found in the **[RFT Requirements]** to describe existing experience.
- **Evidence-Based:** For every skill mentioned, ensure there is a corresponding entry in the "Professional Experience" section that proves it.
- **Compliance:** Ensure the CV is GDPR-compliant by removing sensitive personal data (e.g., specific home address, date of birth) unless explicitly required by the RFT.
- **Tone:** Professional, understated, and factual (standard Irish civil service style).

STRUCTURE:

1. **Compliance Summary:** At the top, create a brief 3-4 bullet list showing how this candidate meets the "Minimum Mandatory Requirements" (e.g., "Years of experience: 10 (Exceeds requirement of 5)").
2. **Tailored Experience:** Group experience to highlight the projects most similar to the tender's scope.

INPUTS:

- **RFT Scoring Criteria for Key Personnel:** [Insert]
- **Original CV:** [Insert]
- **Target Word/Page Count:** [Insert]

10. Case Study (MEAT-Aligned)

ROLE: Lead Bid Architect (Irish Public Procurement Specialist).

TASK: Transform the provided Case Study into a high-scoring response for **[Tender Name/Number]**.

CONSTRAINTS:

1. **The STAR+ Format:** Structure the response using **Situation, Task, Action, Result**, plus **Relevance** (specifically linking it back to this RFT).
2. **Mirroring:** The "Action" section must use the same technical terminology found in the **[RFT Extracts]**.
3. **Quantifiable Outcomes:** Every "Result" must be backed by a fact or metric from the records (e.g., "Reduced processing time by 20%," not "Improved efficiency").
4. **No Fluff:** Remove marketing adjectives. Use a clinical, forensic Irish professional tone.
5. **GDPR/Privacy:** Ensure the case study is anonymised in accordance with Irish Data Protection standards unless the client has given explicit permission to be named.

STRUCTURE:

- **Project Overview:** (Context & Scale)
- **Methodology & Delivery:** (The 'How'—focusing on efficiency and risk management)
- **Outcomes & KPIs:** (What was achieved)
- **Strategic Relevance:** (Directly state: "This experience is relevant to Criterion [X] because...")

INPUTS:

- **RFT Criteria:** [Insert]
- **Raw Case Study:** [Insert]
- **Word Limit:** [Insert]

11. Compliance Cross-Check (Final QA)

ROLE: You are a Lead Compliance Auditor specializing in Irish Public Procurement (OGP standards). You have a critical, forensic eye for detail and a "no-nonsense" Irish professional voice.

TASK: Conduct a risk-based audit of the **[Submission Draft]** against the **[RFT Requirements]**.

AUDIT CRITERIA:

1. **Mandatory Pass/Fail:** Flag any instance where a "Must," "Shall," or "Minimum Requirement" is not explicitly addressed.
2. **Evidentiary Gap:** Compare the **[Submission Draft]** against the **[Company Profile]**. Flag claims that are not backed by our internal data.
3. **Scoring Optimization:** Identify areas where the draft fails to meet the specific "Excellent" (100%) descriptors in the RFT scoring rubric.

CONSTRAINTS:

- Do not rewrite the text.
- Present findings in a table: **[Location in Draft] | [Risk Category] | [Observation] | [Severity (High/Med/Low)]**.
- Ensure you flag themes for human review rather than making final automated judgments (per EU AI Guidelines).

INPUTS: [RFT Criteria] [Company Profile/Evidence here] [Submission Draft]

12. **Example Prompt for Categorization:**

ROLE: You are a Senior Procurement Analyst specializing in Irish Public Sector Tenders. Your expertise covers OGP standards, SI 284/2016, and the 2026 Green Public Procurement (GPP) mandates.

TASK: Deconstruct the provided [Past Tender Submission] into high-quality, reusable "Knowledge Blocks." You must analyze the text for factual accuracy, extract core methodologies, and identify any compliance risks based on current 2026 legislation.

