

# Supply London - Free Event

## Funded by London Development Agency

# How to Tender for Contracts

19 July 2007 - London Chamber of Commerce - 33 Queen Street London EC4R 1AP



FREE  
EVENT

#### 9.00AM

Registration

#### 9.15AM

Ruth Brothwell

#### 9.30 - 11.00AM

Lucy Jeynes - Larch Consulting

How To Tender for Contracts Pt 1

#### 11.00AM - 11.15

Refreshments

#### 11.15AM - 1.00PM

Lucy Jeynes - Larch Consulting

How Tender for Contracts Pt 2

**Supply London** is actively working to find new suppliers for regeneration projects, as well as being a source of suppliers for the Greater London Authority organisations. But bidding for and winning contracts is often seen as a lengthy and complicated process for the small business. This workshop is designed to explore and clarify this process, providing a user-friendly overview of the procurement practices in both public and commercial sectors. It is suitable for those who wish to apply for **contracts up to the EU procurement threshold of about £154,000**, and will include:

- How to find opportunities through Supply London and directly
- Look at the challenges and barriers of working with the public sector
- The requirements of successful tendering including Health and Safety and Environmental responsibilities
- Explain what level of the supply chain small businesses should apply to
- The tendering process
- Give examples of different procurement processes used, including approved supplier lists and framework agreements
- Inform on how to find out about Olympic opportunities
- Where to find extra help

**Becoming 'fit to supply' increases profits and makes for healthy companies. It will open up doors into new business!!**

#### CONFIRM YOUR ATTENDANCE NOW

This is a **FREE** event but spaces are **limited**. Please confirm your attendance by **Wednesday 18TH JULY**. Ring 0207 978 9488 or email [aaron.king@asapcomms.co.uk](mailto:aaron.king@asapcomms.co.uk)

**Please do not accept if you cannot attend. By booking a place you are committing to attending. Anyone not attending without prior notice will be invoiced £20.00 for the place.**

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#### VENUE

London Chamber of  
Commerce  
33 Queen Street  
London EC4R 1AP

#### Confirm your Attendance

Phone: 0207 978 9488

Fax: 0207 978 9490

E-mail

[aaron.king](mailto:aaron.king@asapcomms.co.uk)

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