



## **Public Procurement Training – Summary of Service**

At Tender Victory, we are experienced in delivering training sessions to provide you with an understanding of Public Sector tendering processes and how to respond to them.

Our training packages are as follows:

1. Understanding Public Sector Procurement
2. PQQ and ITT Writing for Public Sector Procurement

### **1. Understanding Public Sector Procurement**

This training package aims to educate trainees on the formal process, terminology and procedures which underpin public sector procurement. This incorporates an understanding of the processes of EU level procurement, governed by the Public Procurement Directives.

The agenda for the most recent session we delivered in this area was as follows:

1. Principles
2. Notices
3. EU procedures
4. Thresholds
5. Timescales
6. Process documents/formats
7. Frameworks & DPS
8. CPV Codes
9. Methods of evaluation
10. How to be responsive to buyers
11. Exercise to check understanding
12. Forming a Bid/No Bid Strategy
13. Useful Information

This training is delivered in a manner tailored to the clients business by using industry examples and terminology.

### **2. PQQ and ITT Writing for Public Sector Procurement**

The most recent training we delivered explained to attendees how to plan and write winning PQQs and ITTs for public sector procurement opportunities. This Tendering Masterclass was very well received by all attendees and has generated further training enquiries for us. An overview of the content of this training seminar is as follows:

- Expectations and Introduction
- Part 1 – How to prepare your business for tendering:
  - Pre-preparation and the bid library
  - Defining a Bid/No Bid Strategy
  - Managing tenders as a project
- Part 2 – Writing Winning Tender Responses
  - Preparing Responses
  - Writing
  - Practical

If you have a team of individuals to train and would prefer that we delivered these courses on your premises, with content bespoke to your organisation's needs, we are happy to provide this.

Please do call us or drop us a line to discuss your training requirements further. Would you like to chat to us about tailoring some training that's just right for you and your business?

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