

NAVCA Tender Support Project

part of NAVCA's Local commissioning and Procurement programme

One to One help with writing a tender submission

One day of consultancy available at half price

- **Eight hours of support**
- **NAVCA pay for half the day**
- **The third sector organisation pays the other half plus consultants travel costs (if any) – no more than £250 + VAT**
- **Organisations can contract the consultant for further hours if they wish.**

Can be used for single or partnership bids

- Criteria:**
- **a local charity, community group or social enterprise**
 - **about to tender for a contract to deliver a local public service**
 - **new or inexperienced (been unsuccessful once or twice) in writing submissions**
 - **be tender ready i.e. stand a reasonable chance of winning the tender**
 - **have no access to similar support through another source, such as membership of a national organisation that provides tender writing support**

- Process:**
- **complete application form**
 - **if accepted / successful will be given an approved list of consultants to choose from**

CAN be used for assessing tender suitability, for checking pre-qualification questionnaires, for reviewing and improving draft submissions and for preparing interviews / presentations with tender panels.

CAN NOT be used for applications for grants or other funding, for organisational development work to prepare for tendering or for writing the tender submission on behalf of the organisation.

For further information and application forms from:

Richard Wendel-Jones

01472 231123

or

www.thirdsectorhub.org.uk/tendersupport