



Rob Parker  
of  
Momentum Consulting

PQQs (pre-qualification questionnaires), (ITTs) invitations to tender, (RFQs) requests for quotations, (RFIs) requests for information, (RFPs) requests for proposals etc etc ...

These all have to be project managed within tight deadlines. You need to be sure that:

- All bid and tender responses are complete
- The content is pitch persuasively
- The commercial aspects are carefully evaluated
- Supporting documentation is complete and appropriate

... and, above all, the tender document scores as highly as possible when reviewed, and gives you the best chance of moving onto the next stage of the bid process - probably a presentation!

## Tender to Win

A 1 day, interactive workshop designed to hone the skills of those tasked with responding to formal tenders.

### Topics covered:

- Identifying worthwhile opportunities
- Planning the response as a project
- Answering the questions
- Establishing the key drivers
- Scoring maximum points
- Questions and answers
- Soft copy / hard copy
- Opportunities to “sell”
- Keeping within the word count
- Formatting the document
- Supporting information / documentation
- Graphs and charts
- Opportunities to build relationships
- Check List

Delegate day rate : £375