The Bid Manager and the Bid Writer

Whose line is it anyway?

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Bid Life Cycle

Kent County Council

Kent County Council
Pre-Qualification
Questionnaire

Contract for the manufacture and delivery of Demountable Waste Containers

Opportunity Development

Expression of Interest

PQQ Response Preparation and Delivery

ITT Preparation

ITT Response Preparation and Delivery

Negotiation

Contract Signing

TENDER NOTICE

UNHCR INVITATION TO BID

Sealed bids are invited from reputed firms / companies who are duly registered with the Government of Pakistan and specialized in the relevant areas across Pakistan.

SC/ITB/14/024: SUPPLY OF IT, TELECOM & OFFICE EQUIPMENT
Closing Date:27-Jul-2014

The procurement list include the variety of items like Laptops, Desktops, RICOH Photocopiers, Fax Machines, Cisco equipment, ICOM telecom equipment, Misc. IT Equipment, Accessories & Antivirus softwares.

Participating bidders can bid for all or selected items according to their area of interest. Tender documents can be downloaded from UNHCR web site at unhcrpk.org OR can be requested through email to pakiasc@unhcr.org.

Sealed bids are to be sent only by courier on the prescribed address in ITB documents.

UNHCR reserve the right to reject any or all bids without assigning any reasons thereof.

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Content Planning

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Content Planning

Bid Manager

- Resourcing
- Bid mobilisation meeting
- Concept solution development
- Bid schedule
- Book plan
- Budget
- Teaming
- Governance

Bid Writer

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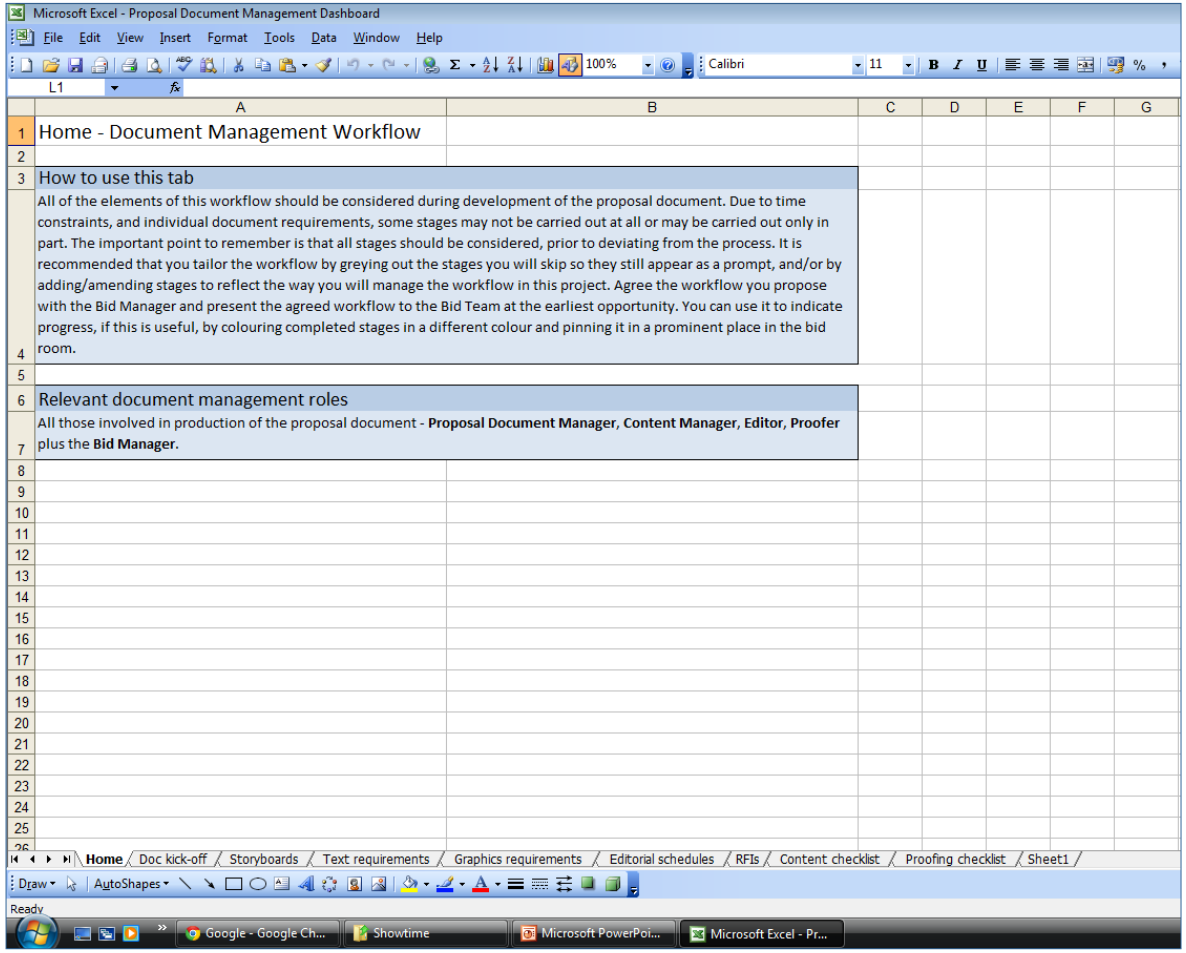
Content Planning Tools



