

## How to Let Compliant Contracts

Delegate(s) attending

<input type="checkbox"/> 14 September	London
<input type="checkbox"/> 21 September	Exeter
<input type="checkbox"/> 5 October	Newcastle
<input type="checkbox"/> 12 October	Cambridge
<input type="checkbox"/> 13 October	London
<input type="checkbox"/> 26 October	Glasgow
<input type="checkbox"/> 2 November	Manchester
<input type="checkbox"/> 16 November	Birmingham
<input type="checkbox"/> 23 November	Cardiff
<input type="checkbox"/> 30 November	London

Fees **£280** (£329.00 inc.VAT) for first delegate  
**£180** (£211.50 inc.VAT) for additional delegates attending same event

## PASS Supplier Roadshow 2004

Delegate(s) attending

<input type="checkbox"/> 15 September	London
<input type="checkbox"/> 22 September	Exeter
<input type="checkbox"/> 6 October	Newcastle
<input type="checkbox"/> 13 October	Cambridge
<input type="checkbox"/> 27 October	Glasgow
<input type="checkbox"/> 3 November	Manchester
<input type="checkbox"/> 17 November	Birmingham
<input type="checkbox"/> 24 November	Cardiff
<input type="checkbox"/> 1 December	London

Fees **£320** (£376.00 inc.VAT) for first delegate  
**£160** (£188.00 inc.VAT) for additional delegates attending same event

## EU Directive Roadshows

Delegate(s) attending

<input type="checkbox"/> 29 September	London
<input type="checkbox"/> 4 October	Manchester
<input type="checkbox"/> 10 November	London
<input type="checkbox"/> 18 November	Birmingham

Fees **£380** (£446.50 inc.VAT) for first delegate  
**£190** (£223.50 inc.VAT) for additional delegates attending same event

## Selling to the NHS

Delegate(s) attending

<input type="checkbox"/> 30 September	London
---------------------------------------	--------

Fees **£390** (£458.25 inc.VAT) for first delegate  
**£195** (£229.13 inc.VAT) for additional delegates attending same event

## Playing to Win

Delegate(s) attending

<input type="checkbox"/> 7 October	London
<input type="checkbox"/> 25 November	London

Fees **£390** (£458.25 inc.VAT) for first delegate  
**£195** (£229.13 inc.VAT) for additional delegates attending same event

## Selling to Government

Delegate(s) attending

<input type="checkbox"/> 14 October	London
-------------------------------------	--------

Fees **£390** (£458.25 inc.VAT) for first delegate  
**£195** (£229.13 inc.VAT) for additional delegates attending same event

### DELEGATE 1

Title  Name

Position

### DELEGATE 2

Title  Name

Position

### DELEGATE 3

Title  Name

Position

I confirm the above bookings and agree to the terms of cancellation as stated.

Signed  Date

Title  Name

Position

Organisation

Address

Postcode

Tel  Fax

Email  Website

Cheque enclosed made payable to BiP Solutions Ltd.

Please invoice (payment due prior to event) Purchase Order Number (if applicable)

Please debit my

Card no  Expiry date

I confirm the above bookings and agree to the terms of cancellation as stated.

Signed  Date

Under the terms of The Late Payment of Commercial Debts (Interest) Act 1998 we retain the right to charge interest on overdue accounts at the rate of 8% above base rate

Please complete and send to **FREEPOST BiP** or fax to: **0141 331 2792**

## Selling to Defence Conference and Exhibition 2004

Delegate(s) attending

<input type="checkbox"/> 20 October	London
-------------------------------------	--------

Fees **£195** (£229.13 inc.VAT) for first delegate  
**£145** (£170.38 inc.VAT) for additional delegates attending same event

## Health Care Supplies Association: Annual Conference and Exhibition 2004

Delegate(s) attending

<input type="checkbox"/> 4-5 November	London
---------------------------------------	--------

