

TENDERING FOR SUCCESS

'WRITING WINNING BIDS'

A BPF Seminar

DATE

23rd November 2011

LOCATION

BPF House
5 - 6 Bath Place
Rivington Street
London, EC2A3JE

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This British Plastics Federation workshop is aimed at companies and individuals who want to participate in official tenders in both the private and public sectors. The workshop is equally well suited to those who have experience in bid writing as well as "beginners". Around 75% of the information provided will be directly relevant to companies that "quote" for business rather than only participating in official tenders.

The Programme - Presented by Tim Colman

10:00 Registration and Refreshments

10:25 Welcome, Introduction and Overview

10:30 Morning Session

- Are You Bid ready?
- Deciding Whether To Bid
- National Tendering Characteristics
- The Types Of Tender
- Completing PQQ's

12.30 Lunch

13.15 Afternoon Session

- The Ten Golden Rules Of Bid Writing
- Shameless Self Promotion
- Presenting To The Client
- Consortium Bids
- Common Tendering Errors

16.30 Close



Speaker: Tim Colman, Partnership Working Ltd

Tim has quite a remarkable success rate when writing, or managing, bids. Over the past 30 years his success rate in PQQ's (Pre Qualification Questionnaires) and tender responses has been over 80%. Recently he has delivered a bid writing programme for the voluntary sector where the participating organisations had a 71% success rate when working with Tim, compared to less than 10%

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For further information please contact the BPF Events Team

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REGISTRATION FORM FOR SEMINAR 23rd NOVEMBER 2011

PLEASE FAX OR POST BACK TO THE ABOVE ADDRESS

YOUR NAME

COMPANY NAME

ADDRESS

EMAIL

TEL

NUMBER OF DELEGATES

DELEGATE NAMES

PRICE

BPF MEMBERS	£100.00 + VAT
AFFILIATE MEMBERS	£150.00 + VAT
NON BPF MEMBERS	£250.00 + VAT

Method of Payment: ☐ Cheque (enclosed)

Credit Card No:

Security No.

Exp. Date

☐ VISA
☐ MASTERCARD
☐ SWITCH

Issue No:

TOTAL (excl. VAT) £

VAT £

TOTAL: £

Card holders Address:

Signature

Terms and Conditions

All payments must be completed by the commencement of the seminar. A VAT receipt will be issued on receipt of your payment and forwarded as well as joining instructions.

Cancellation: If you are unable to attend after having confirmed your registration, please inform us in writing so that your registration may be transferred to any member of your company.

Refunds: A charge of 20% will be made on written cancellations received before two weeks before the seminar – No refund will be given after the this date.

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This literature is correct at the time of going to print, however the BPF reserves the right to alter the programme without prior notice.

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