



City of Westminster

SUPPLIER READINESS PROGRAMME

Summary:

The Westminster Supplier Readiness Programme aims to upskill and support Westminster-based small and micro businesses to become supplier ready with a goal to successfully secure private and public sector contracts. All Westminster SMEs, and London based mission- or diverse-led organisations are eligible to apply for support. This falls in line with the Councils' Fairer Economy plan.



How it was created

The Supplier Readiness Programme is a joint venture by Westminster City Council, UKSPF and the Mayor of London in order to support SMEs in being able to prepare, bid and win private and public sector contracts. In the light of Brexit and the cost of living crisis, it has been recognised that the hardest hit organisations are SMEs, which created an obligation to support and grow them. The programme also supports larger organisations to be able to fulfil the pledges within their contracts with local spend, local procurement & engaging with SMEs.

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To register, please complete the following form:
<https://forms.office.com/e/6Qg96N6rmf>

✉ supplier.readiness@westminster.gov.uk

Why businesses should apply

The purpose of the Supplier Readiness Programme is to support SMEs into winning public and private sector contracts, which in turn will ensure their organisations are able to grow, flourish and continue to be sustainable. The idea is not only to introduce them to the Council's partners to help them grow their network and learn about upcoming contracting opportunities, but also to enable them to upskill in areas where they feel deficient, as well as in the areas of weakness identified by the organisations holding the contracts and tenders.



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The benefits businesses will gain from applying

- Tailored guidance, workshops, and tools on SME supplier bidding for public and private contracts.
- Training sessions through hybrid delivery on upskilling, best practices and knowledge-sharing opportunities to prepare for contract bidding and delivery.
- B2B mentoring, business shadowing, advice and training from larger companies in your sector.
- Sector-specific 'meet the buyer' events and relevant networking opportunities.
- Supplier directory where businesses can be referred onto the Council's partners relating to contract opportunities.

Workshops and Events

- Practical Bid Writing Masterclass
- Introduction to Public Procurement
- Cost Management and Financial Strategy in Bid Writing
- Sector Specific Meet the Buyer Events and Networking
- Pitch Coaching
- Digital Marketing and Branding

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