

## Tender Training

*By Werner van Rooyen, Director of HowToTender (Pty) Ltd which specializes in tender consulting and tender training.*

People often ask me how I know so much about tenders and the completing of tender documents. The answer is easy; training. I believe that we must always try to train as much as possible. The more training you will do the better you will get at responding to a tender. Gary Player, one of South Africa's best golfers of all time, used to say: "The more I practice, the luckier I get".

That is the whole point of training. The more you know about a subject like tenders, the better you will get in responding to it. The better you respond to it the better your chances will become in winning a tender.

The problem is that there is not much Tender Training going around and some of the Tender Training that is available is not always very good. Some Government departments such as the Gauteng Department of Finance provide free training on how to complete their tenders. This is good but it does not teach you anything about Private Sector Tender responses. So be sure that when you do receive training it includes both Private and Public Sector training. The differences are not big, but there are differences.

It is also important that when you pay for Tender Training the training must at least cover these areas:

- An overview of the tender environment;
- The practical completion of a tender;
- Factors that influence the outcome of the tender process;
- Fatal mistakes not to make when completing a tender;
- Preparation of documents that need to accompany your tender;
- Hints and tips on how to respond to a tender;
- A Basic overview of doing business in South Africa;
- The different tender terminology should be explained;
- The Preferential Points scoring system should be explained
- An introduction to B-BBEE is given because this is especially important in any tender process

The better quipped you are in the tender process, the better your chances are in winning that all important life changing tender.

To learn more about this and many other tender conditions attend our "Become a Tender Expert" 2-Day workshops presented in Johannesburg, Pretoria, Durban, Port Elizabeth, and Cape Town. Book and pay online at <https://howtotender.co.za/tender-expert-form/>

Contact us at [estelle@howtotender.co.za](mailto:estelle@howtotender.co.za) should you need more information.