



## **Bids, Tenders and Proposals Podcast**

### **Episode 2 Show Notes Type of Bids, Tenders and Proposals**

There are quite a few different types of requests for bids tenders and proposals some of which are requests for information, market sounding, expressions of interest, public tender, quotes and many more.

What is covered in this podcast is not really an exhaustive list, there are other types of bid, tenders, and proposals. Let's look at some of the common types of request for bids, tenders and proposals.

#### **Request for Information**

Request for information, as the name suggests, is just that. So you know there might be companies or government departments or any of the other regulated organisations that are looking for information prior to their procurement process.

The reason they actually go through this request for information is they don't necessarily know the solution that they are after. They may specify a problem they want solved. Request for Information seeks to gather information as to how some things can be done.

If you do get asked to provide that information, you get an opportunity to put your solution forward and get your company known in the process.

#### **Market Sounding**

Market Sounding is very similar to request for information. Although you know there's slight.

Organisations undertaking the Market Sounding will actually put out a market sounding document to sound out the market of any potential solutions.

You don't necessarily have to provide all the information, however, in the market sounding they might be asking for certain types of questions, certain types of things that they are after, which you can actually provide.

Market sounding it doesn't actually ask for pricing. It just wants to know what companies and or solutions are out there that can actually do the work.

#### **Expression of Interest (EOI)**

Expression of interest is part of a qualification process to shortlist suppliers for a formal tender process.

It basically narrows down those businesses that actually can provide the service or can do the work and expression of interest. EOI process actually looks at things like financial capacity, your systems and processes and your ability to do the work you.

It can also identify resourcing and you know what you are capable of doing the work or not. Basically, it does not involve pricing, so you're not actually putting a competitive price.

EOI does not look for competitive pricing, but it may ask how does your company structure the pricing. The EOI process is similar to the requests for tender but it falls short of actually awarding a contract at the end of expression of interest, but you could be selected to go through the tender process.

### **Selective Tendering/Public Tendering**

Selective Tendering normally follows an expression of interest because government departments would have actually selected a list of companies that could actually do the work, hence the name selective tender.

Selective Tendering can also be to just a selected few contractors if the work is of low value and low risk and it does not have to go through a public tender process.

An organisation may not want to go through a whole heap of public tender process where they advertise the tenders for 21 days or 28 days or whatever it might be. So, they just go through a selective tender process.

If your company is lucky enough to receive one of those selective tender, then that's a pretty good sign that you've got a good relationship happening in the industry with the right people.

### **Request for Proposal (RFP)**

Request for proposal is where an organisation request that you put a proposal though, which could also include that you are actually proposing a solution, how you will do the work as well as the pricing

The request for proposal is normally for a smaller type of work where they need something done and they have come to you as a company and asked you to provide a proposal. It is normally not a high value of work.

### **Request for Quote**

Request for quote is generally for a smaller value of work. They know what needs to be done and they just go out to a few contractors and say that they need a quote for. Request for quote is fairly straightforward.

### **Proactive Proposal**

Proactive Proposal is as the word suggests, is proactive. You as a provider are actually going to another organisation or to a government department with a solution that you know will help them. So if you have identified that your product or service that can help that government department, you would write a proactive proposal.

You would identify the problem that they may have and offer your product or service as a solution to that problem.

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Thank you for joining us on this episode and I hope that you found this information that I've shared with you valuable.

I want to wish you all the very best with your tendering. Remember you can get other show notes at [www.bitsmart.com.au](http://www.bitsmart.com.au) and of course don't forget to let us know if there are any specific topics that you want us to address. You can contact us via the [bitsmart.com.au](http://bitsmart.com.au) contact form.

Until next time.....Good luck with your bids, tenders and proposals.

**Bid Smart Team**

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