



## Project Development & Support Ltd

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### Tendering for Care Briefing

#### Preparing for e-Tendering

Increasingly the tender process is being conducted electronically. The latest government report (The Glover Report) states that from the year 2010 all public contracts over a £20,000 limit must be tendered electronically. This use of new technology in tendering has considerable implications for 3<sup>rd</sup> sector organisations many of which do not have sufficient I.T resources to be able to respond effectively. Even if the government's target is not met by 2010 it is clear that organisations without the appropriate I.T infrastructure will be at a significant disadvantage in tendering in the future.

Attendance at this half day Briefing will enable you to:

- Understand what e-tendering is and how it may potentially affect your organisation;
- Understand the role of e-tendering in the procurement process;
- Identify what steps your organisation needs to take to be ready for e-tendering;
- Raise your awareness of the need for your organisation to have an 'e-presence'.

All participants will receive a CD containing slides and documents relevant to the matters covered during the briefing.

#### Who should attend?

Senior Managers; ICT specialists; Business Development Managers; Staff involved in preparing and submitting tenders; Staff of umbrella organisations advising others how to prepare tenders.

#### When and Where?

Ref 106/09 London 11<sup>th</sup> December 1.30 to 4.30

Ref 115/10 Birmingham 3<sup>rd</sup> February 1.30 to 4.30

#### Fees

TfC Members £95 including VAT

Non TfC Members £110 including VAT

A Booking Form may be downloaded from the "Open Courses" section of the website [www.tenderingforcare.com](http://www.tenderingforcare.com)

To book please complete the Booking form and submit by fax in order to reserve a place or places then send the original with payment by post. If you wish to be invoiced and pay by BACS please complete the appropriate section of the form.

For further information

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