



# Proposal Writing Services

**PQQ's, Tenders and Proposals**

**with Success Written All Over Them!**

From The Bid Manager, Biz Guru Ltd  
[www.TenderWriting.com](http://www.TenderWriting.com)

# Our Services

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:

## PQQ WRITING

If you need to write a PQQ or any of the standard policy documents that are regularly requested then we will tailor it to your own business. 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 need a MsPowerPoint presentation we can prepare this for you and then run through the proposal with your staff.

## TENDER WRITING

If you have one or a series of small 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.



## 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.

# The Process

Writing a tender, proposal or bid is always a two way process. Many RFPs are complex and there is a lot of writing required. All of this information has to come from somewhere. Much can be obtained from reviewing your current company and its offerings, some from research of the market and some from your website and marketing materials. Much of it has to come from yourself and this is where I excel. I can work with you to painlessly extract what is required, whilst giving you as much time as possible to continue your business life. However, obviously you will need to contribute information on your company and services. During a common RFP or PQQ, I will undertake working with you as follows:

1

Discuss your business and aspirations via a Skype call.

Review the RFP/PQQ in detail,  
making a list of problem areas for you.

2

3

I will send over a list of questions for you and if necessary  
a list for you to ask the RFP/PQQ provider.

I will start writing the RFP, sending messages or emails  
when I need further clarifications.

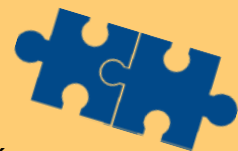
4

5

I will send you the completed proposal in good time  
for you to review and then submit it.



## Benefits to Your Company



- You have a skilled tender writer who knows what questions to ask.
- Your tender writer knows how to present your company and products in the best possible manner so that you have the greatest chance of success.
- 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.



# The Bid Manager

## Ms Lee Lister

Lee Lister is an International Bid and Programme Manager with more than 20 years 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.

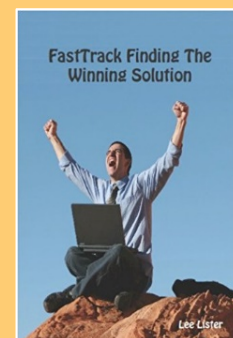
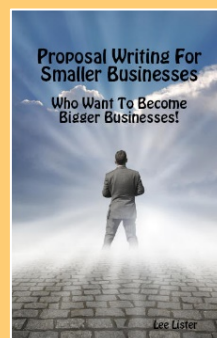
She was Bid Manager for several large infrastructure proposals and provided consultancy on bid specifications for tax projects in China and Cambodia. These bids included proposals involving large-scale deployment of hardware, applications and staff around the world as outsourcing full business processes. 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 [www.Bid-Manager.com](http://www.Bid-Manager.com), [www.BidTraining.com](http://www.BidTraining.com) and <http://www.TenderWriting.com>

### Published Books



# CONTACT US



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