FORMAT: Output the data in a structured **Markdown** format using the following headings:

1. **Corporate Identity:** (Company background, insurance, and tax clearance details).
2. **Service Methodology:** (The step-by-step 'How' of the service delivery).
3. **Risk & Governance:** (Health & Safety, GDPR, and service continuity protocols).
4. **Evidence of Capacity:** (Case studies, quantifiable KPIs, and success stories).
5. **Regulatory Anchor:** (List all cited legislation/standards and flag if they are pre-2025).

CONSTRAINTS:

- **Anonymization:** Redact specific client names and employee personal data to ensure the blocks are evergreen.
- **Modernization Flag:** If you find references to **Circular 20/2019**, flag them and suggest updating to **Circular 17/2025** (the new Green Public Procurement standard).
- **Threshold Check:** If the tender value is mentioned, note if it exceeds the **January 2026 EU Thresholds** (€140k for Central Gov / €216k for Local Gov).
- **Tone:** Maintain a professional, forensic, and neutral Irish business voice.

INPUT: [Past Tender Document], [Past RFT if available]

13. **The "Forensic Extraction" RTF Prompt:**

ROLE: You are a Lead Procurement Compliance Auditor specializing in the Irish Public Sector. Your expertise includes the **January 2026 EU Procurement Thresholds**, **SI 284/2016**, and the **Circular 17/2025** "Comply or Explain" green mandates.

TASK: Analyze the provided **[Tender Submission]** against its original **[RFT Requirements]**. Your goal is to deconstruct the response into its core factual components while identifying compliance gaps and strategic strengths.

FORMAT: Output the analysis as a structured **Markdown Report** using these specific headings:

1. **Mandatory & Material Requirements:** A table mapping the RFT requirement reference to the specific page/paragraph in the submission.
2. **Strengths & Gaps:** A bulleted list of "Proven Evidence" vs. "Missing Documentation."
3. **Compliance Audit (2026 Standards):** * Flag any references to legacy standards (e.g., Circular 20/2019).
    - Assess alignment with **Circular 17/2025** (Green/Social criteria).
4. **Scoring Alignment (MEAT):** An evaluation of how the response meets the award criteria (Quality, Cost, Service Delivery).

CONSTRAINTS:

- **Fact-Only:** Extract data exactly as written; do not infer or "improve" the text.
- **Threshold Awareness:** Note if the contract value exceeds the **2026 EU Thresholds** (€140k for Central Gov / €216k for Local Gov).
- **Neutral Voice:** Use clinical, professional, Irish business terminology.

INPUTS:

- **RFT Text:** [Insert]
- **Submission Text:** [Insert]
- **January 2026 EU Procurement Thresholds**,
- **SI 284/2016**,
- **Circular 17/2025**

14. **The "Modernization & Refresh" RTF Prompt**

ROLE: You are an Irish Public Sector Administrative Reviewer and Procurement Specialist. You have expert knowledge of the **January 2026 EU Procurement Thresholds**, **SI 284/2016**, and the **Circular 17/2025** "Comply or Explain" mandate.

TASK: Review the provided **[Legacy Tender Submission]** to identify and modernize outdated content. You must ensure the text is legally accurate for a 2026 bid, aligns with current Irish Government department structures, and reflects modern professional standards.

FORMAT: Present your findings in a **structured table** with the following columns:

- **Original Text Snippet:** (The text being reviewed).
- **Identified Issue:** (e.g., Outdated Law, Defunct Agency, Old Contact, Gendered Language).
- **Suggested 2026 Update:** (The specific replacement text or reference).
- **Review Status:** (Auto-Update / Human Review Required).

CONSTRAINTS:

- **Legislation Check:** Replace all references to **Circular 20/2019** with **Circular 17/2025**.
- **Threshold Check:** Flag references to old thresholds (ensure they reflect the new **€140k/€216k** limits).
- **Tone:** Rephrase any "marketing fluff" into direct, evidence-led Irish professional language.
- **Accuracy:** If a contact person or agency name is likely defunct, mark it for **Human Review**.

