

ProjectConnect News Update

19 October 2009

This Fortnight's Topics



SME's feel powerless on climate change.



10 Things SME Businesses Need to Know About Carbon...right now.



101 new members list on ProjectConnect in last fortnight.



Successful tenderer contact details have been provided for 13 awarded packages.



13 supply opportunities are about to close for full package registrations.



19 new full package supply opportunities were listed during the last fortnight.



The Tender Cover Letter. Discover how to harness its power.



Training - Bid Management and Tendering

Australia's small and medium businesses feel powerless on climate change

A recent survey conducted by AFS and Net Balance has found that of the 800 Australian small and medium enterprises (SMEs) interviewed, 66 percent want to take action on climate change, but don't know how.

Despite three-quarters of SMEs believing they are environmentally friendly, the survey showed that most companies are doing little to reduce their carbon footprint.

There are companies that undertake some activities to lower costs through energy and water management, chemical use and paper conservation. However, there are many more complex activities that SME's can employ which can boost their profits and have a greater impact on climate change.

ProjectConnect is collaborating with Carbon Planet to provide basic advice on what your organisation can do to help the environment and improve your bottom line.

The first of many Carbon Planet help guides is provided on the next page.

Best Regards
David Kobelke
Manager ProjectConenct



10 Things SME Businesses Need To Know About Carbon.....right now !

Whilst Australia's commitment to the Kyoto Protocol has been well documented and communicated, what hasn't been explained is the likely impact of the National Greenhouse and Energy Report Act (NGER) and the impending Carbon Pollution Reduction Scheme (CPRS) legislation on all businesses in Australia. Future editions will cover these pieces of legislation but for the time being, what are the top 10 things SME's should know about carbon and indeed, act on.

Here is our list;

1. **Carbon is complicated**

Carbon is going to have a big impact on all businesses and that means proprietors are going to need some simple answers to navigate this new, complex minefield. Businesses will need to develop a Carbon Management Plan and know their carbon footprint.

2. **It is all about energy**

Whatever you do, one equation is true: the more energy you use, the more carbon you emit and creating carbon is about to start costing you money, no matter how big your business. Energy is not just about electricity, it is embedded in all goods and services you use.

3. **Emissions trading is inevitable**

CPRS has been delayed until 2011 but it is not going to go away. For the first time, big energy users will be required to pay for their pollution, so there are two options; reduce your energy usage or have increased costs.

4. **Be smart**

By reducing your energy emissions now, you can say you did it voluntarily for the greater good and increase your brand reputation.

5. **For SME's, it is all about supply chain**

If you want to do business with the top end of town, environmental credentials are a must have because when big business wants to build environmentalism into their brand they will choose to deal with companies who share their values. Take care if you are an exporter, particularly to the UK, European Union and Japan. You may find difficulty in availing of shelf space if you are not meeting new retail labeling requirements.

6. **Government cares about supply chain too**

State and Federal Government will only rent space in buildings with a NABERS rating of 4 ½ stars and above, and will only deal with suppliers who have a Climate Change policy in place.

7. **First movers will gain a strategic advantage**

A few years ago, Westpac created a TV advert claiming the position of Australia's most environmentally responsible bank. Others have since matched Westpac's credentials but Westpac owns the reputation because they were first. The same will happen to your business.

8. **Carbon is a saving not a cost**

When emissions trading comes in, energy prices will go up, so reducing your energy usage and emissions will save you money. Why not position your business now.

9. **Tendering for business**

Trends are emerging amongst Government and Corporate businesses when tendering for goods and services. Both sectors are demanding higher green credentials from the winners of tender work. Indeed, green tender panels may become the norm. If your business has no green credentials, you may not win future tender work.

10. **Review your contacts, leases and documents**

Current NGER legislation involves "operational control" issues which is complex and dictates who in the supply chain owns the carbon emissions. Carbon Clauses are now required to ensure your business can pass through the additional costs associated with carbon.

New Members - 02/10/2009 to 18/10/2009

101 Australian and New Zealand organisations listed their profiles on ProjectConnect in the last fortnight.

PACKAGES AWARDED BETWEEN - 02/10/2009 to 18/10/2009

Over the last fortnight the below projects listed winner contact details on their awarded packages.

Project	Packages listed as awarded
Gorgon Project	10
Southern Seawater	3

To easiest way for you to obtain the contact details of the successful suppliers that were awarded these packages is by logging into **Your Company Account**, select the **Searching** menu and click on **Search Supply Opportunities**. This will open the below search engine.

