

Round 2 Workshops 2009

Fundamentals of Tender Writing



Learn How to Win More Business

Fundamentals of Tender Writing:

- Preparing a submission that accurately represents your organisation and its key points of difference whilst meeting the specific detailed requirements.
- Knowledge on how to select tender opportunities that meet your business objectives;
- Understand the differences between the types of documents;
- How to interpret a tender specification and apply it to the submission framework;
- Prepare material suitable for the submission framework;
- how to increase the likelihood of being short-listed;
- How to address quality certification, occupational health and safety and other organisational policies and procedures;
- Manage your submission and deliver it on time;
- Creating a visually appealing, easy to read and evaluate document
- The value of executive summaries and their inclusion in the submission; and
- A workshop manual.

Responding to Requests for Tenders or EOIs requires significant structure and rigour. Preparation, submission and negotiation are all factors that any organisation must always consider when responding.

Many organisations find that interpreting, understanding and conforming to the structure and rigor associated with these documents is difficult, time consuming and costly.

TenderSearch is Australia's leading workshop provider in responding to tenders and has been delivering courses since 1995, constantly striving to help our clients grow their business.

By attending a TenderSearch workshop, your organisation will increase the opportunity of winning new business and at the same time provide insight into the requirements you must be aware of when responding to tenders and expressions of interest.

Please tick Workshop Location you are interested in:

Melbourne, 3rd September

Sydney, 9th September

Brisbane, 10th September

9.00am – 4.30pm
Registration from 8.30am
Lunch Provided

Pricing

TenderSearch Subscriber: \$550
Non-Subscriber: \$650

! MORE INFORMATION
Contact TenderSearch if you require any further information before booking your place.
t 1800 TENDER (1800 836 337)
e info@tendersearch.com.au

Attendee Details

Organisation: _____ Contact Name: _____
Address: _____ Suburb: _____ Postcode: _____
Phone: _____ Fax: _____ Email: _____

Payment Details

\$550 TenderSearch Subscriber \$650 Non Subscriber Total Number of Attendees

Payment Method MasterCard Visa Diners Amex Cheque Enclosed

Card Number:

Name on Card: _____ Expiry Date: _____

Signature (credit card only): _____ Amount \$ _____

Fax to +61 3 9861 3290 , Mail to TenderSearch, Level 10, 10 Queens Road, Melbourne 3004. Thank you. We will confirm your booking in writing.

- Full Refund if notified 7 days prior to the workshop
- 50% refund if notified 3 days prior to the workshop
- No refund if notified less than 3 days prior to the workshop,
How ever you are welcome to nominate a substitute participant.



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