

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Design and prepare tenders
Code	LOCUOM402B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to design and prepare tenders according to the needs of individual projects and the allocation of jobs among participating partners and units.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of designing and preparing tenders</p> <ul style="list-style-type: none"> • Understand the resources, capability and strengths of the company • Understand the company's participation in different processes of the logistics and express operation • Understand the special technological requirements in different processes stated in the tender, such as specified professional qualifications, updated technologies and application, trade standards and licenses, etc. • Understand the requirements of individual projects • Understand the actual situation of the market for logistics and express services and relevant providers • Understand the concepts of insurance, tender documents and tenders • Knowledge of new technologies development and implication to enhance service coverage and competitive advantage of the company • Understand how to apply tender format and layout • Master how to apply the general trade terms, abbreviations, and technical terms of the logistics industry and understand some legal terms related to the industry <p>2. Design and prepare tenders</p> <ul style="list-style-type: none"> • Carefully read the detailed requirements stated in the tender documents for individual projects; analyse and understand the special technological requirements and the need for special services • Understand the allocation of jobs among participating partners and units based on the instructions of superiors • Carefully re-read relevant details and requirements stated in the tender documents with reference to the area of work of each participating party and unit, and design and prepare tenders in response to such requirements • Work with other participating partners and units in preparing the tender so as to avoid overlapping of the content and to ensure good organisation of all parts • Examine the whole tender to ensure that all the requirements are met • Emphasise the company's strengths in the tender so as to increase the chance of winning the bid • Study and include the new proposed technologies to support and provide value added service and most advanced solutions to the customers • Collaborate with other departments (IT, operations) to introduce the advantages and disadvantages of new technologies and applications
Assessment Criteria	The integrated outcome requirements of this unit of competency are:

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	<ul style="list-style-type: none">• Capable to master the allocation of jobs among participating partners and units based on the instructions of superiors; understand the requirements stated in the tender documents with reference to its own area of work; and design and compile tenders; and• Capable to work with other participating partners and units in preparing the tender so as to avoid overlapping of the content and to ensure good organisation of all parts
Remark	