

SSBS034: How to Submit that Winning Tender**Overview:**

More and more private and public projects are awarded by using the competitive tendering process. Tendering, correctly utilised, can have a considerable impact on business growth. The aim of this highly interactive programme is to significantly improve participants' abilities to prepare and submit "winning tenders".

Duration:

1 day

Who should attend?

This course is directed at owner managers and key staff responsible for getting new business through the tender process. It consists of a one-day intensive programme on all aspects of competitive tendering. Each learner will each leave the session with specific tender handouts, which they will be able to tailor to their businesses and utilise in all future tender submissions.

Objectives:

- Understand the main types of tendering processes & the key stages of the process
- Understand why tenders fail to win
- Conduct a systematic review of the tender invitation
- Define the key elements of successful tendering
- Assess the buyer mindset and key needs
- Develop a solutions based approach to the bid
- Plan an effective and differentiated bid response
- Make a professional presentation supporting the bid

Content:

- The 4 types of tenders & pros and cons of each
- How to get on tender lists & why tenders fail
- The three factors that determine your success
- How to choose the right tenders for your business
- The key stages of the tender process- pre-qualification, receipt of tender documents, planning, & submission
 - developing your usp, pricing
 - writing the tender bid
 - the pre-contract meeting & presentation
- General tips
- Summary – review of day and Q&A session with learners

Outcomes/Benefits:

- A deep understanding of the key types and stages of the tender process
- An effective system to assess the right tenders for your business
- A clear insight into the 'Buyer Mindset'
- A clear and systematic process based approach to tendering from prequalification to the pre-contract presentation.