**Day Delegates**

**£380** (£446.50 inc.VAT) Member no accommodation required

**£380** (£446.50 inc.VAT) Member with accommodation for Thursday 4 November

**£380** (£446.50 inc.VAT) Member with accommodation for Friday 5 November

**£380** (£446.50 inc.VAT) Member with accommodation for Thursday 4 and Friday 5 November

**£430** (£505.25 inc.VAT) Non-Members (Public Sector) no accommodation required

**£430** (£505.25 inc.VAT) Non-Members (Public Sector) with accommodation for Thursday 4 November

**£430** (£505.25 inc.VAT) Non-Members (Public Sector) with accommodation for Friday 5 November

**£430** (£505.25 inc.VAT) Non-Members (Public Sector) with accommodation for Thursday 4 and Friday 5 November

**£530** (£622.75 inc.VAT) Industry Representative no accommodation required

**£530** (£622.75 inc.VAT) Industry Representative with accommodation for Thursday 4 November

**£530** (£622.75 inc.VAT) Industry Representative with accommodation for Friday 5 November

**£530** (£622.75 inc.VAT) Industry Representative with accommodation for Thursday 4 and Friday 5 November

### Day Delegates

**£125** (£146.88 inc.VAT) Member – Thursday 4 November

**£170** (£199.75 inc.VAT) Member – Friday 5 November

**£150** (£176.25 inc.VAT) Non-Members – Thursday 4 November

**£200** (£235.00 inc.VAT) Non-Members – Friday 5 November

**£40** (£47.00 inc.VAT) Conference Dinner Only (Black Tie)

## Selling to Education

Delegate(s) attending

<input type="checkbox"/> 11 November	London
--------------------------------------	--------

Fees **£390** (£458.25 inc.VAT) for first delegate  
**£195** (£229.13 inc.VAT) for additional delegates attending same event

## SOPO Annual Conference, Exhibition and Gala Awards Dinner 2004

Delegate(s) attending

<input type="checkbox"/> 11-12 November	London
---	--------

Fees to be confirmed

## SOPO – Selling to Local Government

Delegate(s) attending

<input type="checkbox"/> 7 December	London
-------------------------------------	--------

Fees **£190** (£223.25 inc.VAT)

# LIMITED AVAILABILITY PLEASE BOOK EARLY

## 5 WAYS TO BOOK

- 1 Fax this booking form to us on: **0141 331 2792**
- 2 Register online at: **www.bipsolutions.com**
- 3 Send your completed form to: **FREEPOST BiP**
- 4 Telephone our Events Team on: **0141 332 8247** to provisionally reserve your place
- 5 Email us at: **events@bipsolutions.com**

## DISCOUNTS

All additional delegate savings will be taken into account as long as multiple bookings are made together.

## CANCELLATIONS

**Delegate Cancellations:** Should you be unable to attend the event, all cancellations must be received in writing. A £50 (plus VAT) cancellation fee will be charged. Once within 28 days of commencement of the programme the booking may not be cancelled and full payment is required. Regrettably no delegate fee can be refunded, however a substitute delegate can be named at any time before the event. The promoters reserve the right to amend the programme without notice. I confirm that I have read, understood and agreed to these terms.

Under the terms of The Late Payment of Commercial Debts (Interest) Act 1998 we retain the right to charge interest on overdue accounts at the rate of 8% above base rate.

## ACCOMMODATION

**FIRST OPTION** For discounted accommodation within the event area please call our Complimentary Accommodation Booking Service.

First Option Hotel Reservations are delighted to offer delegates attending these events bedrooms at a reduced rate.

For more information contact the events desk on:

Tel: **0870 870 9145**  
 Fax: **0161 968 9311**  
 Email: **events@first-option.co.uk**

## DATA PROTECTION ACT

Data Protection: BiP Solutions Limited respects your privacy. BiP will hold your data so that your details (and/or order) can be processed for the purpose of this service. We will not give your personal details to companies outwith BiP for their marketing purposes.

If you do not wish to receive relevant information about our other services and those of associated organisations please tick here.



### BiP SOLUTIONS LTD

**PARK HOUSE, 300 GLASGOW ROAD SHAWFIELD, GLASGOW G73 1SQ**

Telephone: **0141 332 8247**

Facsimile: **0141 331 2792/2652**

Email: **bip@bipsolutions.com**

Website: **www.bipsolutions.com**

**FACILITATING BUSINESS WITH GOVERNMENT**



# GUIDANCE II 2004

## PROCUREMENT KNOWLEDGE

If you want to be successful in tendering for public sector contracts you need to have basic knowledge of the procurement processes and practices of government, both central and local.

