

Shield Docs Tender

Streamline and secure tender collation, collaboration and approvals for on-time submissions



Any organisation familiar with tenders is aware that document security is paramount when it comes to commercially sensitive and competitive material. With the advent of increasingly flexible and distributed workforces, tender documents are just as likely to be pulled together in a “virtual war room” as a physical office.

Bid teams need a safe online workspace where both internal and external parties contributing to tenders can securely come together to share ideas, information and collaborate on submission documentation. When time is of the essence and the stakes are high, there needs to be tightly managed milestones and approval workflows, as well as security to maintain the integrity of the collaboration process.

Shield Docs 'Tender' provides layered security with enhanced productivity and intelligence features to facilitate safer, smarter and more efficient business in the cloud. Its calendar-driven workflows help keep teams on track to deliver, with a clear understanding of assigned roles, and its intuitive collaboration module and version control ensures everyone is working on the most up-to-date documents.

The 'Tender' solution gives users a commercial advantage by saving time through productivity gains and efficiency features. It creates an environment of trust and security, enabling users to collaborate freely and focus on the task at hand whilst reducing risk and ensuring the integrity of the submission.

KEY FEATURES

INTUITIVE FUNCTIONALITY

- Seamless **collaboration** and co-authoring in real time
- Document version control
- Approval workflow tracking and reporting
- Built-in **calendar** with reminders to streamline deal management
- Q&A workflow to manage FAQs
- Secure file transfer and storage

GRANULAR USER ACCESS AND RIGHTS MANAGEMENT

- Admins can invite both internal and external users and limit or enhance their contributor rights accordingly.
- Workspace members can only see and make changes to the sections that are relevant to them.
- Ability to allocate document access **permissions** per user such as print, download or view only.

REPORTING, AUDIT AND FORENSICS ENGINE

- Designed by data forensics experts
- Ability to track every action within the workspace
- Contributor **time management** and usage reporting
- Ensure the **integrity** of the tender process
- Out of the box reports and real time dashboards

REMOTE DOCUMENT ERADICATION

- Remote document access **termination** from anywhere, at any time if suspiciously nefarious or unauthorised activity detected.

FLEXIBLE PAYMENT OPTIONS

- **Subscription** billing per user per month. Great for smaller companies.
- Or purchase per workspace per annum including unlimited users and rotation rights. Suitable for larger enterprises.

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