

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Prepare RFQ (Request For Quotation), RFP (Request For Proposal), Tender document
Code	LOCUOM403B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to understand the internal or external projects or unsolved problems facing the company and to submit RFQ/RFP/Tender documents to superiors, business partners or customers.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Master knowledge and techniques of preparing proposals</p> <ul style="list-style-type: none"> • Understand the problems or projects to be dealt with by the Request for Quotation (RFQ)/Request for Proposal (RFP)/Tender documents • Understand the target audience of the RFQ/RFP/Tender documents • Have a better understanding of the logistics market and its future development • Understand the company's operation and work process in logistics and cargo transport • Understand the business policy, development direction and resources of the company • Have a better understanding of the business operation of the company, including business scope, operation, process, price, and the work area of different departments • Master the details and nature of the project, its need for services and relevance to the company's business, and the present and future challenges • Understand the techniques of preparing proposals and have good writing skills • Understand the application of the format and layout of a proposal abbreviations, and technical terms of the logistics industry and understand some legal terms related to the industry <p>2. Prepare proposals</p> <ul style="list-style-type: none"> • Collect background information, documents and data relevant to the project, including concepts, plans, expenditures and identification of means of collecting information • Analyse the focus of a project or a problem • Analyse the benefits of the proposed project brought to the company • Prepare the details of the RFQ/RFP/ Tender documents according to specified requirements and formulate implementation plans, including design of process, characteristics of the project and implementation methods, schedules, manpower deployment, financial budget and expected outcomes • Liaise with different departments to discuss the details of the proposal, and make modifications if necessary • Compile relevant RFQ/RFP/Tender documents
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to collect information and data, to analyse the projects or unsolved problems and to make recommendations accordingly; and • Capable to work with other departments or partners to prepare RFQ/RFP/Tender documents and formulate implementation plans
Remark	