



Forum on Public Procurement in Ireland

# TENDERING TO WIN

*(Supplying Goods and Services to the Public Sector)*

*½ Day Workshop ✨ Radisson SAS Royal Hotel, Golden Lane, Dublin 8  
 ✨ Thursday 22<sup>nd</sup> October '09 ✨*

Ireland's public procurement market offers enormous opportunities for suppliers and service providers. There are over 600 individual organisations in the public sector market awarding contracts of all sizes worth approximately €12 billion annually, of which approximately €6 billion is spent on everyday supplies and services.

This seminar is designed to assist companies targeting the Irish public sector market with their Tendering by demystifying the Tender Process.

This ½ day Workshop will include the following programme:-

<b>09:00</b>	<b>Registration and Coffee</b>
<b>09:30</b>	<b>Welcome and Introductions Jeanne Copeland, FPP</b>
<b>09:45</b>	<b>The Structure of the Public Sector The Scale of the Opportunity The Procurement Rules – thresholds and procedures</b>
<b>10:05</b>	<b>Notices explained – Open and Restricted</b>
<b>10:25</b>	<b>Responding to Restricted Procedures – the pre-qualification process</b> <ul style="list-style-type: none"> <li>• Financial/Technical information – what's generally required</li> </ul>
<b>11:00</b>	<b>Coffee</b>
<b>11:15</b>	<b>Responding to Tenders – Open and Restricted Procedures</b> <ul style="list-style-type: none"> <li>• How to structure a tender response</li> <li>• What do the award criteria mean – how are they assessed</li> </ul>
<b>12:05</b>	<b>Completing the "Should I Tender Scorecard?"</b>
<b>12:15</b>	<b>What to do if you are unsuccessful.</b>
<b>12:30</b>	<b>Demonstration of <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
<b>12:50</b>	<b>Question and Answer Session</b>
<b>13:15</b>	<b>LUNCH</b>
<b>SPEAKERS</b>	<b>Jeanne Copeland, Forum on Public Procurement Sean Creaney (Former Purchasing Manager, Enterprise Ireland)</b>

#### WHO SHOULD ATTEND?

- Suppliers and Service Providers interested in public sector business
- Managing Directors
- Sales & Marketing Managers
- Bid Managers

Please note that the Programme is subject to change without notice



*The Forum on Public Procurement in Ireland*

**TENDERING TO WIN - ½ DAY WORKSHOP****THURSDAY 22<sup>nd</sup> October 2009 – Radisson SAS Royal Hotel, Golden Lane, Dublin 8.****DELEGATE DETAILS****1<sup>st</sup> delegate:** \_\_\_\_\_ **Email:** \_\_\_\_\_**2<sup>nd</sup> delegate:** \_\_\_\_\_ **Email:** \_\_\_\_\_**3<sup>rd</sup> delegate:** \_\_\_\_\_ **Email:** \_\_\_\_\_**Company name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Tel no:** \_\_\_\_\_ **Fax no:** \_\_\_\_\_**PAYMENT DETAILS**

Please tick one of the two options below. The fee per delegate, including lunch, is as follows:

**FPP members: €150 (plus VAT @ 21.5% = €182.25) Additional delegates ½ price = (€91.13)****Non-members: €250 (plus VAT @ 21.5% = €303.75) Additional delegates ½ price = (€151.88)**1.  Cheque enclosed €\_\_\_\_\_ (payable to Forum on Public Procurement in Ireland)2.  Please charge my credit card:  Mastercard  Visa

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**Cardholder's name** \_\_\_\_\_**Address** \_\_\_\_\_**CANCELLATIONS**

All cancellations must be received in writing. 50% of the workshop fee is payable where no cancellation notice is received. Substitutions may be made at any time prior to the event.

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