

Reed is pleased to offer a range of Tender Writing Courses, to help you become more skilled and proficient in the art of tender writing and preparation.

If you've ever had to prepare a tender, you'll know there's an art to it. And because a poorly written tender can mean you miss out on a lucrative contract, it's important to get it right!

#### About the Trainers

Aspin Pty Ltd is a Registered Training Organisation (RTO). The trainers at Aspin Pty Ltd have prepared successful tenders for various organisations as well as a range of successful grant submissions to State and Federal Governments.

#### The course covers the following:

- Tender basics and cold proposals.
- Preparation, lodgement and following up a tender submission.
- Preparation for distinct types of bids.

Let us help you  
prepare the winning  
tender!

## Our Range of Courses

### Generic option

The Generic option is considered an entry-level course. The training covers general tender writing principles and practices. This option is recommended for participants with limited or no tender writing experience.

### Industry-specific option

Our online tender writing courses can also be targeted to specific industries, allowing participants with more experience in tender writing to expand on their skills and focus on the nuances of tender writing within their industry. Industries covered include: Business Services, Cleaning, Building & Construction, Education, Training & Development, Event Management, Garden & Ground Maintenance, Health, IT, Marketing & PR.

### Consulting plus Workshops

There are 1 and 2 day workshops available if you are interested in doing in-house training or undertaking specialised consultancy services for your organisation.

### How to register:

Complete the booking form and return to Reed Construction Data with your payment.

Phone: 1800 80 60 60  
Email: [training@rcd.com.au](mailto:training@rcd.com.au)  
Fax: 1800 730 777

# How to respond to Tenders Successfully



1 Day  
Workshop



# Course Outline - Tender Response Workshop

## Part 1: Tender basics and cold proposals

- **Understanding the difference between tenders and other types of funding including EOIs, proposals, panels, cold submissions and limited tenders**
- **Reading the tender**
  - » Use of wording in tenders and what they really mean
  - » Sections of a tender
  - » Documents and evidence required

## Part 2: Preparation, lodgement and following up a tender submission

- **Preparing the 'elevator'**
- **Discussions with the funding body prior to writing the tender submission**
- **The submission planning timetable**
- **Tender Structures**
  - » What section goes where
- **The convincing argument and convincing approaches**

- » Building on past experiences within the organisation
- » The use of research data
- » Support from other organisations
- » Purchasing experience from experts and other organisations
- » What to quote and when
- » Using charts, graphs, and other visual material to convince
- » Writing styles to suit your application
- » Practise appropriate writing style/s
- **The tender submission project action plan**
  - » The risk plan and risk matrix
  - » Communication plans
  - » Timelines and milestones
- **Capacity statements**
  - » What to add and what to leave out
- **Bios and role statements**
  - » Size and thrust of bios
- **The budget**
  - » Static and flexible budgets
  - » itemised budgets
  - » Costing issues
  - » core and elective budget components
  - » Dollar for dollar, in-kind and other shared budgets
- **Value for money statements**

- » What can be considered value for money
- **Formatting and editing**
  - » Assisting the shortlisting panel to read and understand your submission
- **Lodging a submission**
  - » Electronic lodgements
  - » Document inclusions
  - » Following up
  - » Covering letters
  - » Letters of support
- **Feedback processes**
  - » Learning from the experience

## Part 3: Preparation for distinct types of bids

- **Preparation of individual organisation bids**
- **Preparation of consortium bids**
  - » Lead agent responsibilities
  - » Contractual management and MOU's
  - » Budget management
  - » Project management by a non lead agent organisation
  - » issues