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Content Development

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Content Development

Bid Manager

- Storyboarding
- Storyboard review
- Risk profiling
- Cost and price profile
- Delivery schedule
- Solution refinement
- Solution review
- Teaming
- Commercial T&Cs

Bid Writer

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Content Development Tools

Storyboard Template: Part 1

Section Number and Title	Section Author	Subject Matter Expert	Word or Page limit
Insert here	Insert here		Insert here

1 - Section Question and Sub-Questions	
ITT Paragraph	Questions or sub-questions *Copy and paste from the customer's document to make sure no part of the question is missed. N.B. Ensure that all parts of the ITT are analysed carefully to identify ALL requirements, constraints, instructions, etc. that may affect this particular response.*

2 - Evaluation Criteria	*Identify any evaluation criteria relevant to this response*

3 – Customer Issues	*Identify any customer issues additional to the requirements in Section 1 or evaluation criteria in Section 2 that this response needs to address.*

4 – Understanding the Question	*Why is this question being asked? What does the customer expect to see in our response?*

5 - Clarification Questions	*Record all clarification questions relevant to this response*
Question	Customer Response

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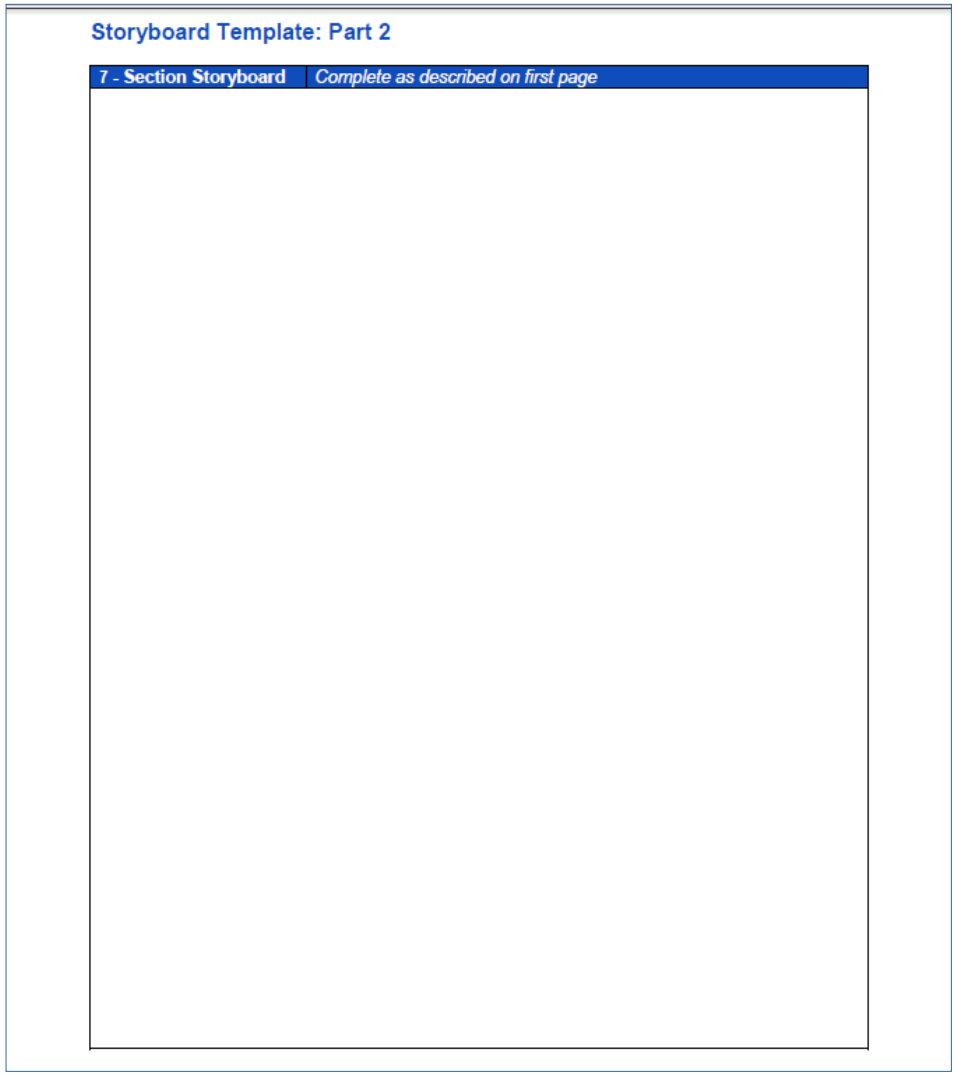
Content Development Tools