1. Set the search engine **Package Status** to **Awarded packages**
2. Set the **Date Range** from **02/10/2009 to 18/10/2009**
3. Set the **Filter by Date** to **Awarded Date**
4. Press the **Search** button.

DUPLICATE THESE SEARCH ENGINE SETTINGS

Search Supply Opportunities

This search engine allows you to interrogate and register interest on any open project opportunity that is currently listed on ProjectConnect.

You can search for specific opportunities such as pumps, motors, switchboards, etc. You can also search for recently listed opportunities.

Enter your keywords to find project packages

For further information hover your mouse over options labels below:

Project :

Keyword(s) : ← **4. Press**

Search :

Search String : Exact match Any keyword ← **1. Select**

Package Status : Full or Component Package Open Full Package Open Awarded packages New packages Closed packages

Filter by date : (Optional) To: ← **2. Set dates**

Closing date Listed date Awarded date ← **3. Select**

- Click on the Awarded Date of each opportunity to open the contact details of the successful suppliers. See next picture.

309 Packages found					
Project Name	Package Name	Closing	Full Package ?	Components of Package ?	Awarded Date ?
Gorgon - Downstream Procurement Offsite Facilities	Utilities API 650 Tanks (156.82 kb)	Awarded	<input type="checkbox"/>	<input type="checkbox"/>	10/8/2009
Gorgon - Downstream Procurement Offsite Facilities	Temporary Water Tankage (156.90 kb)	Awarded	<input type="checkbox"/>	<input type="checkbox"/>	20/8/2009
Gorgon - Downstream Procurement Offsite Facilities	Utilities Water Pumps (156.94 kb)	Awarded	<input type="checkbox"/>	<input type="checkbox"/>	12/8/2009

Click on date to open supplier details

You can also use the free Public system to find the contact details for these award packages. For assistance click on the HELP menu and download the help desk guideline *"How to find and register for supply opportunities on the free public site"*.

CLOSING FOR REGISTRATIONS BETWEEN - 19/10/09 to 01/11/09

There are 13 packages closing for full package registration over the next fortnight on the below projects.

Project	Packages about to close
Gorgon Project	12
Fiona Stanley Hospital	1

The easiest way for you to access and register your interest on these supply opportunities is by logging into Your Company Account, select the Searching menu and click on Search Supply Opportunities. This will open the below search engine.

- Set the search engine Package Status to Full Package Open
- Set the Date Range from 19/10/2009 to 01/11/2009
- Set the Filter by date to Closing date
- Press the Search button.

DUPLICATE THESE SEARCH ENGINE SETTINGS

Enter your keywords to find project packages

For further information hover your mouse over options labels below:

Project :

Keyword(s) : ← 4. Press

Search :

Search String : Exact match Any keyword ← 1. Select

Package Status : Full or Component Package Open Full Package Open Awarded packages New packages Closed packages

Filter by date : To: ← 2. Set dates
(Optional)

Closing date Listed date Awarded date ← 3. Select

To register your interest, check the boxes for the opportunities you are interested in and press the Submit Interest button at the bottom of the webpage.

You can view your registrations by selecting the Registrations menu and click on Active Registrations.

If you need some assistance with your company account login, using the opportunities search engine or checking your registrations please click on the HELP menu within your company account system.

You can also use the free Public system to find and register on these opportunities. For assistance click on the HELP menu and download the help desk guideline *"How to find and register for supply opportunities on the free public site"*.

NEW PACKAGES LISTED BETWEEN - 02/10/2009 to 18/10/2009

There have been 19 new full package supply opportunities listed on ProjectConnect by projects in the fortnight ending 18 October 2009.

Project	New Packages Listed
Gorgon Project	17
Fiona Stanley Hospital	2

To easiest way for you to access and register your interest on these supply opportunities is by logging into Your Company Account, select the Searching menu and click on Search Supply Opportunities. This will open the below search engine.

1. Set the search engine **Package Status** to **New**
2. Set the **Date Range** from **02/10/2009 to 18/10/2009**
3. Set the **Filter by date** to **Listed date**
4. Press the **Search** button.

