



Meet the buyer –
Competing successfully for public sector contracts

Wednesday 7th July 2010
The Exchange, Sturminster Newton, Dorset



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Find out how to become a supplier to Dorset County Council.

Join Dorset County Council and Business Link at this free event. Access business services within Dorset County Council (Dorset Procurement) and meet the people in charge of the money.

Business Advice Sessions

- The E-Tendering System
- Sustainable Procurement
- The Power of Words

What's the day about?

Owner/managers of small to medium sized businesses, voluntary organisations and social enterprises are invited to attend any of the day's seminars or arrange a meeting with one of Dorset Procurement's key category or commissioning managers. Enjoy an informal free of charge networking lunch, meet support organisations and public sector agencies in the Partner Zone.

Partner Zone

Public sector and support agencies will be on hand to answer your questions and provide information throughout the day. They will include:

- Federation of Small Business
- Dorset Primary Care Trust
- Dorset Community Action
- Dornen
- Bournemouth Borough Council
- Dorset County Council
- Team Dorset
- Business Link
- UKTI
- Borough of Poole

Programme

10:00	Registration and networking in Partner Zone	
10:20	Welcome from Dorset County Council and Business Link	
	Function Room 1	Function Room 2
10:30	The E-Tendering System	Sustainable Procurement
11:30	Sustainable Procurement	The Power of Words
12:30	Networking refreshment break / meet the buyer appointments continue	
13:00	The Power of Words	The E-Tendering System
14:00	Informal networking buffet lunch / meet the buyer appointments continue	
15:00	Expected close	



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Business Advice Sessions

The E-Tendering System

Sally Pizzie and Sean Adams, Dorset County Council

How to complete and submit tender documentation online. Dorset Procurement prefers to manage contracting opportunities through an e-tendering system. This session will help you to understand the processes of e-tendering and provide an overview of how the system works.

Sustainable Procurement

Anna Frizzell, Business Link

Sustainable Procurement is a process whereby organisations meet their needs in a way that achieves value for money on a whole life basis. Understand how your business can become more sustainable to save you money and meet the objectives of Dorset County Council.

The Power of Words

Mark Pitcher, Concordia Business Improvement

Drawing on over 20 years of working on a submitting public and private sector tenders, Mark will give you top tips on how to improve your success rate at winning work. From completion of prequalification questionnaires to final interview and contract negotiations.

This event is free of charge.

There will be an opportunity to meet a Business Link Adviser on a one to one basis after the event. You may wish to discuss in more depth how what you have learnt during the day can apply to your organisation or you may have other issues for discussion. If you would like to take up this offer then please come and see us at the Business Link stand on the day.

Places are subject to availability. Please turn over for booking form.

For further booking information please call 0845 0707 747.

Booking form: Meet the buyer

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Please complete this booking form and return to:

Events Co-ordinator, Business Link, Leigh Court Business Centre, Bristol BS8 3RA

Alternatively you can fax the form to 0845 080 0733 or Email events@businesslinksw.co.uk

Title: Mr/Mrs/Miss/Ms

Job Title:

First Name: Last Name:

Organisation Name:

Nature of Business:

Date organisation established:

Address 1:

.....

Address 2:

.....

Town/City:

Postcode:

Tel: Mobile:

Fax:

Email:

Web:

No. of employees in the organisation:

Please specify any requirements that you may have:

.....

Please note that bookings are limited to a maximum of two attendees per company

Confirmation letter and directions to the venue will be sent to you 7 days prior to the event.

The cancellation period is 48 hours before the event. Cancellations made less than 48 hours prior to or delegates failing to arrive at an event may attract a charge of £30 per delegate per event (with the exception of difficult circumstances such as illness, adverse weather conditions or transport difficulties). Northern Arc Ltd provides the Business Link service in Gloucestershire, Wiltshire and the West of England and Business Link marketing services to WSX Enterprise Ltd in Dorset. Northern Arc Ltd is registered under the Data Protection Act 1998. Your details are used by us to monitor and improve the services we provide. You may be asked to provide feedback on the services you have received from us. We maintain the appropriate safeguards to ensure security, integrity and privacy of all personal information held. We may contact you to inform you of our services and events that we think will be of interest to you.

If you do not wish to receive marketing communications from us, please tick here

If you do not wish for us to pass your details onto our partners with similar objectives to our own, please tick here

www.businesslink.gov.uk/southwest
www.dorsetforyou.com

CHOOSE SEMINARS

The E-Tendering System

Time.....Room.....

Sustainable Procurement

Time.....Room.....

The Power of Words

Time.....Room.....

MEET THE BUYER

Please tick **ONE** of the categories listed below and indicate whether you would like a 15-minute morning or afternoon appointment.

ICT

Professional Services

Facilities Management

Waste

Transport

Construction

Adult & Community Services

Children's Services

MORNING OR AFTERNOON?

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**Business
LINK**