**REGISTER TODAY!** See over for more details.

# Tender Response Courses 2009

## How to respond to tenders successfully One Day Workshop

Location	Dates	Bundled training*		Non-bundled training*	
			No. of delegates		No. of delegates
Sydney	<input type="checkbox"/> Friday 31st July 2009	<input type="checkbox"/> FREE		<input type="checkbox"/> \$550.00+GST	
Melbourne	<input type="checkbox"/> Friday 12th June 2009 <input type="checkbox"/> Friday 7th August 2009	<input type="checkbox"/> FREE		<input type="checkbox"/> \$550.00+GST	
Brisbane	<input type="checkbox"/> Friday 3rd July 2009	<input type="checkbox"/> FREE		<input type="checkbox"/> \$550.00+GST	
Perth	<input type="checkbox"/> Thursday 7th May 2009	<input type="checkbox"/> FREE		<input type="checkbox"/> \$550.00+GST	

\* Subject to the terms and conditions listed on the reverse page

### My Details:

Company Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_

Tick if you are a:  RCD Subscriber  RIS Subscriber

No. of attendees from the company: \_\_\_\_\_

### Payment Calculator:

Course	Cost	No.	Total
Bundled training	\$0.00		\$
Non-bundled training	\$550.00		\$
Sub-total			\$
Less 10% for 4 or more paid seats^			-\$
Sub-total			\$
Plus 10% GST			\$
Grand Total			\$

^ Discount only apply if multiple paid attendees are booking into the same course

### Attendees names (list all):

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

(Attach extra sheet if more space required).

**Pre-payment Policy:** Full payment must be received 15 working days before the course to confirm your place.

**A Tax Receipt** will be forwarded once payment is received

### Payment Details:

I wish to pay \$ \_\_\_\_\_

Cheque: I enclose a cheque made payable to Reed Construction Data

Credit card:

Visa  Mastercard  Amex  Diners

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ CCV number: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

**Fax your completed form to 1800 730 777**

If paying by cheque, post to:  
Reed Construction Data,  
PO BOX 5215 West Chatswood NSW 1515  
For more information call **1800 80 60 60**

# Training Terms and Conditions

1. Bundled training courses are being introduced from the 1st June 2008 for new and renewing customers. Previous attendees will NOT be reimbursed for training courses.
2. Bundled training courses are ONLY available with selected Reed Construction Data Project Information Division subscriptions and selected Reed Information Services subscriptions.
3. Bundled training seats are non transferable and can only be redeemed by employees of the applicable company/organisation.
4. Bundled training course seats are available for the following subscription values ONLY:
  - i) \$0 - \$5,000 - 1 FREE training seat
  - ii) \$5,000 - \$10,000 - 2 FREE training seats
  - iii) \$10,001 - \$20,000 - 3 FREE training seats
  - iv) >\$20,000 - 5 FREE training seats
5. This extra value product cannot be reimbursed/substituted for any other product or cash discount, nor will the value be included in any refund, cancellation or transfer of the client's subscription.
6. Cancellation policy as follows will apply to all **non-bundled training courses**:  
Substitute delegates are always welcome. Cancellations received in writing up to 15 working days before a course will receive a full refund less 25% administration fee per delegate. No refund will be made after this time.
7. Cancellation policy as follows will apply to all **bundled training courses**:  
Substitute delegates are always welcome. Cancellations received in writing up to 15 working days before a course will enable the client to transfer into a different course at no extra charge. After this time clients will need to pay a 25% administration fee (subject to the value of the course) in order to change courses.
8. Your Account Manager will advise you as the subscription holder about the different training course options and will provide relevant brochures outlining the course content as requested.
9. Reed Construction Data will not offer refunds, exchanges or any sort of compensation after the course has been completed.
10. Reed Construction Data reserves the right to make changes to these terms and conditions. If any changes are made, we will endeavour to advise all delegates.
11. Reed Construction Data reserves the right to cancel any course, for any reason if the clients are given 48 hours notice.
12. If a course is cancelled, all paid bookings will be offered an alternative date for the SAME course, or they will be entitled to a FULL refund. All bundled course attendees will be offered the chance to transfer to the SAME course at a later date.
13. Bundled training course seats do not apply to complimentary subscriptions.