

# IS YOUR BUSINESS INVOLVED IN BIDDING FOR CONTRACTS THROUGH TENDERS?

## ARE YOU HAPPY WITH YOUR TENDER FORMAT?

A FREE TRAINING WORKSHOP IS ON OFFER TO ROSCOMMON BUSINESSES ON

# TENDER WRITING

Suitable for individuals engaged in responding to tender calls and want to improve their success rate.

By the end of this workshop participants 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

**When :** Tuesday 16<sup>th</sup> October 2012 from 9.30 am to 1pm

**Where:** Boyle Enterprise Centre, Quarry Lane, Boyle

Please book your place by calling 071 9623500

BROUGHT TO YOU BY



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Environment, Community and Local Government



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Enterprise Board**