Storyboard Template: Part 2

7 - Section Storyboard	*Complete as described on first page*

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Content Finalisation

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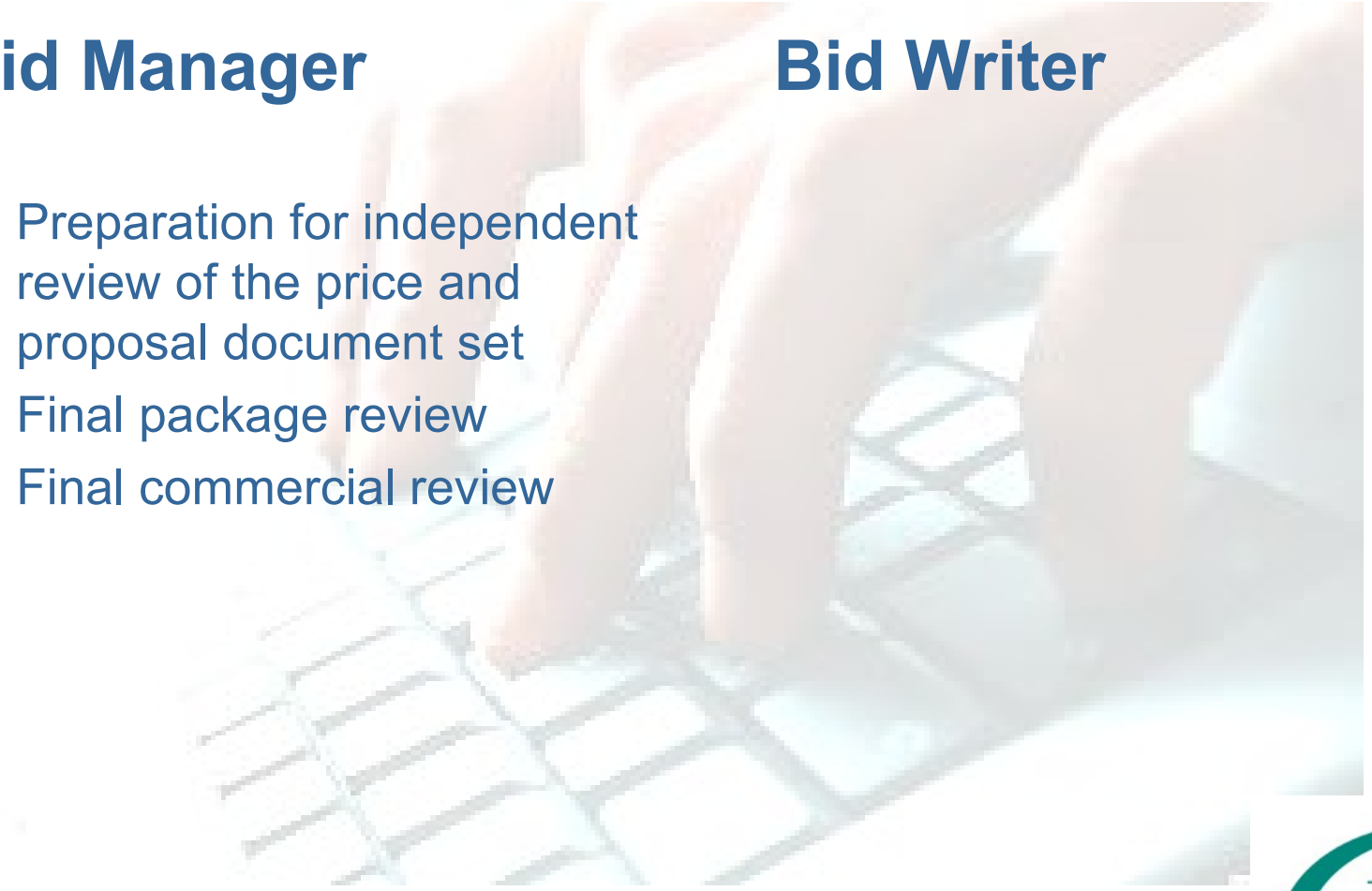
Content Finalisation

