Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Conduct solicitation
2. Code	ITSWPM522A
3. Range	Initialize tender procedure and conduct solicitation of returns from vendors [Project Management – Project Procurement and Contract Management]
4. Level	5
5. Credit	5
6. Competency	<table><tr><td colspan="2">Performance Requirement</td></tr><tr><td>6.1 Have knowledge in sourcing prospective sellers</td><td>Be able to locate the appropriate prospective bidders who are capable in providing the services</td></tr><tr><td>6.2 Have knowledge in placing advertisements in general circulation publications</td><td>Be able to expand the existing lists of potential sellers through placing advertisements in newspaper or in professional journals</td></tr><tr><td>6.3 Conduct bidder's conference</td><td>Be able to establish key principles for conducting a bidder's conference and make clarification on bidder's concerns</td></tr><tr><td>6.4 Establish protocols for communicating with prospective sell</td><td>Be able to ensure that all prospective sellers have a clear, common understanding of the technical requirements</td></tr><tr><td>6.5 Make amendments on procurement documents</td><td>Be able to incorporate the responses to bidder's questions into the procurement into the procurement documents</td></tr><tr><td>6.6 Collect proposals from perspective sellers</td><td>Be able to receive seller-prepared proposals under confidentiality control</td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) carry out the solicitation process smoothly; and (ii) provide a fair treatment to each individual perspective seller with appropriate level of information and assistance.
Remark	Pre-requisites: ITSWPM521A