

Kiplang'at Tito
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Summary

Dedicated Tender Specialist with over 5 years of experience in overseeing the end-to-end tender process. Proficient in developing winning proposals, managing bid timelines, and fostering strong client relationships. Adept at analyzing tender requirements, strategizing responses, and ensuring compliance with all regulations. Skilled communicator with a proven track record of securing contracts across diverse industries. Seeking to leverage expertise in tender management to drive success for Pinakim Africa Limited.

Skills

- Tender Management
- Proposal Development
- Client Relationship Management
- Bid Analysis and Strategy
- Compliance and Regulation
- Negotiation and Contracting
- Deadline Management
- Communication and Presentation
- Proficiency in Microsoft Word, Excel, Power point, Ms Project and Adobe

Professional Experience:

Bid Manager - Pinakim Africa Limited Nairobi, Kenya 2021- 2024

- Led the tender process from identification to submission, resulting in increase in successful bids over 2 years.
- Developed and maintained a database of tender opportunities, ensuring a proactive approach to tender submissions.
- Collaborated cross-functionally with sales, legal, and technical teams to tailor proposals to client needs and requirements.
- Negotiated contracts and agreements with clients, optimizing terms and conditions to maximize profitability.
- Conducted thorough analysis of tender documentation, identifying risks and opportunities to inform bid strategies.
- Ensured compliance with all regulatory requirements and internal policies throughout the tender process.

Bid Officer - Dialescas Africa Limited - Nairobi, Kenya 2018 - 2021

- Bid Strategy Development: Crafted comprehensive bid strategies aligned with organizational objectives and client requirements. Conducted thorough research on client needs, competitors, and market trends to inform bid approaches.
- Proposal Writing and Editing: Led the development of compelling, tailored proposals that effectively communicated value propositions and differentiated offerings. Ensured clarity, consistency, and compliance with tender requirements throughout the proposal lifecycle.
- Risk Assessment and Mitigation: Conducted rigorous risk assessments to identify potential challenges and opportunities associated with bid submissions. Implemented proactive mitigation strategies to address risks and enhance bid competitiveness.
- Client Relationship Management: Cultivated and maintained strong relationships with clients, understanding their objectives and preferences to tailor bid responses accordingly. Engaged in proactive communication and negotiation to address client concerns and preferences.
- Quality Assurance: Implemented robust quality assurance processes to review and refine proposal content, design, and formatting. Conducted thorough reviews to eliminate errors and inconsistencies, ensuring the professionalism and accuracy of bid submissions.

Education

- Bachelor of Science in Computer Science - South Eastern Kenya University Kenya 2014-2017

Awards and Recognition

- Dialescas Africa Limited Employee of the Year award of the Year 2019

References

- Available upon request.