Bid Manager

- Preparation for independent review of the price and proposal document set
- Final package review
- Final commercial review

Bid Writer



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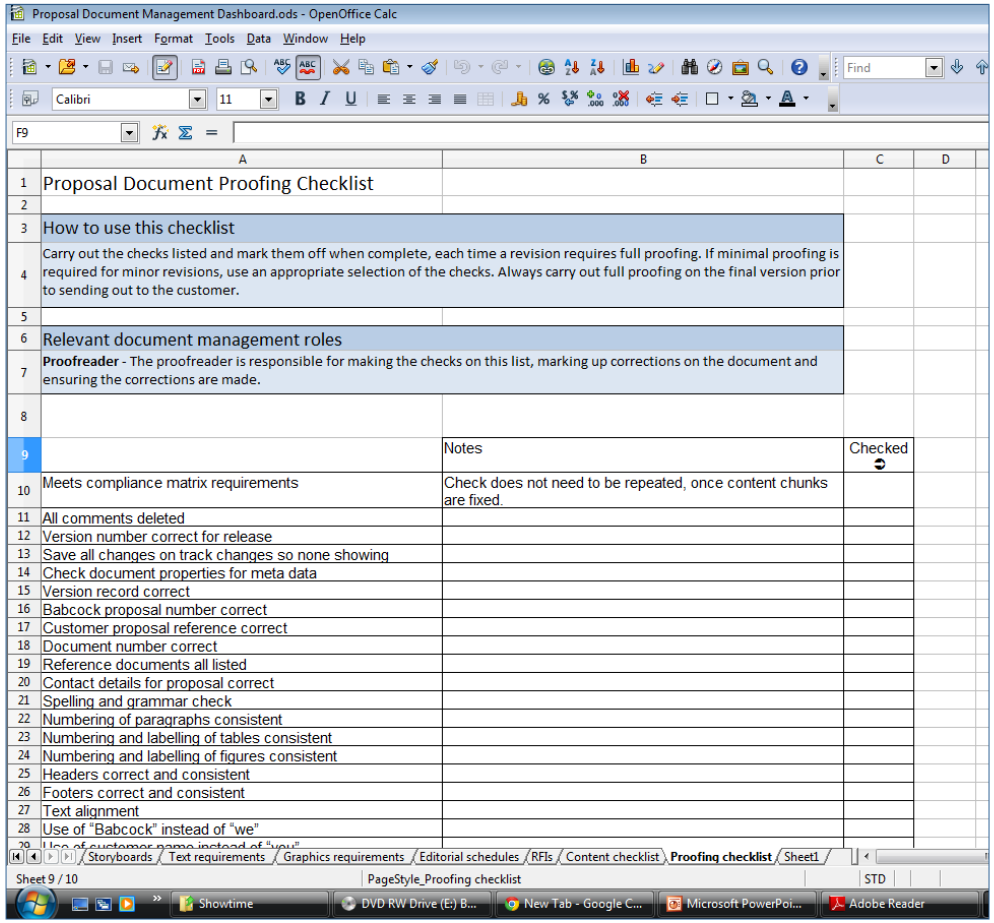
Content Finalisation Tools