This autumn, BiP Solutions is presenting a range of specialist events that will help you improve your chances of tendering successfully for public sector contracts. The events also offer you a unique opportunity to network with both buyers and other like-minded suppliers. The forthcoming event are listed below.

## PASS EVENTS

### GET READY FOR CHANGE – SUPPLIER ROADSHOW

SEPTEMBER – DECEMBER 2004, VARIOUS LOCATIONS



If your organisation is a supplier to the public sector, or wishes to become one, then it's time to get your business ready for planned new laws that will affect how you tender for public sector contracts.

Failure to understand the changes could cost your business £thousands in lost opportunities.

It doesn't matter how familiar you are with the current tendering process or how much business you already have with the public sector, changes are on the way.

The autumn 2004 PASS Supplier Roadshow is a supplier-focused seminar which will help businesses interested in supplying to the public sector understand the major changes that are taking place due to the consolidation of EU public procurement regulations, the Freedom of Information Act, the National Procurement Strategy and many other ongoing government initiatives.

Don't risk the future of your business by failing to understand and prepare for the new challenges that lie ahead. Attending this event will help you to learn more about these changes and how your company can prepare for them and increase its chances of winning new business with government in the future.

## PREPARING PERFECT TENDERS

AUTUMN 2004, VARIOUS LOCATIONS

This event is designed to help you maximise your company's tendering successes by helping you plan and prepare your responses and organise your research better.

The event will take you through the evaluation, presentation and negotiation stages of tendering for public sector contracts, as



well as highlighting areas of common mistakes to ensure your tenders gain that winning edge.

Areas which the event will focus on include: the legal process; perfecting your Expression of Interest; understanding the public procurement evaluation process; and developing your responses to Invitations to Tender.

The opportunity to discuss your own tenders with expert instructors will also be available.

We guarantee small numbers, so you are guaranteed high value.

## PLAYING TO WIN

7 OCTOBER AND 25 NOVEMBER 2004,

RENAISSANCE HOTEL, LONDON HEATHROW

There has never been a better time to sell your products or services to the public sector – but are you ready to do so?

Playing to Win is a unique not-to-be-missed event designed to dramatically improve your chances of successfully tendering for public sector contracts.

Did you know that 90% of people selling to the public sector do not adequately understand the public procurement process and therefore fail to win valuable tenders? Attend this event and be amongst the 10% who do!

If you tender for public sector contracts stop wasting your time and start Playing to Win.

## HOW TO LET COMPLIANT PUBLIC CONTRACTS

SEPTEMBER – NOVEMBER 2004, VARIOUS LOCATIONS



A one-day high-value intensive training programme focused on public sector purchasing and supply practices and procedures, designed specifically to impart professional practice.

The importance of skill development among personnel with public procurement responsibilities cannot be underestimated because of the inherent relationship between successful procurement and the skill levels of practitioners.

This programme is specifically designed to deliver public procurement training for:

- new entrants to a career in public procurement
- personnel who are engaged in delivering public procurement for only part of their time
- personnel who need to refresh their knowledge of letting contracts
- personnel for whom public procurement is one job among several

The challenge for all public sector organisations is to ensure that they set and achieve the very highest standards in procurement practice. This programme is designed to provide a key step towards the achievement of this goal through the development of suitably trained staff.

## NEW EU PUBLIC PROCUREMENT DIRECTIVE

SEPTEMBER – NOVEMBER 2004, VARIOUS LOCATIONS



The new EU Public Procurement Directive 2004/18/EC is designed to facilitate best practice procurement whilst ensuring that the market is opened across the EU. The new Directive offers you many new freedoms, and through a detailed knowledge of its processes and practices it can be used to deliver better procurement for your organisation.

The Directive will have a significant impact on your current procurement practices. It heralds the most radical change in public procurement legislation in over ten years. Make sure you and your organisation are prepared.

With the new EU Public Procurement Directive signed into European law, now is the time to start your own implementation programme.

