



## Office & Training Solutions Ltd

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### Session Outline –Tender Writing For Success

#### Session Objectives:

**By the end of this session delegates will be able to...**

- Outline a brief overview of Public Procurement rules and regulations
- Explore the 7 steps of SMART tendering
  1. Source opportunities
  2. Invitation to Tender document
  3. Form a team
  4. Form the win
  5. Write the document
  6. Submit the document
  7. Debrief/Feedback
- Investigate effective pricing of tenders
- Explore how tenders are evaluated and learning to continually improve tenders
- Examine relevant tender call documents
- Summarise the common pitfalls in tender writing
- Explore E-Tenders website

#### Target Participant Profile

Suitable for individuals engaged in responding to tender calls and want to improve their success rate. A pre-session questionnaire will be sent to all participants to be completed and returned in advance of the session in order to enable assessing of attendees needs. Attendees will also be asked to bring with them tenders they have recently worked on/or where they plan to submit tenders for to use as exercises during the session

#### Session Approach

Tutor input

Group work & discussions

Case Studies/Sample Tenders

#### Session Duration & Cost

This session is delivered over a half day