

## Pre-booking guidance

This short questionnaire is designed to identify whether you and your organisation, could benefit from the ½ day **skill-builder workshops on tendering** which are being piloted by **WCVA** in partnership with **DHRinterim**.

**Skill-builder workshops** are aimed at organisations, and the people in them, for whom tendering is not new; those who have already undertaken a level of tendering activity and have identified a need to increase the skills and capabilities of those who are responsible for undertaking this work in the future, with the aim of becoming more successful and competitive.

Only book if you can answer YES to each of the following:

### About your Organisation:

1. Has your organisation prepared and submitted at least one tender in the past 12 months?
2. Does your Organisation believe it needs to learn more about how to prepare more successful tenders?
3. Does your organisation work in one or more of the following areas: health / social care / economic activity / worklessness

### About your Role:

4. Are you responsible for (one or more)
  - a. Identifying tenders for your organisation to pursue
  - b. Preparing/drafting tenders to be submitted by your organisation
  - c. Managing and supervising others who contribute to the writing of tenders

To register your interest in attending the workshops please complete the [attached booking form](#).

- Structuring & Writing Competitive Tenders – 20 April 2010, Rhyl
- Structuring & Writing Competitive Tenders – 21 April 2010, Carmarthen
- Competitive Tender Presentations – 5 May 2010, Carmarthen
- Competitive Tender Presentations – 6 May 2010, Rhyl

**If you have been successful in securing a place you will receive notification after 26 March 2010.**

If you are unable to answer YES to each of the questions above and are new to tendering, you might be interested in WCVA's 2-day 'How to tender' course. [Click here](#) for further information or contact WCVA's Helpdesk on 0800 2888 329 or email [help@wcva.org.uk](mailto:help@wcva.org.uk)