

Situation:

Woodhouse Workspace have over 40 years' experience in office design, office fitout and office refurbishments, across Hertfordshire, London & the surrounding areas – creating smart workforces for their clientele. Some of their notable clientele include Ocado, Engie and Ladbrokes. Woodhouse contacted us regarding our Tender Writing services, requiring assistance with the submission of a private-sector PQQ distributed The Steer Group, who sought the appointment of a Design & Build Contractor for CAT B* design and fit-out of a new office space of approximately 14,000 square feet, located in London SE1.

Task/Challenges:

Woodhouse discovered Hudson whilst researching options for tender support services and following a series of internal meetings, they solicited our services for assistance in the completion and submission of this PQQ.

In the completion of the PQQ, we were challenged by working with a new client and extracting the relevant information from them to complete the quality responses to the desired level. Given the complexity of the specification, detailed input was required from Woodhouse to answer the quality responses to the desired quality. Lead Writer, Jonny Worthy held several Zooms meetings with the client team to extract this information as efficiently as possible.

Activity:

The actions we took to ensure that we performed to the exceptional standards expected of us are as follows:

- We set detailed communication procedures for client liaison to ensure that all the information we needed for the tender was extracted and relayed to our team efficiently. To begin with, we developed a thorough bid plan, outlining the information needed at the earliest opportunity, ensuring the client was aware of the level of input required from them from the outset.
- The workload was delegated across our internal team of expert Bid Writers who proactively dealt with each response to produce high quality, well researched and detailed content.
- Quality responses went through a structured internal review process, ensuring spelling and grammar was consistent throughout and all areas of the specification were covered within the responses.

Our structured approach ensures a solid relationship flourished which enabled us to complete the works on-time and to the desired quality.

Results:

Our team were able to turn around over 14,000 words in 6 working days to successfully submit the tender ahead of the submission deadline. As a result of Hudson's and Woodhouse's' combined efforts, we successfully passed the initial PQQ stage, enabling Woodhouse to move forward onto the Design & Tender stage.

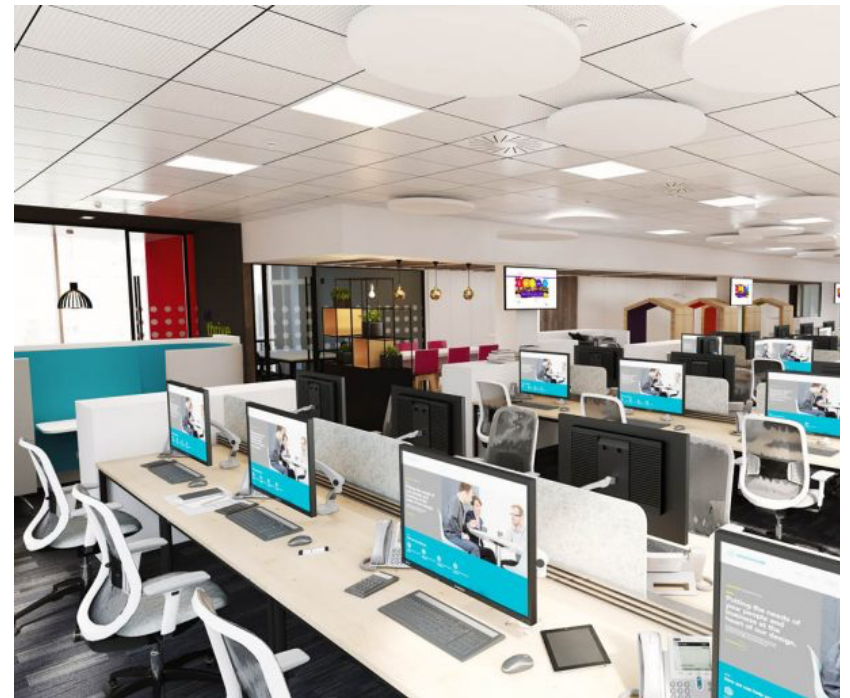
“Jonny and the team were very responsive, worked within a tight deadline and ensured a successful outcome for our PQQ response. We would highly recommend them.”

Crawford Palmer - Project Coordinator

HUDSON™



Woodhouse Workspace



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