

PERTH METRO

Tuesday  
31 March, 2015

# TENDERING FUNDAMENTALS

**Winning tenders is critical to the development and life of your business.**

Without **winning the tender**, your business has spent time and money without the reward it deserves.



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:** Tuesday 31 March, 2015  
**TIME:** 8.30am - 12.30pm  
**TRAINER:** Steve Vermey - BMV Solutions  
**VENUE:** Master Builders Training Centre, 594 Hay St, JOLIMONT  
**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$460.00	<b>\$460.00*</b>
Non-member	\$500.00	<b>\$500.00*</b>
MBA Member eligible for CTF subsidy	\$460.00 - \$116.00^	<b>\$344.00*</b>
Non-member eligible for CTF subsidy	\$500.00 - \$116.00^	<b>\$384.00*</b>

Please contact our Carolyn Fitzgerald on **9441 8000**  
or email [training@mbawa.com](mailto:training@mbawa.com) for any further information.



*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. ^Construction Training Fund (CTF) subsidy available for eligible course participants.  
This course is GST free.



## REGISTRATION FORM - TENDERING FUNDAMENTALS (tefu)

**Please Note** This course is subsidised by the Construction Training Fund. Master Builders' requires that each participants personal contact details be provided otherwise the full fee will apply.

Course Time: <b>8.30am - 12.30pm</b>	Course Date: <b>Tuesday 31 March, 2015</b>
Participant First name:	Surname:
Participant birth date:	
Participant residential address:	
Suburb:	Post code:
Participant mobile phone:	
Participant email address:	
Participant Job Title:	
Job Description (brief detail):	

Company/Employer:		
Address:	Suburb:	Postcode:
Contact person:		
Phone:	Fax:	Mobile:
Email:		
Please <u>tick</u> the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

### Payment and Registration Details

Registration	To guarantee your place on the course please return form, with fees, to: <b>FAX: 9441 8001</b> <b>EMAIL: training @mbawa.com</b> <b>POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014</b>
Eligible for CTF	MBA member \$344.00 p.p. .... non-member \$384.00 p.p. ....
<u>Not</u> eligible for CTF	MBA member \$460.00 p.p. .... non-member \$500.00 p.p. ....
Course costs are subject to change. This course is GST free	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
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Credit Card Details:	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number: :    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date : _ _ / _ _
Cardholders Name	Signature

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

<b>Cancellation Notice</b>	<i>Please note: fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.</i>
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If you require further assistance, please contact the Training Centre  
on **9441 8000** or email [training@mbawa.com](mailto:training@mbawa.com)