## SELLING TO...

### SELLING TO THE NHS

30 SEPTEMBER AND 2 DECEMBER 2004,  
RENAISSANCE HOTEL, LONDON HEATHROW



The NHS needs an enormous range of goods and services (spending over £11 billion on these last year) to enable it to provide effective healthcare for patients – including, most likely, the goods and services offered by your company.

The landscape for selling to the NHS is constantly changing. It is vital that all suppliers, current and potential, continually update their knowledge of this vast marketplace to realise the opportunities for new business it provides.

This event is specifically designed to help suppliers understand current developments and improve their prospects of doing business with the NHS.

## SELLING TO GOVERNMENT

14 OCTOBER 2004, RENAISSANCE HOTEL, LONDON HEATHROW



Is your company doing enough business with government? If not – why not?

With £113 billion being spent annually on goods and services, there has never been a better time than now to sell to government.

Government procurement personnel continually aim to obtain value for money and have an increasing awareness of the potential benefits of doing business with SMEs, who can not only help increase competition but also

improve value for money in public sector purchasing.

## SELLING TO EDUCATION

11 NOVEMBER 2004, RENAISSANCE HOTEL, LONDON HEATHROW



Each year the public sector spends £15 billion purchasing goods and services vital to delivering education in our schools, colleges and universities.

Expenditure for education comes through local authorities, central government, purchasing consortia and directly from individual schools and higher education establishments located in every city and region.

This seminar will provide your company with an insight into UK education processes and practices and provide opportunities to meet some of the procurement experts who spend £billions annually purchasing your products and services.

## SOPO – SELLING TO LOCAL GOVERNMENT

7 DECEMBER 2004, LONDON MARRIOTT, REGENT'S PARK



The Society of Procurement Officers in Local Government (SOPO) represents over 1600 local government procurement officers throughout the UK and aims to support and advise them on all purchasing and supply matters of national and general interest.

Each year in England alone councils spend almost £40 billion of public money externally on goods and services. This represents about half of local government's overall expenditure.

Because local government recognises the need to encourage a mixed range of suppliers to help stimulate a varied and competitive marketplace there are opportunities for virtually all suppliers – large and small.

This event is designed to help suppliers (new and current) gain a better understanding of the many business opportunities available and the processes and practices undertaken by local government when letting contracts.

## CONFERENCES

### SELLING TO DEFENCE CONFERENCE & EXHIBITION 2004 – ACCESSING SUBCONTRACTOR OPPORTUNITIES IN DEFENCE PRIME CONTRACTORS

20 OCTOBER 2004, LONDON MARRIOTT, GROSVENOR SQUARE



This autumn, BiP Solutions, publishers of *MoD Defence Contracts Bulletin*, are presenting a highly prestigious event focusing on 'Accessing subcontractor opportunities in Defence Prime Contractors'.

Taking place on 20 October at the London Marriott, Grosvenor Square, the Conference will enable companies seeking to work as defence subcontractors to gain a more detailed understanding of the opportunities

available to them, in order to maximise their chances of winning new business from Prime Contractors. With the UK MoD now actively encouraging its Prime Contractors to openly advertise their subcontracting opportunities, can you afford to miss this event?

Speakers at the event will include representatives from: the Defence Logistics Organisation; the Defence Suppliers Service; the Defence Diversification Agency; and major UK Prime Contractors.

## HEALTH CARE SUPPLIES ASSOCIATION ANNUAL CONFERENCE AND EXHIBITION 2004

4-5 NOVEMBER 2004, BLACKPOOL HILTON



The 2004 Annual Conference of the Health Care Supplies Association is the Association's 34th Annual Conference and will, for the first time, feature an exhibition.

This will be a stimulating and topical event designed specifically for purchasing and supply professionals involved in the support of healthcare.

This year's theme – 'Broadening Horizons' – relates to some of the broader issues influencing purchasing and supply services and the level of contribution these services make towards patient care and the efficiency and cost-effectiveness of overall healthcare. The conference programme will help delegates explore new opportunities and approaches and alternative ways of working which will assist them in achieving their goals.

