



Project Development & Support Ltd

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"How to Win Tenders" – Understanding Tendering and Procurement

This highly acclaimed course has been offered on an open basis and has been delivered 12 times on behalf of NAVCA as well as to groups arranged by other umbrella bodies and individual organisations. It provides an introduction to effective tendering for public sector contracts

TfC offers a basic course which is designed to help learners to understand the legislation which underpins tendering and how this drives the demands of those who manage the procurement process. Successful tendering affects the organisation as a whole. This course helps staff and Trustees to look in detail at what these effects are likely to be, to understand the requirements of procurement and how to position the organisation to enable it to tender successfully for public sector contracts. Organisations may be of the "umbrella" type whose function is to offer support and advice to their members; or they may be organisations who are themselves tendering for contracts.

The Course addresses the following:

- **Why tendering? – procurement legislation;**
- **Challenging procurement decisions;**
- **Presenting your tender;**
- **How tenders are appraised and scored;**
- **Guidance and tips**

There is no such thing as "tender readiness" it is however, important to understand what drives the procurement requirements and how organisations should respond if they are to tender successfully. This includes an understanding of the legislative and practical background within which procurement is currently taking place and the processes which drive tendering procedures. The completion of the Pre Qualification Questionnaire (PQQ) which is the essential first step in the "Open", "Restricted" and "Negotiated" procedures. An understanding of "Competitive Dialogue" and how "Select Lists" are operated also helps organisations to plan for the future.

The tendering procedures are now important as they often produce a framework of organisations who are allowed to go on to tender for specific contracts over a period of 3/7 years – "you have to be in it to win it" or alternatively face exclusion from being able to contract to provide services over a long period. We will focus on the procedures which are used for each style of tendering, the PQQ and other tendering requirements. We will look at the agenda being followed by procurement officers including what they look for at appraisal.

Organisations are not powerless. The Remedies Directive and a number of judgements in the European Court of Justice mean that there are a range of actions which are available to organisations if they feel that the procurement process has not been fair and compliant. We look at how these procedures work.

Real success in tendering lies in having a clear understanding of how tenders are scored and exactly what procurement officers are looking for in tender appraisal and evaluation – how to ensure that your tender scores well at appraisal. Two possible sets of criteria are used in the selection process – Lowest Price and Most Economically Advantageous Tender (MEAT).



Registered in England & Wales No. 3545015 Registered Office as above

This course provides the essential knowledge for successful tendering. We will consider

- the legislation which is driving tendering and procurement;
- the tendering procedures and phases;
- how to improve the techniques of PAA and tender preparation;
- the impact of the tendering process on organisations;
- how tenders are scored in order to work out how well tenders might perform;
- the opportunities which do exist for organisations large and small to contract with public sector organisations.

The Workshop is for:

Managers; Trustees, Business Development Managers, Advisory staff in umbrella organisations; Procurement practitioners with responsibility for preparing tenders; Staff of umbrella organisations advising others how to prepare tenders.

The Workshop times 9.30 for a 10.00 am start to 4.00 pm finish.

Lunch is not provided

Workshop Materials

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

Who should attend?

Senior Managers; Trustees; Business Development Managers; Staff involved in preparing and submitting tenders; Commissioners

When and Where?

Ref 104/09 London 7th December

Ref 111/10 Birmingham 2^{1st} January

Fees

TfC Members £150 including VAT

Non TfC Members £180 including VAT

Please note that lunch is not included.

A Booking Form may be downloaded from the "Open Courses" section of the website 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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