

# Bid Management Outsourcing Services



**PQQ's, Tenders, Bids and Proposals  
With Success Written All Over Them!**

**From The Bid Manager, Biz Guru Ltd**

**[www.Bid-Manager.com](http://www.Bid-Manager.com)**



## PQQ, Tender, Bid and Proposal Writing

We provide bid and proposal writing for those companies that require bid assistance on a retained or an ad hoc basis. We can provide the following services:

- ❖ **Tender Writing:** If you have one or a series of tenders to answer but do not wish to engage a full time proposal writer, we can provide proposal management or tender writing on a daily or fixed price basis. Whatever the size of bid, be they small or multi million £/\$ we can help. We are familiar with all types of bids including local government, IT, engineering, health and educational bids.
- ❖ **PQQ Writing:** If you want a PQQ, Quality Statement or Work Analysis written, then we will tailor it to your own business needs. Just send us your ITT and some basic details and leave the rest to us.
- ❖ **Proposal Assistance:** We can write all or part of your proposal as well as review those parts that you have written. This can include Key Selling Points, Unique Propositions, Business Cases, Project Plans and Strategies. We find that this is the main area that smaller companies struggle with. You may have the technical skills but are unable to present your tender in a winning manner. We understand how to sell your company whilst lessening the impact of any weaker areas.
- ❖ **Proposal Advice:** We can advise on the quality and effectiveness of your proposal and suggest improvements that will enhance your chances of winning.
- ❖ **Proposal Presentation.** If you want a MsPowerPoint presentation we can prepare this for you and then run through the proposal with your staff.

## The Benefits To Your Company

- ❖ You do not need to employ, train and retain expensive tender writing staff. You benefit from our skills and experience.
- ❖ You have proposal and tender writers on call.
- ❖ Your proposals and tenders are produced to your own style to a superior quality.
- ❖ You have the comfort of knowing that you can produce that tender at short notice.
- ❖ Your staff benefit will learn from our experience.

Contact us: Biz Guru Ltd. [www.Bid-Manager.com](http://www.Bid-Manager.com) [sales@bid-manager.com](mailto:sales@bid-manager.com)

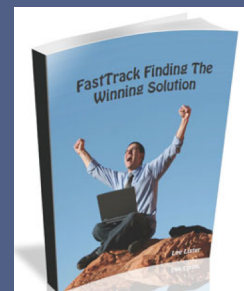
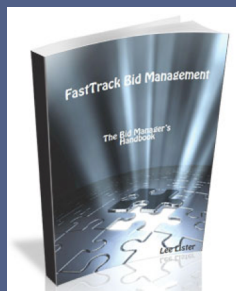
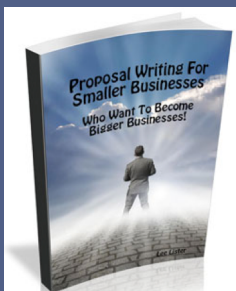
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## Bid Management Outsourcing Services

- ❖ **Bid or Tender Writing**, be they small or multi million £/\$ bids. We can write all or part of your bids. Sometimes parts of the bid can prove difficult to write, so we can write them for you. Send us your ITT/RFP and some basic details and leave the rest to our team.
- ❖ **The Sales Element** part to your tender, including Key Selling Points, Unique Propositions, Business Cases, Strategies are sometimes difficult to formulate. We find that this is the main area that small companies struggle with. They have the technical skills but are unable to present their tenders in a winning manner. We understand how to sell your company whilst lessening the impact of any weaker areas.
- ❖ **The Project Solution** part of your tender. Sometimes very technical companies have particular problems in detailing the “soft” solutions to a tendered requirement.
- ❖ **Detailed Risk Assessment** of a potential tender. Tendering is time consuming and expensive. We can assess the risks associated with undertaking or winning the tender and produce the answers that mitigate your risk in your proposals or help you decide as to whether to bid at all.
- ❖ **Presentation**. If you want a MsPowerPoint presentation we can prepare this for you and then run through the proposal with your staff.
- ❖ **Knowledge Transfer**, working along side your staff training and assisting them as they prepare a tender or bid.
- ❖ **Mentoring** of your bid or tender management staff by offering discreet guidance and support to your staff as and when required.
- ❖ **Quality Reviews** of your tender or bid documentation. An experienced eye can often identify problems that have been overlooked as you become too close to your proposal.

## Published Books



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## The Bid Manager-Ms Lee Lister

Lee Lister is an International Bid and Programme Manager with more than 20 year's bid management, project management and consultancy experience. Her bid and proposal management experience ranges from bids for small and medium companies to large international and country infrastructure bids.

Whilst working in the Far East she became a recognized expert on preparing and evaluating large World Bank Proposals on infrastructure and business process projects within developing Countries. She also consulted on setting the World Bank Bid Evaluation Criteria. This expertise was acknowledged by an invitation to be the principle speaker at an International Business Development Conference in Washington, USA. She has also consulted at very senior and level and with government officials in several countries.

Lee has managed several large teams, including sub-contractors, sometimes over several countries.

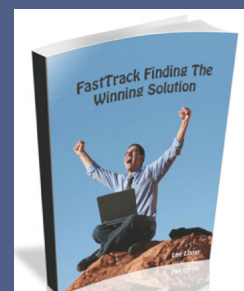
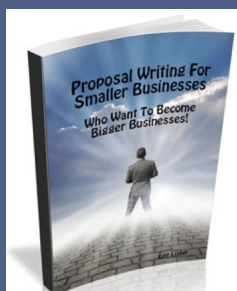
She was Bid Manager for several large infrastructure proposals and provided consultancy on bid specifications for tax projects in China and Cambodia. These bids included proposals involving large-scale deployment of hardware, applications and staff around the world as outsourcing full business processes. This includes PFI and BPO projects.

Her experience encompasses, bid management, evaluation, negotiation, bid management training, consultancy and programme management. Her training courses and bid management books have sold all over the world.

She is a published author of numerous books including three on Bid Management and one on Project Management. They can all be found on major online book stores.

On the internet she is known as The Bid Manager and owns and manages [wwwBid-Manager.com](http://www.Bid-Manager.com), [www.BidTraining.com](http://www.BidTraining.com) and <http://www.TenderWriting.com>

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