

## Preparing Effective Tenders – practical aspects for writing winning tenders

Companies and organisations that adopt a structured approach to the preparation of their tender submissions will have a much higher chance of producing a high quality tender and winning the contract. This one day Training Workshop takes you through a series of practical exercises using a step by step approach. It covers the sequence of events that take place from the arrival of your tender pack up to the award of the contract. It looks at the most effective way for you to respond to all the demands and complexities of producing a winning tender in a very pressured timescale.

This is a very practical group-work based day. Participants will follow the progression of an actual tender from the receipt of the documents to submission. During the day they will follow the processes which lead to the production of a winning tender

**The day will cover** the following:

- Assembling your team;
- The key stages in preparing your tender;
- How to present the evidence that you are able to meet the specification;
- Key skills in writing and presenting your tender;
- Quality assuring your tender.

**The Training is suitable for delivery to a corporate in-house team**

**The Workshop is for:**

Managers; Development officers; umbrella organisations; Procurement practitioners in companies and other organisations with responsibility for producing tenders.

Our Workshops are suitable for all companies and organisations who currently contract or wish to enter into a contract to provide services with publicly funded bodies such as Local Authorities, Boroughs, County, Metropolitan and District Councils, Supporting People, PCTs, NHS, Government Departments, etc.

The following are examples, but are by no means exhaustive:

- **providers of services of all kinds**, children, learning and physical disability, mental health, homelessness, physical, drug and alcohol abuse the elderly, residential, nursing and extracare;
- respite, domiciliary care and floating support;
- providers contracting with PCTs, SP and the NHS;
- providers of training, learning, vocational skills of all kinds;

**Maximum number of participants – 16**

**Room layout – cabaret style with a top table, screen and flipchart**



## Fee package

For the in-house workshop as set out above our fees are as follows

- Fee - £900
  - all delegates will receive CD designed to support the Workshop
  - O/N accommodation on the night prior to the event (this is excluded from events run within 30 minutes travelling time of Matlock, Derbyshire or within the M25). Please note that one of our tutors is disabled and requires accessible facilities. She is driven to events by her husband. Therefore level access is required also for the O/N a double accessible room is required and reserved disabled parking at all locations:  
The cost of the accommodation is usually paid directly to the hotel by the event organiser. This avoids potential difficulties regarding VAT.
- Cost of travel.
  - VAT on the above.

*"Probably the best single days training I have ever attended"*

## Booking for the above events

Contact us for information

Tel. 01629 57501 or

email at [info@tenderingforcare.com](mailto:info@tenderingforcare.com)

website: [www.tenderingforcare.com](http://www.tenderingforcare.com)