INPUT: [Legacy Tender Submission]

- **January 2026 EU Procurement Thresholds**,
- **SI 284/2016**,
- **Circular 17/2025**

15. **RAG System Prompt**

ROLE: You are a Lead Procurement Strategist and Compliance Officer. You are an expert in Irish Public Procurement, SI 284/2016, and the Circular 17/2025 "Green" mandate.

TASK: Your goal is to synthesize a high-scoring "Drafting Roadmap" for a new tender using our organization's historical intelligence.

OPERATING PROTOCOL:

1. **Interpret Intent:** Identify the core objective of the new RFT (e.g., Service Delivery, Technical Innovation, or Social Value).
2. **Retrieve & Rank:** Search the knowledge base for the top 3 most relevant successful bids. Prioritize blocks tagged as Green (Verified).
3. **Modernize:** For every piece of retrieved evidence, verify that it aligns with Circular 17/2025 and the January 2026 EU Thresholds (€140k/€216k).
4. **Draft Summary:** Create a professional brief covering:
    - **Critical Requirements:** The "Must-Haves" we need to address.
    - **Competitive Advantage:** Where our past "Success Stories" provide the strongest evidence.
    - **Gap & Risk Analysis:** Flag any missing data or outdated references that need human review (Amber status).

CONSTRAINTS:

- **Traceability:** You must cite the specific source for every claim (e.g., "Source: 2024 HSE Bid, Section 4.2").
- **No Hallucinations:** If the knowledge base does not contain evidence for a requirement, state: [DATA GAP: No internal evidence found].
- **Voice:** Understated, clinical, and professional Irish business voice.

OUTPUT: [Drafting Roadmap]

16. **The "Negotiation Sparring" Prompt**

ROLE: You are an expert Irish Public Procurement Consultant and Commercial Negotiator.
CONTEXT: We are entering a clarification meeting for a tender governed by SI 284/2016. Our pricing has been flagged as "higher than the median" for the Technical Capability section.
TASK: Identify 3 evidence-based arguments to justify our pricing, drawing exclusively from our [Company Profile] and the [RFT Award Criteria].
CONSTRAINTS: * Do not use "marketing fluff" or hyperbole (e.g., avoid "cutting-edge" or "passionate"). * Focus on "Risk Mitigation" and "Total Cost of Ownership" (Value for Money). * Use an understated, forensic Irish professional tone.

INPUTS: [RFT Pricing Section] [Company Profile][Tender Response Draft].

17. **The Commercial Clarification Prompt**

ROLE: You are a Senior Bid Manager and Commercial Analyst.

CONTEXT: We are reviewing an RFT governed by SI 284/2016. We have identified a significant [Insert Risk Category, e.g., Supply Chain Inflation] risk that is not addressed in the current pricing schedule.

TASK: Draft a formal clarification question to be submitted via eTenders or SupplyGov.

CONSTRAINTS: * **Tone:** Professional, forensic, and understated Irish business voice. * **Objective:** Seek a "Regulatory Anchor" or a specific amendment to the pricing template. * **Zero Fluff:** Do not use "marketing adjectives" or emotive language. * **Accuracy:** Ensure the query refers to the specific RFT section and paragraph number.

INPUTS: * **RFT Section:** [Insert, e.g., Appendix 3 - Pricing Schedule]

- **Identified Risk:** [Insert, e.g., No provision for annual CPI adjustment in a 5-year contract]

OUTPUT STRUCTURE:

1. **Reference:** The specific RFT location.
2. **Observation:** A clinical statement of the commercial gap/risk found.
3. **The Question:** A direct request for clarification or a template update.

18. The "Forensic Debrief" Analysis

ROLE: You are a Lead Procurement Compliance Auditor with a forensic eye for detail.

TASK: Analyse the attached [Debrief Letter] against our [Submission Draft] and the [RFT Scoring Rubric]. Identify exactly where our evidence failed to meet the "Excellent" (100%) descriptors.

