

Bids and Tenders Manager

Reporting to: Head of Supply Chain & Procurement	Direct Reports: None
Department: Finance & Operations	Location: Watford – office based role

Company information

Established in 2000, Clinisupplies is a UK based medical devices company specialising in the manufacturing and marketing of products for the primary and secondary healthcare sectors.

Mission

To enhance quality of life and provide peace of mind.

Vision

Access to precision MedTech for every patient, globally.

Values

- Agile
- Inquisitive
- Collaborative

What do we stand for?

Same on outcomes. Better on price

At Clinisupplies, we want to make a difference in healthcare. That means understanding our customers' needs and delivering on their biggest priorities. We recognise that the NHS needs to offer quality of care and save money – that's why Clinisupplies offers products that are designed to deliver value to customers. With a strong focus on Urology, Wound & Skin care, and Wound Closure, our products and services are developed to assist clinicians and patients, with practical solutions that provide high quality outcomes at an exceptional price.

Role summary

This role is responsible for facilitating all contract and tender submissions, maintaining all records of awards, and actioning any related queries regarding the contracts in a timely manner. Additional responsibilities include analysing and optimizing Clinisupplies' pricing and margins on all contracts and maintaining Clinisupplies Labour Standards Assurance System (LSAS). This is an office based role, in Watford, with some flexibility to work from home.

Key responsibilities

The following provides an indication of the key responsibilities involved in this role but is not intended to be an exhaustive list of all duties that you may be required to do.

Contract management

- Lead and project manage all contract/tender bid preparation and submission for Clinisupplies.
- Be the single point of contact for all internal and external stakeholders, developing a project plan, assigning tasks to the project team, and gathering, checking, and signing all paperwork for submission to the relevant parties/portal.
- Maintain and develop the Tender Tracker, ensuring key stakeholders are informed with key upcoming tender opportunities and extensions.
- Maintain and develop the Tender Library, updating all existing documents when required (minimum annually) and create new documentation/SOPs to support the non-financial sections of bids and the business' policies and procedures in general.
- Regularly check the tender portal for notifications of the latest tender releases (PINs, ITTs, etc.) and prepare regular notifications for key stakeholders.
- Evaluate new opportunities for Clinisupplies to compete on new national, or international contracts or tenders.

Price management

- Develop and maintain a clear process and model for the management of tender pricing.
- Maintain a clear process and set of guidelines for the purpose of signing off new prices for products being submitted as part of any relevant tender bid/extension.
- Ensure all prices meet Clinisupplies margin expectations.
- Develop and manage Clinisupplies tender price management model, that allows new pricing for new bids to be discussed and agreed, as well as existing pricing to be reviewed for extensions.
- Regularly review customer/Clinisupplies compliance to all active tenders, ensuring prices and minimum order quantities are being utilised as agreed on the contract. Resolve any problems with tender issuer.
- Regularly review COGS and actual margins based on the live contract, compared to expectation, and report the results quarterly to the business.
- Ensure all systems and records are kept up to date with all active SKUs and pricing so all key stakeholders have the information they need to execute the contract.

Supplier management

- Build and maintain professional relationships with new/existing suppliers.
- Head the Labour Standards Assurance System (LSAS) for Clinisupplies. Liaise with all suppliers to ensure they meet expected requirements, manage, and develop the appropriate policies and procedures, ensure all necessary paperwork is in place, including maintaining the list of approved suppliers.
- Project manage the internal audit in preparation for the external audit. Raise any areas of concern with line manager.
- Work with external auditors to ensure Clinisupplies passes the annual LSAS audit, providing them with any necessary paperwork.
- Ensure Clinisupplies is compliant with Modern Slavery requirements as per MSAT – a modern slavery risk identification and management tool.
- Play a key role in the development of Service Level Agreements (SLAs), distribution agreements and terms of contracts with suppliers to support the delivery of high standards/compliance to LSAS/MSAT.
- Be on-hand to deal with ad-hoc queries from providers (e.g. NHS Supply Chain) and lead preparation and submission of any additional paperwork, as required.

In all tasks and responsibilities, accurate records should always be maintained.

Skills and experience required:

Experience

- Contract management, negotiation, or tender management – ideally with ERP systems experience (e.g. SAP, Oracle, etc.)
- Healthcare industry experience is an advantage.
- Excellent Microsoft Office skills.

Skills

- Commercially astute – aware of the impact of your actions on the top- and bottom-line results
- Well-organised and adaptable – excellent planning skills and ability to execute to deadlines, with flexibility to meet the changing needs of the business and the role.
- Practical thinker and problem-solver – good concentration and focus that allows you to clearly think through a problem and provide a practical, tangible solution.
- Logical and analytical – process-driven mindset with the skill to analyse qualitative and quantitative information to support good decision making.
- Good communicator – you can listen and speak confidently and sensitively to others as well as being able to use tools to help others understand the issue at hand.
- Self-motivated team player – you can work independently and as part of a team.

Clinisupplies is dedicated to the continuous development of our employees and offer excellent career prospects for the strong candidate. We offer an attractive benefits package including a competitive salary, 27 days holiday pro-rata (increasing with service) plus bank holidays, pension, profit related pay.

Clinisupplies Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

How to apply

If you are interested in this position, please forward your CV to recruitment@clinisupplies.co.uk

Please note that in addition to the interviews there will be assessments as part of our recruitment and selection process.

Candidates must be eligible to live and work in the UK.

No agencies please.