



Construction Target Facilitates Events

Where procurement professionals come face to face with SME's through Workshops, Seminars and Exhibitions

We have teamed up with one of the UK's leading bid writing and procurement specialists Executive Compass. This company has an unrivalled track record in putting together pre-qualification questionnaires, supporting evidence, tenders and overall design.

They have brought unique services to the industry with an aim of taking maximum points and having maximum impact on the evaluator/s. In association with Executive Compass Construction target have put together a series of **innovative workshops for any level of submission experience.**

Our two forthcoming workshops will focus on everything you must do to prepare for both a Pre-Qualification Questionnaire through to an ITT. In these workshops we are stepping up the knowledge you need, **we have actual copies of competitors winning bid submissions as part of the workshop.**

These will give you an indication of what your potential competitors are submitting, what they have done to supporting evidence and specific narrative responses that have been released to us by the Public Sector.

In the current economic climate the areas in which you can score points has changed dramatically. We will show you specific techniques to not only get your company noticed above the rest but to go on to win that contract.

- ✦ Would you like to create structured PQQs or tenders for your organisation?
- ✦ Do you want to find out how buyers are currently evaluating tenders?
- ✦ Would you like to know how to source more realistic UK and European contracts?
- ✓ Find and analyse opportunities
- ✓ Evaluate and improve your tender submissions
- ✓ Request feedback and use it to your advantage



The workshops are part-funded by the regional Construction Sector Network

1 workshop = £30

2 workshops = £50

Part 1 - Thursday 29th September 2011 (9a.m – 12noon)

This programme is designed for companies with some experience of bidding for work who want to improve their **tender performance, quality of their bids** or aspire to bidding for bigger contracts.

Part one of two workshops is based completely around your own business processes and how to transfer this information & intelligence into creating a structured PQQ or tender for your organisation.

Content will be based on what evidence is required to support tender submissions and what evaluators are looking for. We also touch on some of the unwritten rules, legislation, financials, quality management and the types of insurances you will be expected to have.

All **workshops will be supported by useful hand-outs** for practical use.

Part 2 - Thursday 29th September 2011 (1p.m – 4p.m.)

Part 2 delves deeper and is based around paying extra attention to detailed coverage of the specific sections contained within a PQQ and Tender. We also request that each company brings 4 main Policies i.e. Quality Management Policy, Environmental and Sustainability, Health and Safety and Equality Policy and assist with improved completion supported by a **professional evaluation**.

Technical and Quality elements, weightings & collaboration are also covered as are hints & tips to find out how to gain a competitive edge.

Having considered the mechanics of the evaluation process we will then undertake a series of different exercises that will challenge participants to think about how they construct and **write their own bids and to become their own worst critics**.



Venue: Yorkshire Purchasing Organisation, Wakefield, WF2 0XE

http://www.ypo.co.uk/assets/files/h/howtofindusmapdirections_226.pdf

Following these workshops you will be able to:

- ✓ Approach commissioners about tender opportunities
- ✓ Realistically meet evaluation criteria
- ✓ Know how to shout about how good you are
- ✓ Plan tender writing into your everyday work
- ✓ Put together a tender without it impacting too heavily on delivery
- ✓ Structure a competitive tender
- ✓ Write focused and powerful proposals

**For more information or to register visit: constructiontarget.com or
email constructiontarget@leedsmet.ac.uk**

Please book early to avoid disappointment as places are limited