Proposal Document Management Dashboard.ods - OpenOffice Calc

File Edit View Insert Format Tools Data Window Help

Calibri 11

F9

	A	B	C	D
1	Proposal Document Proofing Checklist			
2				
3	How to use this checklist			
4	Carry out the checks listed and mark them off when complete, each time a revision requires full proofing. If minimal proofing is required for minor revisions, use an appropriate selection of the checks. Always carry out full proofing on the final version prior to sending out to the customer.			
5				
6	Relevant document management roles			
7	**Proofreader** - The proofreader is responsible for making the checks on this list, marking up corrections on the document and ensuring the corrections are made.			
8				
9		Notes	Checked	
10	Meets compliance matrix requirements	Check does not need to be repeated, once content chunks are fixed.		
11	All comments deleted			
12	Version number correct for release			
13	Save all changes on track changes so none showing			
14	Check document properties for meta data			
15	Version record correct			
16	Babcock proposal number correct			
17	Customer proposal reference correct			
18	Document number correct			
19	Reference documents all listed			
20	Contact details for proposal correct			
21	Spelling and grammar check			
22	Numbering of paragraphs consistent			
23	Numbering and labelling of tables consistent			
24	Numbering and labelling of figures consistent			
25	Headers correct and consistent			
26	Footers correct and consistent			
27	Text alignment			
28	Use of "Babcock" instead of "we"			
29	Use of customer name instead of "you"			

Storyboards | Text requirements | Graphics requirements | Editorial schedules | RFIs | Content checklist | **Proofing checklist** | Sheet1

Sheet 9 / 10 | PageStyle_Proofing checklist | STD

Showtime | DVD RW Drive (E:) B... | New Tab - Google C... | Microsoft PowerPoi... | Adobe Reader

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Content Packaging

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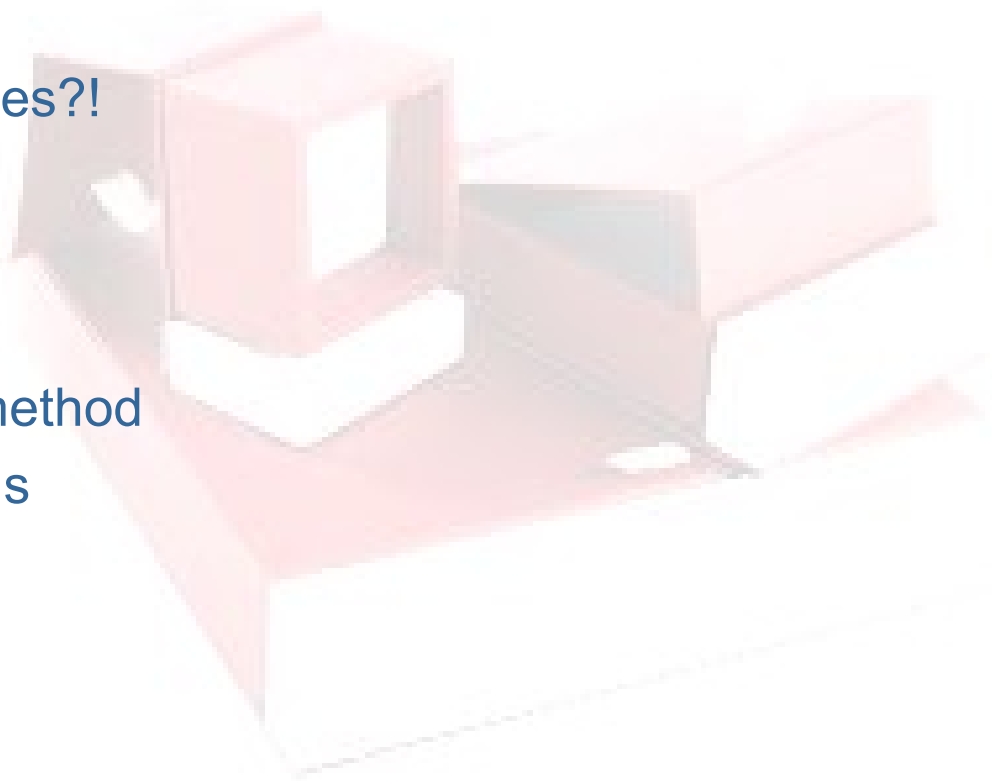
Content Packaging

Bid Manager

- No surprises?!
- Branding
- Quality
- Security
- Delivery method
- Instructions

Bid Writer



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Content Packaging Tools

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Delivery!

