

Tender Process Design, Assessment and Implementation

With an ever present business focus of being in support of our client base, acting from behind the scenes combined with a desire to provide a platform of professional, confident and operationally experienced business advice. **Incognitus** have the ability to facilitate solutions and assist you in developing winning solutions through the tendering business.

Incognitus can provide tender consultancy services to both buyers and suppliers to help improve the effectiveness and efficiency of their tender process. If the need is responding to a tender, scoping the project requirements, assisting your company in producing a detailed RFP, publication of the project out to tender or reviewing responses and assisting to select the appropriate company to partner with you for your given project, we can provide relevant experience to support your firm.

Incognitus can help you develop delivery models that can be efficiently provided by potential suppliers. We will work with you to clearly specify deliverables, objectives, outcomes and capability assessments so you can proficiently assess a supplier's qualifications and competence. Utilizing our operational experience, we will compare responses against the requirements of the project and work with you to manage the response and evaluation process effectively.

Should your requirement be to respond to an RFP, we know what buyers are looking for. Writing a Bid or Tender can be overwhelming in business, often a distraction from the process of regular business and a time consuming task, especially as the process becomes more sophisticated, technical and complex. **Incognitus** are highly experienced in providing tailored advice through to complete implementation of the desired outcome. We provide our clients professional, creative and affordable advice to

work as part of the management team to achieve successes in securing new business.

Our tender design services can include the completion of hard-copy or e-portal Bids. We fully immerse our team passionately within yours to take on the workload, leaving you with full visibility and control. Our forward thinking creative team can produce a dynamic presentation to allow your business to stand out from the rest, presenting innovative concepts and delivering them in a high developed manner.

We provide tailored solutions. Whether the need be writing your proposal from start to finish, rewriting an already commenced piece of work, editing, proof reading, concept of presentation, document design and clever "outside the square" conception to set your presentation above the rest.

Our tender design services include:

- Development of the RFP package
- Edit and audit
- Review assessments and recommendations
- Concept of presentation advice
- Documentation design
- Client presentations
- Ongoing bid support
- Short notice and last minute bid writing

Take the stress and hard work out of the daunting tender process & allow **Incognitus** to work as your behind the scenes partner. Our team is available to discuss how we can assist your business today.

