



**Tender
Consultants Ltd**
Tender Writing Brochure



Welcome

Thank you for taking the time to learn more about our Tender Writing service, a division of Tender Consultants Ltd.

We've all been there when we feel like we're hitting our heads against a brick wall, trying to understand why we're not seeing success from our tendering efforts. We've also thought 'wouldn't it be great if someone could write these tenders on our behalf.'

Due to common requests we've had from customers, we've launched a tender writing service for those businesses who are either incredibly busy but understand the importance of constant development, as well as those who simply can't seem to make any progress and see any success from their efforts.

We're here to help, we're happy to help and we're ready to start working with you to grow your business and achieve your business development targets.

How we work.

We like to keep things simple. We don't create over-complicated processes which make working with us difficult. We therefore follow the below process.

1.

Getting to know you - When working with us we carry out a two-day consultancy project which is all about getting to know your business, your services, your case studies and experience. This is all done remotely via Skype and by sharing of information. We're happy to sign an NDA to give you confidence that your information won't be shared with a third party.

2.

Support request – When you see a tender you're interested in, we ask our customers to complete a Request for Support form, which internally we call ROS.

3.

Agreement - If we're able to schedule in the work and we've been given enough notice to submit a winning bid, we'll agree to the project with a form called 'Tender Agreement'. Internally we call this AT. Once AT is signed, we will develop your response, sending it to you within 48 hours of the deadline, allowing for all feedback and amends to be submitted.

4.

Upload – We ask that clients upload their own tenders onto the requested platform or direct to the buyer. This allows you confidence that this has been submitted on time, but if you would rather we take the lead we're happy to help.

How much does it cost?

Again, in the mindset of keeping things simple, we follow the below structure for tender writing services:

One off consultancy work – This has to be done before we take on any tender writing contracts

£995 ex VAT (one off payment – paid in advance)

Single tender no PQQ

***£400 ex VAT** (invoiced alongside AT)

2% success fee

Single tender including a PQQ

***£450 ex VAT** (invoiced alongside AT)

2% success fee

Retainer clients; including:

- Maximum of 7 tenders (including PQQS attached to these)
- One off tender consultancy

£2,100 ex VAT (invoiced monthly in arrears)

*starting from

Interested in finding out more about our tender writers?

Our tender writing team is headed up by Jill Hudson, Company Founder and Growth Director. With a hugely successful career in tender writing and growing UK and International businesses, we believe she is the right person to drive forward your business. On a day to day basis she will manage our internal Tender Writers who will be responsible for the day to day production of your winning bids.

She is happy to discuss our services in more depth and discuss with you our quality checks and procedures for ensuring the work you receive from us is nothing short of excellent.

You can contact Jill by calling our office on **0203 3931167** or by emailing **jill@tenderconsultants.co.uk**.

A man in a white shirt and tie is sitting at a desk, looking down at papers. He is holding a pen in his right hand. The image is overlaid with a blue tint and a diagonal line. The background shows a cityscape.

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