

Bidding Effectively For EuropeAid

A Practical One-Day Workshop To Aid Successful Bidding And Tendering

Date: Monday 22 November 2010 **Time:** 09:00-16:45
Venue: Institute of Directors (IOD), 116 Pall Mall, London, SW1Y 5ED
Cost: £75 + VAT (includes networking lunch)

Currently the EU spends some €13 bn each year in grant aid outside the EU. These provide valuable business opportunities for consultants, suppliers and contractors who undertake EU development-aid projects or participate in economic co-operation actions in developing regions around the world.

The vast array of projects available ranges from providing infrastructure, such as highways, power plants and irrigation systems to rural development projects, training, tourism capacity building (transferring professional expertise) private sector development and SME Support.

Why attend?

Bidding for EU contracts can be a very costly and labour intensive activity, and many UK companies have lost out simply by failing to comply with basic tendering criteria. Many large and small businesses alike can find it all too daunting, and miss out on growth opportunities.

To help you get it right, the UK Trade & Investment (UKTI) Aid-Funded Business Service and Crown Agents, who have world-wide experience of the management of procurement activity and training on International Funding Institutions' procurement programmes, offer this one-day workshop for companies providing services.

How does the seminar work?

The workshop is designed to demystify European Union external aid programmes and to offer practical advice and assistance on how to win business through making well prepared bids.

Attend this workshop and obtain:

- **Up-to-date advice about current tendering procedures and a handbook packed with information to take away for future reference**
- **Insiders' hints and tips including how projects are evaluated**
- **A practical exercise on a mock tender**

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Who should attend?

This event is open for companies providing consultancy services. The most sought after expertise is in the healthcare, construction, consultancy, ICT, environmental, and transport sectors.

Trainers

- Crown Agents
- UK Trade & Investment Aid-Funded Business Service

APPLY FOR YOUR PLACE NOW!

*strictly one place per company

The number of places is strictly limited at this popular event, so please ensure you book early to avoid disappointment.



Map source: Institute of Directors



European Regional
Development Fund
Investing in your future

Project part-financed by the European Union

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Programme

- 09:00** **Registration & Coffee**
- Welcome from UK Trade & Investment and Crown Agents
- Group Discussion**
- Introduction To The EU External Aid Procedures**
- Understanding EuropeAid
 - The project cycle
 - Advertising and notification
 - What to do, when, how and where to do it
- 11:00** **Coffee Break**
- 11:15** **Assistance Available To British Companies Through The Commercial Section Of UKREP (United Kingdom Permanent Representation to the EU) Jan Soeltenfuss, UKREP (tbc)**
- The Implementation Stage**
- General considerations and restraints
 - Short-listing process
 - Methods of selection
 - Group exercise on methods of selection
- Understanding The Tender Dossier**
- 12:30** **Lunch**
- 13:30** **Group Exercise: Tender Dossier**
- Checklists
 - Tender structure
 - Case study: Tender preparation
- 15:00** **Refreshments**
- 15:15** **The Evaluation Process**
- Common weaknesses
 - Case study: Evaluation on tenders
- The Contract**
- Notification and signature
 - Documentation
 - Post qualification
 - Disbursement

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Book now - space is limited. Price: £75 + VAT

Online payment:

Please click here to book online using PayPal



CHEQUE PAYMENT BOOKING FORM

Please complete registration form below and post with your cheque at least 10 days prior to the event to secure your place.

Booker's name:	Position
Company name:	
Address:	
Post code:	Tel:
Email:	Phone no: Mobile:
Delegate(s) name (s) (if different from above) 1. 2.	Position
Delegate(s') email: 1. 2.	

Cheque payment: please make cheque payable to **GLE Investments Ltd.**

Please POST completed registration form and your cheque to:

FAO Jenny Singh
UKTI London Regional Team
New City Court
20 St Thomas St
London SE1 9RS

Your cheque must be received at least one week prior to the event date

IMPORTANT:

UK Trade & Investment London region operates a policy of advance payment. All bookings must be made either in writing or via our online application form and full payment should be received no later than one week prior to the event to secure booking(s). Cancellations must be received in writing one week prior to the event to be eligible for a full refund, otherwise no refund will be given. No tickets will be issued but a confirmation email will be sent.

For further information:

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