



## **Tender Alert Administration Service - Summary of Service**

This service enables us to manage the administration of online tendering and procurement registrations and correspondence for your business. We ease the burden of trawling potential opportunities and identifying suitable tenders.

We provide this service to ensure that you do not waste time reading and researching opportunities that may look relevant on the face of it - due to simplified alerts and category codes - but actually don't suit your business aims, objectives and growth strategy.

The Tender Alert Administration Service includes:

- ✓ Monitoring tender opportunities on your behalf, dealing with:
  - email alerts
  - expressions of interest
  - opt outs
  - clarifications
  - and other correspondence
  
- ✓ Proactively seeking out new opportunities by registering your business with relevant Public Sector organisations and authorities

When we set up and establish this service, we first discuss with you suitable tenders that match your core business objectives, for example, you may only wish to work within a specific geographic area, or with organisations that share your values in terms of quality, sustainability or innovation. When we identify an opportunity that meets the parameters discussed as a suitable tender, we alert you to the opportunity and express an interest on your behalf. Should the initial documentation indicate that this is a tender that your business would want to pursue, we can discuss our tender writing services, as detailed on the Bid and Tender Writing page of our website.

The provision of this service is based upon a monthly retainer fee. Should you choose to engage our writing services, we then provide you with individual quotations for the SQ and/or ITT writing, based upon the specific documentation of those tenders you select to pursue.

If this service is of interest, the next step is for us to discuss in detail how we can manage this service for you.

**September 2023**