

Title	Conduct procurement for office supplies and equipment
Code	106738L4
Range	Sourcing and purchasing of office supplies and equipment. This refers to the purchasing of different equipments and office supplies for daily consumption (i.e. excluding fixed assets, capital equipments, etc.)
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand knowledge and procedures in procurements <p>Be able to:</p> <ul style="list-style-type: none"> • Summarize the procurement policies and procedures of the bank in order to oversee the procurement process • Demonstrate proficient understanding in procurement and contract management in order to develop product / service specifications 2. Select appropriate vendor <p>Be able to:</p> <ul style="list-style-type: none"> • Outline the products / services specifications according to the needs of users • Develop the documents on invitation of quotations / proposals and send out to potential vendors in accordance to the procedures of the bank • Examine quotations / proposals submitted and evaluate against pre-agreed assessment criteria • Seek clarifications from potential vendors or invite them to conduct presentations if needed • Advise the acceptance and rejection of quotations / proposals and present the information to relevant parties for vetting and approval 3. Ensure a fair and equitable procurement process <p>Be able to:</p> <ul style="list-style-type: none"> • Familiarize with best practices and ordinances related to probity and anti-corruption and ensure compliance
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Monitoring and executing the procurement process to ensure compliance with the bank's procedures and fulfillment of users' requirements.
Remark	