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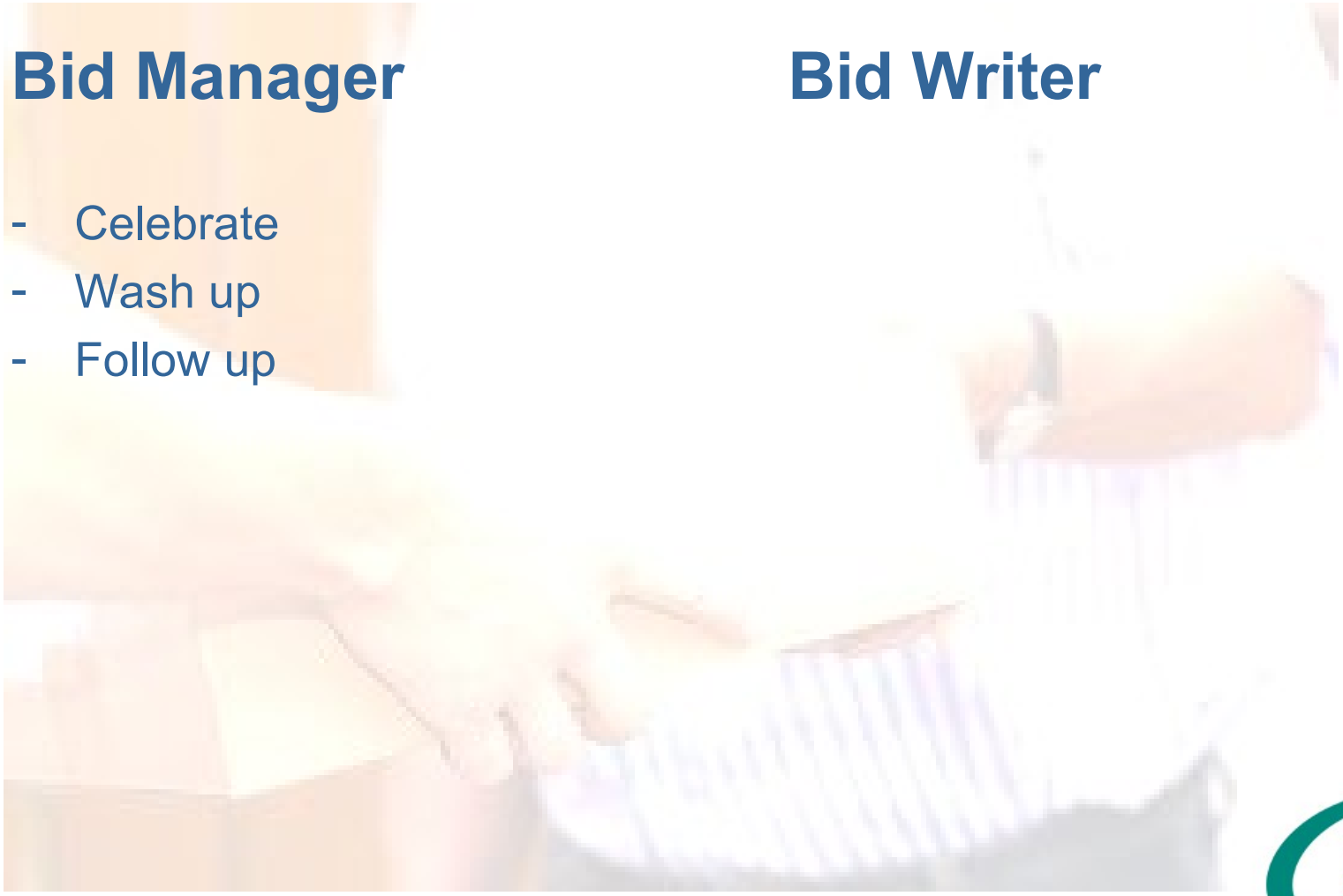
Post Delivery