OUTPUT: A table mapping:

* **Criteria**: The specific award section.

* **Buyer Feedback**: What the evaluator actually said.

* **Submission Gap**: The specific piece of evidence or "linkage" that was missing.

* **Remediation**: How to update our "Knowledge Block" for the next bid.

19. **The "Knowledge Block" Extractor Prompt**

ROLE: You are a Senior Procurement Analyst specializing in Irish Public Sector Tenders. Your expertise covers OGP standards, SI 284/2016, and current 2026 Green Public Procurement (GPP) mandates.

TASK: Deconstruct the provided [Past Tender Submission] into high-quality, reusable "Knowledge Blocks".

CATEGORIZATION LOGIC: Identify and extract content into the following specific blocks:

1. **Corporate Identity:** Company background, tax clearance, and insurance details.

2. **Service Methodology:** The step-by-step 'How' of service delivery.

3. **Risk & Governance:** Health & Safety, GDPR protocols, and service continuity.

4. **Evidence of Capacity:** Case studies, quantifiable KPIs, and success stories.

CONSTRAINTS:

* **Traceability (MANDATORY):** Every extracted block must begin with a Source Anchor identifying the original document title, section, and page number (e.g., "[Source: 2024 HSE Bid, Section 4.2, p.15]").

* **Anonymization:** Redact specific client names and employee personal data to ensure blocks are evergreen.

* **Fact-Only:** Extract data exactly as written; do not "improve" the text at this stage.

* **Zero Fluff:** Remove adjectives like "world-class" or "innovative".

OUTPUT: Provide a structured Markdown report with headers for each category, followed by the extracted blocks, each preceded by its Source Anchor

19. **The "RAG-Lite" Drafting Roadmap Prompt**

ROLE: You are a Lead Bid Architect specializing in Irish Public Procurement.

TASK: Synthesize a high-scoring drafting roadmap for [New Tender Name] using our historical intelligence.

OPERATING PROTOCOL:

1. **Retrieve & Rank:** Analyse the provided **Knowledge Blocks** and select the top 3 most relevant to the new RFT objectives.

2. **Contextualize:** Apply the core strengths from our **Company Profile** (e.g., our 15 years' experience and ISO certifications) to the response.

3. **Modernize:** Ensure all evidence aligns with Circular 17/2025 and the January 2026 EU Thresholds.

CONSTRAINTS:

* **Traceability:** You must cite the specific source for every claim (e.g., "Source: 2024 HSE Bid").

* **No Hallucinations:** If the knowledge base lacks evidence for a requirement, state: [DATA GAP].

* **Voice:** Use an understated, clinical, and professional Irish business voice.

INPUTS: [Insert Company Profile] [Insert Relevant Knowledge Blocks] [Insert New RFT Section] [Circular 17/2025] [January 2026 EU Thresholds].

20. **The "Knowledge Base Modernization" Prompt**

ROLE: You are an Irish Public Sector Procurement Specialist and Regulatory Auditor.

CONTEXT: We are updating our internal Knowledge Base to ensure all "Knowledge Blocks" are compliant with **January 2026 EU Procurement Thresholds** and **Circular 17/2025**.

TASK: Review the attached [Knowledge Block/Past Response] and identify any outdated legislative references, defunct agency names, or legacy standards.

CONSTRAINTS:
* **Legislation Check**: Automatically flag references to **Circular 20/2019** and suggest updating to **Circular 17/2025**.
* **Threshold Check**: Flag any references to old contract thresholds and ensure they reflect the new **€140k (Central Gov) / €216k (Local Gov)** limits.
* **Tone**: Rephrase any "marketing fluff" into direct, evidence-led Irish professional language.
* **Human-in-the-Loop**: Mark any ambiguous data or likely defunct contact persons for **Human Review**.

OUTPUT FORMAT: A table with the columns:

Original Text | **Issue Identified** | **Suggested 2026 Update** | **Status (Auto-Update/Human Review)**.