The conference will provide a unique opportunity to explore key issues affecting the provision and performance of healthcare purchasing and supply services, as well as the opportunity to understand and discuss the latest thinking across the healthcare sector and particularly in healthcare purchasing and supply strategy and performance.

Attendance is open to members and non-members working in the field of purchasing or supply, to other healthcare professionals and to representatives of companies who supply to the healthcare sector.

Visit the Health Care Supplies Association website at: [www.healthcaresupplies.org.uk](http://www.healthcaresupplies.org.uk)

## SOPO ANNUAL CONFERENCE, EXHIBITION & GALA DINNER 2004

11-12 NOVEMBER 2004,  
BRITANNIA INTERNATIONAL, LONDON DOCKLANDS



The Society of Procurement Officers in Local Government (SOPO) represents over 1600 local government procurement officers throughout the UK and aims to support and advise them on all purchasing and supply matters of national and general interest.

The SOPO conference provides SOPO members, other public procurement professionals and their suppliers with the perfect forum for networking and knowledge acquisition.

Topics being discussed at this year's conference include e-Procurement, Sustainability, Freedom of Information, Partnering, Equalities Legislation and OGC Contracts. The shortlist for the SOPO Awards for Outstanding Achievement in Procurement will be announced on the evening of the SOPO gala dinner on 11 November and the outright winners in each category will be announced and presented with their awards at the conference on 12 November.

Visit the SOPO website at: [www.sopo.org](http://www.sopo.org)

Exhibition opportunities are available at all of the above conferences providing your organisation the opportunity to promote its goods and services direct to key buyers. Further information can be obtained by emailing the Exhibitions Team at [exhibitions@bipsolutions.com](mailto:exhibitions@bipsolutions.com)

Further information on all of the events listed can be obtained by emailing the Events Team at [events@bipsolutions.com](mailto:events@bipsolutions.com) or by calling 0141 332 8247.

## EVENTS DIARY

SEPTEMBER – NOVEMBER

### How to Let Compliant Contracts

14 September	London
21 September	Exeter
5 October	Newcastle
12 October	Cambridge
13 October	London
26 October	Glasgow
2 November	Manchester
16 November	Birmingham
23 November	Cardiff
30 November	London

email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

7 OCTOBER & 25 NOVEMBER 2004

### Playing to Win

Renaissance London Heathrow  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

14 OCTOBER 2004

### Selling to Government

Renaissance London Heathrow  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

20 OCTOBER 2004

### Selling to Defence Conference and Exhibition 2004

London Marriott Grosvenor Square  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

SEPTEMBER – DECEMBER

### PASS Supplier Roadshow 2004

15 September	London
22 September	Exeter
6 October	Newcastle
13 October	Cambridge
27 October	Glasgow
3 November	Manchester
17 November	Birmingham
24 November	Cardiff
1 December	London

email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

4-5 NOVEMBER 2004

### Health Care Supplies Association: Annual Conference and Exhibition 2004

Blackpool Hilton  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

11 NOVEMBER 2004

### Selling to Education

Renaissance London Heathrow  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

SEPTEMBER – DECEMBER

### EU Directive Roadshows

29 September	London
4 October	Manchester
10 November	London
18 November	Birmingham

email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

11-12 NOVEMBER 2004

### SOPO Annual Conference, Exhibition and Gala Awards Dinner 2004

Britannia International, London Docklands  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

7 DECEMBER 2004

### SOPO – Selling to Local Government

London Marriott Regent's Park  
email: [events@bipsolutions.com](mailto:events@bipsolutions.com)

For further information on advertising your event, contact our Events Team at BiP on 0141 332 8247 or email [events@bipsolutions.com](mailto:events@bipsolutions.com)



Thousands of companies have benefited from attending BiP's tendering events – Now you have direct access to that tendering expertise.

The PASS Mark Health Check is a process-based evaluation technique that helps identify how your company can develop more effective processes when tendering for public sector contracts.

For further information on the PASS service, contact our Customer Services Team on 0141 332 8247, email [pass@bipsolutions.com](mailto:pass@bipsolutions.com) or visit [www.bipsolutions.com/pass/](http://www.bipsolutions.com/pass/)

