

Estimating Costs and Responding to Tenders, Proposals and Quotes



Preparing Realistic Work Proposals & Quotes

Many people in Australia today tender for work. Some give verbal quotes while others have to go through a formal process that requires filling in tender documents and signing contracts. Whatever the mode, your response needs to be carefully thought through and accurately calculated as this will not only secure the work but will also ensure you are making money on any contract you quote for.

If you fail to get this right you may fail to get the job or, you might find yourself and your business seriously compromised with a job half complete, no money left and enough stress to last you a lifetime.

The Benefits of this Workshop:

- Learn how to increase your odds of winning work by tender or written quote.
- Learn how to estimate accurately for time and resources so that you submit a realistic costing that will also make your company a profit.
- Learn how to save time by developing templates for tender information and tools for estimates.
- Learn how to ensure you can manage your cash flow and deliver to contract deadlines.
- Understand what the selection panel looks for and how tenders are evaluated.
- Know how to negotiate a simple contract and what to expect from post tender negotiations.
- Find out where you can get help.
- Recognise when you need legal advice.

Designed for?

- This course is designed for managers, team leaders and others who have to tender for work by producing formal tender responses, proposal documents or quotes.
- It is also useful for new business start-ups and entrepreneurs seeking seeding funds.
- An ideal group size is 6 – 15 participants.

Key Learning Outcomes

- ✓ Understand the legal status and licensing requirements associated with tenders, proposals and quotes.
- ✓ Know where to go to get help.
- ✓ Weigh up the pros and cons of responding to a tender opportunity.
- ✓ Understand the difference between expressions of interest, requests for quotes and public or private tenders, selective tendering and preferred contractors or panels.
- ✓ Know what questions to ask when reading the contract.
- ✓ Calculate costs including labour rates & productivity, fixed and operating costs etc.
- ✓ Understand when to use and how to calculate the costs associated with various staffing options such as fixed term/ongoing, contract or casual and contractors.
- ✓ Understand your tax liability and how to calculate it.
- ✓ Develop a timeline/schedule with milestones and payment schedule.
- ✓ Confidently and professionally present the schedule.
- ✓ Conduct risk analysis and evaluation.
- ✓ Understand the evaluation process and how to write a tender response that addresses the key selection criteria and/or critical factors.
- ✓ Understand best practice criteria for competitive tendering and how the weighting process works.

Live Face to Face, Virtual or Hybrid



Power Sessions



Half-Day



1-Day



2-Day



Coaching

Contact Us

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