

***Tender & Bid Writing Training – One Day Course***

***Date: 10th October 2022***

***£95 + VAT (Subsidised BSIF Member fee)***



To complement the successful BSIF Tender Alert programme, we will be running a Tender & Bid writing day training course. This will be taking place on Monday 10th October 2022 Running between 10am-3.30pm. Please email BSIF team ([enquiries@bsif.co.uk](mailto:enquiries@bsif.co.uk)) to register as soon as possible for you or members of your staff. BSIF provided this course earlier in the year and the feedback received was excellent with participants stating the course had been very beneficial to their understanding and allowed them to develop their skills in tender and bid writing responses.

Copies and handouts of the slides used on the course will be provided to each delegate for future reference. Attendees will be issued with a certificate with 5 hours CPD included. The one day course will take place online and will contain examples based upon PPE/Safety tenders.

Once registered you will receive a link. Training will include:

- Understand the tendering process and identify which tenders are right for your business
- Understand public contracts regulations including the Single Procurement Document (SPD)
- Learn how to prepare in advance for the opportunity being advertised, including building long term relationships with authorities
- Understand the fundamentals of writing good responses including tips on how to answer project specific questions
- Understand some of the industry specific questions or issues delegates are likely to encounter

*Slides will be made available. The session can be recorded and transferred upon request*

*A number of handouts will be issued as part of the learning which will serve as good future reference*

**Agenda for the day:**

**Introductions and Objective Setting**

**1020 – 1100 Bidding Strategy and Getting Started**

Setting your strategy  
Pre-Engagement with buying authorities  
Identifying opportunities  
Calls for competition

***Coffee Break***

**1105 – 1125 Go or No Go: Choosing the Right Tenders**

Can we bid for it?  
Do we want to bid for it?

**1125 – 1200 The Selection Stage**

EU Procurement Procedures  
New procurement regulations  
The Standard Selection Questionnaire

***Lunch***

**1230 – 1245 The Selection Stage Continued**

Project Specific Questions  
Additional Selection Stage Information  
Your rights at the selection stage

**1245 –1415 Bid Writing**

Best Practice  
Quick improvements and tips

***Coffee Break***

**1420-1515 Bid Writing (cont)**

Sector Specific Questions  
How to deal with specific scenarios

**1515 – 1530 Feedback and Final Questions**

To register for this training course please send an email to [enquiries@bsif.co.uk](mailto:enquiries@bsif.co.uk) detailing the names and email addresses of those from your company that wish