

Friday  
 1 December, 2017

# Tendering Fundamentals

## A course in responding to tenders

Time is money – and writing successful tenders is a part of this philosophy. Winning tenders is critical to the development and life of your business. With the right skills, tools and confidence this course will help your business.



The preparation of tender documents requires attention to detail, a keen eye for reading between the lines and addressing the key client requirements. This course is designed to teach you how to write a tender and how to ensure that your response to the opportunity is strategically written in order to maximise your chances of winning.

### Course content and activities include:

- ❖ Understanding the tender process
- ❖ Preparing to tender
- ❖ Bid planning
- ❖ Bid management
- ❖ Tender strategy
- ❖ Preparing your tender response
- ❖ Independent peer review

**DATE:** Friday 1 December, 2017  
**TIME:** 9.00am – 1.00pm  
**TRAINER:** Steve Vermey, Director BMV Solutions  
**VENUE:** Master Builders, Level 3, 35-37 Havelock Street, West Perth  
**COST:**

	Course Fee	Total
MBA Member eligible for CTF subsidy	\$460.00 - \$124.00 <sup>^</sup>	<b>\$336.00*</b>
Non-member eligible for CTF subsidy	\$500.00 - \$124.00 <sup>^</sup>	<b>\$376.00*</b>
MBA Member	\$460.00	<b>\$460.00*</b>
Non-member	\$500.00	<b>\$500.00*</b>

If you require further assistance, please contact us on **9476 9800** or email [training@mbawa.com](mailto:training@mbawa.com)



*The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.*

\*Prices subject to change. <sup>^</sup>Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



## TENDERING FUNDAMENTALS

Friday 1 December, 2017 9.00am – 1.00pm

**Please Note:** This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

### PARTICIPANT DETAILS:

<b>Surname:</b>		<b>First name:</b>	
<b>Date of birth:</b>			
<b>Mobile:</b>		<b>Email:</b>	
<b>Home address:</b>			
<b>Suburb:</b>			<b>Postcode:</b>
<b>Job/Trade title:</b>			
<b>Job description (brief detail):</b>			

### EMPLOYER/COMPANY DETAILS:

<b>Master Builders member name:</b>			
<b>Employer/company name:</b>			
<b>Address:</b>			
<b>Suburb:</b>			<b>Postcode:</b>
<b>Contact name:</b>		<b>Email:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>	
<b>Please tick the industry sector in which you work</b>		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
		Engineering <input type="checkbox"/>	

### PAYMENT DETAILS

*Payment must be received prior to the course date to secure your place & receive your confirmation.*

**EMAIL:** training@mbawa.com      **FAX:** 9476 9881

**POST:** Master Builders Training Department, P.O. Box 167, West Perth WA 6872

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$336.00 per person	\$376.00 per person
Not eligible for CTF subsidy	\$460.00 per person	\$500.00 per person

*Please note that course costs subject to change. This course is GST free.*

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	<b>Amount: \$</b>
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<b>Credit Card Details (please tick):</b>	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _
Cardholders name:	Signature:

You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

**Cancellation Notice**    *A refund will not be provided for no shows on the day of the course, or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 24 hours prior to the course.*

If you require further assistance, please call us on **9476 9800** or email ail [training@mbawa.com](mailto:training@mbawa.com)

To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)