The screenshot shows a search form titled "Enter your keywords to find project packages". It includes a "Project" dropdown menu, a "Keyword(s)" input field with a "Search" button, a "Search" dropdown menu, and "Search String" radio buttons for "Exact match" and "Any keyword". The "Package Status" section has radio buttons for "Full or Component Package Open", "Full Package Open", "Awarded packages", "New packages" (which is selected), and "Closed packages". The "Filter by date" section has a date range from "2/10/2009" to "18/10/2009" and radio buttons for "Closing date", "Listed date" (which is selected), and "Awarded date". Red arrows and text annotations point to the "Search" button ("4. Press"), the "New packages" radio button ("1. Select"), the date range input fields ("2. Set dates"), and the "Listed date" radio button ("3. Select").

To register your interest, check the boxes for the opportunities you are interested in and press the Submit Interest button at the bottom of the webpage.

You can view your registrations by selecting the Registrations menu and click on Active Registrations.

If you need some assistance with your company account login, using the opportunities search engine or checking your registrations please click on the HELP menu within your company account system.

You can also use the free Public system to find and register on these opportunities. For assistance click on the HELP menu and download the help desk guideline "How to find and register for supply opportunities on the free public site".

Tender Tip – The Cover Letter

The cover letter is an important and often underused weapon in a submission. It is very rarely actually asked for by the organisation you are responding to, but almost every bid, proposal, tender and grant response should have one. Here are some general tips to get maximum impact and effect in a bid from your cover letter:

- **Where to put it:** After the title page, the cover letter should be put in front of everything else. It should be on your company letterhead. If you have a joint submission with another company, you can make up a joint letterhead if that is the most appropriate thing to do.
- **How long to make it:** It should be only one page in length, or two at the absolute most. The exception to this is if you are doing a combined cover letter / executive summary where you could stretch it out to three or a maximum of four pages. But a combined cover letter / executive summary is recommended only for short submissions, otherwise you should include both a cover letter and an executive summary.
- **Who to address it to:** Take guidance from the document you are responding to. Often there is a specific contact person mentioned and that is the person to use. Sometimes there is also an authority, like a CEO, who may have signed the letter inviting you to submit a response. If in doubt, address your letter to the most senior person. You can always mention the other person as a cc at the end of your letter, and then send that person a separate copy of the document.
- **Who should sign it:** The cover letter should be signed by a person in your organisation of similar stature, status and responsibility to whom the letter is being addressed. If your person has had little to do with the response, or is not the best person to field ongoing questions about your response, then also give the details of the best contact person in the final paragraph of your letter (see table below). This could be the person that is most known or familiar to the organisation you are responding to, and has been responsible for most of the relationship building or correspondence to date.
- **What to include:** In addition to the standard items (such as date, name, address, title and signature block) the cover letter needs to include just three elements, but can have up to five. These are outlined in the table below.

Number	Element	Comment
1	Introduction (mandatory)	A short introduction “thankyou for inviting our company to tender”.
2	Win Theme (mandatory)	A simple, specific and unique reason why you should be given this job. It can stretch to a few bullet points, but should not be a long list of reasons or general statements. This should support and reinforce the themes in your executive summary and throughout the document.
3	Administrative Note (optional)	Sometimes a note about an administrative aspect of the tender can be provided. For example, your submission is divided into two volumes with the second volume being appendices, or you have included an auto-run DVD as an extra, or you are tendering as a joint venture.
4	Commitment (mandatory)	A personal commitment statement to making the contract a success. It could also include other commitments such as opening your offices for inspection or providing key personnel for a presentation.
5	Contact (optional)	Details about the most appropriate contact person (name, position, telephone, e-mail) if different from the person signing the letter.

Advertisement

How to Improve Your Tender Response and Win More Bids



Does this sound familiar?

- ✚ Tender responses invariably end up being rushed, stressful events.
- ✚ You are never really fully happy with the result but don't know how to improve what you are doing.
- ✚ You're told you lost the business on price.

Competitive tendering is an essential aspect in winning business. In today's fiscally conservative climate, this landscape is even more competitive. However, it is a time-consuming and costly process so it is important to get it right. And if you are not winning at least 1 in 4 bids, then you need to change what you are doing.

Because we are experienced in both the buyer side (issuing/evaluating tenders) *and* bid management, we are able to give you inside buyer's tips to improve your bid quality and increase your likelihood of winning that next tender.

We are presenting a series of one-day workshops beginning 5/11/09. Register early and improve your win rate!

For more information visit www.scsa.net.au/Workshops.htm or call us on 9453 5955.

Where: Cliftons, Parmelia House, St George's Terrace

Price: \$840 (15% discount for second and subsequent attendees from the same organisation)

Please contact us on 08 9365 7604 or via email projectconnect@cciwa.com if you would like to advertise your event in ProjectConnect's News Update