Bid Manager

- Celebrate
- Wash up
- Follow up

Bid Writer



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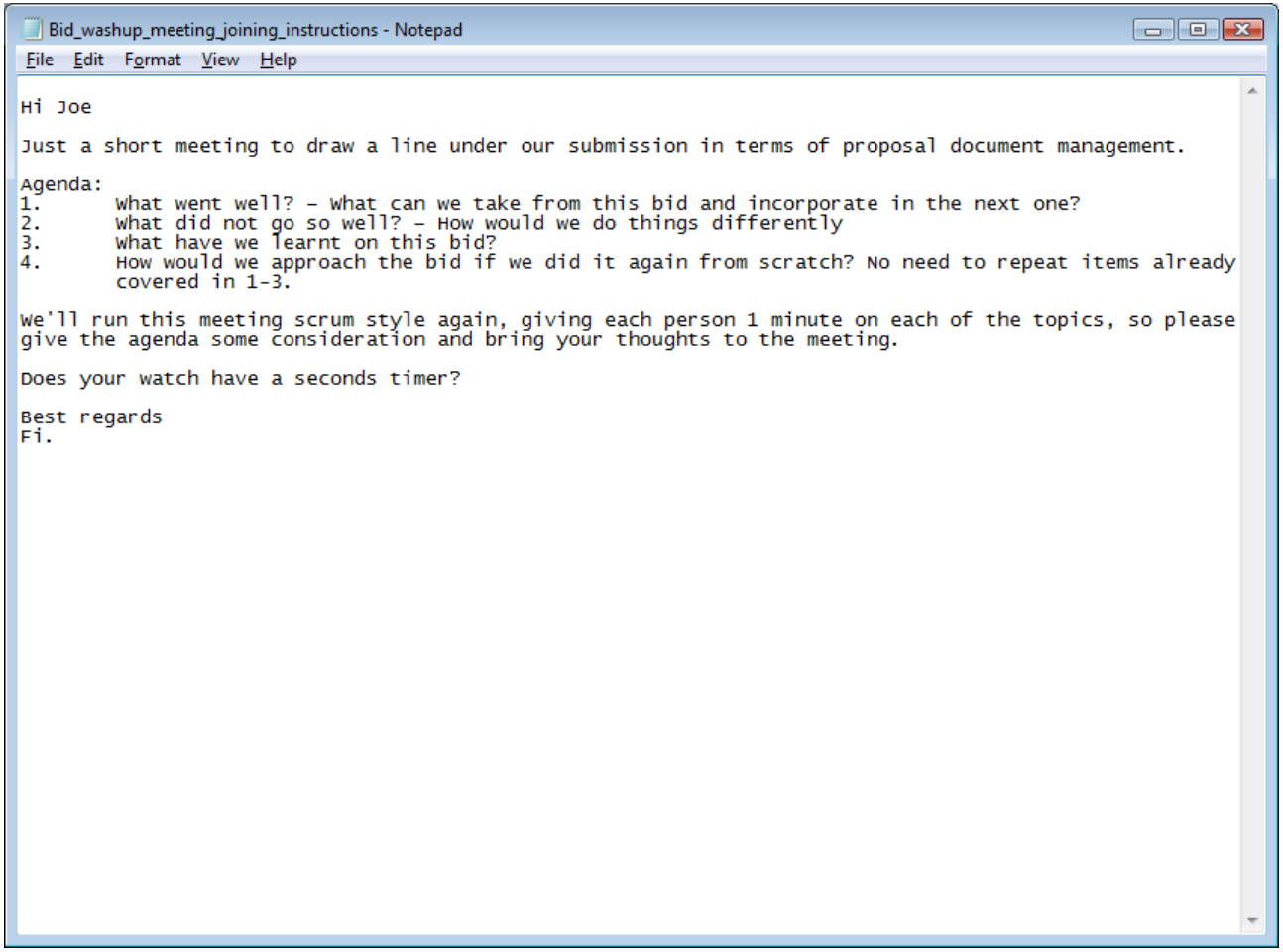
Post Delivery Tools



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Questions?

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