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### Supplier Workshop Guide 2013/14 and Booking form



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# What workshops are available?

The Council offers four workshops:

* How to be successful at PQQ stage /

Understanding Terms and Conditions Workshop

* Consortia Bidding Workshop
* Effective Bid Pricing Workshop
* Effective Tender Writing Workshop

# When are the workshops?

Please see dates in the programmes in this pack.

# Who delivers the workshops?

The workshops will be delivered by Demeter Development Limited.

A member of Islington Council’s Strategic Procurement Team will be present.

# How much do they cost?

The workshops are provided free of charge.

# How do I book on a workshop?

To book a please use the supplier booking form in this pack (or downloadable separately) and send by e-mail to procurement@islington.gov.uk.

# How long do they run for?

A workshop will normally last from 9.30am – 4.30pm including a break.

There will be time for attendees to have discussions and ask questions.

# How are they structured?

The workshop will be arranged in segments to ensure sufficient time is allowed to discuss each subject matter.

We will ask delegates for particular points they wish to cover at the outset and build them into discussions throughout the day.

For more details see individual programmes.

# Why do Islington Council provide workshops?

As part of Islington Council’s commitment to supporting its strong and diverse local economy we have arranged a series of workshops for suppliers.

Our aim is to provide delegates with basic understanding of public sector procurement. These workshops are for suppliers who wish to tender for opportunities in Islington and for other public sector contracts.

# What is the structure for the How to be successful at PQQ stage / Understanding terms and conditions joint workshop?

These workshops provide general training on applying for public sector contracts.

**Dates:**

* Tuesday 26 November 2013 - 9:30am to 5pm
* Tuesday 11 March 2014 - 9:30am to 5pm

**How to be successful at PQQ stage workshop will cover:**

* Reasons for pre-qualification questionnaire (PQQ);
* Key sections of Islington Council's PQQ;
* Practical tips on answering PQQ questions.

**Understanding terms and conditions workshop will cover:**

* Insight and understanding of public sector contracts;
* The contractual relationship between suppliers and purchasers;
* Key considerations before entering a contract;
* An explanation of the key clauses within a contract;
* Effective contract management;
* How contract terms relate to managing service delivery.

# What is the structure for the Consortia bidding workshop?

This workshop provides general basic training on consortia bidding for public sector contracts.

**Dates:**

* Tuesday 17 September 2013 - 9:30am-4:30pm
* Tuesday 04 February 2014 - 9:30am-4:30pm

**Consortia bidding workshop will cover:**

* Purpose of consortia;
* Benefits to local industry and Islington Council;
* An understanding of various models (advantages and disadvantages);
* Risk management;
* Key issues of contractual framework.

# What is the structure for the Effective bid pricing workshop?

This workshop provides general basic training on effective bid pricing for public sector contracts. This workshop is primarily aimed at improving the pricing skills of organisations/individuals with little or no experience of pricing bids for public sector contracts.

**Dates:**

* Thursday 10 October 2013 - 9:30am-4:30pm
* Thursday 27 February 2014 - 9:30am-4:30pm

**Effective bid pricing workshop will cover:**

* Understanding how to identify delivery costs;
* How to apportion overheads;
* How to price tenders given your own organisational context;
* Understanding the weight given to price in the tender;
* There will be time for attendees to have discussions regarding pricing and ask questions from the trainers, including practical exercises.

# What is the structure for the Effective tender writing workshop?

This workshop provides basic general training on effective tender writing for public sector contracts. This workshop is primarily aimed at improving the tender writing skills of organisations/individuals with little or no experience of tendering.

Writing good bids in response to a formal tender request is competitive but may be easier than you think. Your success depends on your ability to understand the benefits you can deliver to public sector clients. It will include tailoring your responses to the tender award criteria and providing well thought out solutions that meet your prospective client’s needs.

**Dates:**

* Tuesday 21 January 2014 - 9:30am-4:30pm

**Effective tender writing workshop covers:**

* How to plan and structure your bid in order to create a framework for success;
* Creating a compliant bid;
* Strategies to maximise your scores;
* What common mistakes to avoid;
* Writing and revising techniques;
* How to make your bid easier to read;
* How to provide the right solution that meets your clients’ needs;
* Your rights as a bidder.

# Useful Contacts

**Strategic Procurement Team** procurement@islington.gov.uk

# Islington Supplier Workshop Booking Form

**Return booking form by email to:** procurement@islington.gov.uk

|  |  |
| --- | --- |
| **First name and surname** |  |
| **Job title** |  |
| **Organisation** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Name of workshop** |  |
| **Date of workshop** |  |

**Please note due to high demand places are limited to one person per organisation and so we operate on a first come first served basis.**

**Refreshments**

Please note refreshments (tea, coffee and water) will be provided on the day.

Delegates are welcome to bring their own lunches or purchase from shops/café nearby.

**Cancellation Policy**

We are aware that organisations may need to cancel bookings. Please give us at least 24 hours notice if you need to make a cancellation so we can offer the place to another organisation.

Thank you.

# Useful Contacts

**Strategic Procurement Team** procurement@islington.gov.uk