

# Workshop 2012 Booking Form



## Tender Writing Workshops for 2012...

In response to your feedback over previous years we are proud to present a directly focused workshop.

Our Fundamentals Workshop is tailored it to those new to tendering and to those of you who have a desire to further improve skills.

### Learn How to Win More Business

Responding to Requests for Tenders or EOIs requires significant structure and rigour. Preparation, submission and negotiation are all factors that any organisation must always consider when responding. Many organisations find that interpreting, understanding and conforming to the structure and rigor associated with these documents is difficult, time consuming and costly.

TenderSearch is Australia's leading workshop provider in responding to tenders and has been delivering courses since 1995, constantly striving to help our clients grow their business. By attending a TenderSearch workshop, your organisation will increase the opportunity of winning new business and at the same time provide insight into the requirements you must be aware of when responding to tenders and expressions of interest.

#### Fundamentals of Tender Writing

- Preparing a submission that accurately represents your organisation and its key points of difference whilst meeting the specific detailed requirements.
- Knowledge on how to select tender opportunities that meet your business objectives;
- Understand the differences between the types of documents;
- How to interpret a tender specification and apply it to the submission framework;
- Prepare material suitable for the submission framework;
- How to increase the likelihood of being short-listed;
- How to address quality certification, occupational health and safety and other organisational policies and procedures;
- Manage your submission and deliver it on time;
- Creating a visually appealing, easy to read and evaluate document
- The value of executive summaries and their inclusion in the submission; and
- A workshop manual.

#### Please tick Workshop Location you are interested in:

TenderSearch Subscriber: \$550

Non-Subscriber: \$650

Brisbane 20<sup>th</sup> of March 2012

Melbourne 22<sup>nd</sup> of March 2012

Sydney 29<sup>th</sup> of March 2012

**9.00am – 4.30pm**

Registration from 8.30am

Lunch Provided

The TenderSearch Responding to Tenders workshop allows participants the opportunity to ask questions from professional resources about their organisation's tender program and understand key do's and don'ts about the tendering process. Practical exercises throughout the full day workshop reinforce the content and help participants understand what is expected when responding to an opportunity.

#### Interested Attendee Details

Organisation: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Payment Details

\$550  
TenderSearch Subscriber

\$650  
Non Subscriber

Total Number of Attendees

Payment:  Mastercard  Visa  Amex  Cheque Enclosed

Card Number:

Name on Card: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature (credit card only): \_\_\_\_\_ Amount \$ \_\_\_\_\_

Fax to +61 3 9861 3290, Mail to TenderSearch, Level 10 / 10 Queens Road, Melbourne 3004. Thank you. We will confirm your booking in writing.