# Specification of Competency Standards
## for the Logistics Industry
## Unit of Competency

Functional Area - Operations Management

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| Title | Manage process of calling for tenders |
| Code | LOCUOM415B |
| Range | This unit of competency is applicable to sea freight, air freight and express operators. Practitioners should be capable to manage the process of calling for tenders according to the business policy of the company and legal requirements. |
| Level | 4 |
| Credit | 6 （For Reference Only） |
| Competency | Performance Requirements<br>1. Knowledge of calling for tenders<br><br>• Understand tendering procedures and requirements<br>• Understand the methods and techniques for designing and compiling tendering documents<br>• Master the ways of tendering, such as invited tender or open tender<br>• Understand the legislations relevant to tendering<br>• Understand the importance of the confidentiality of tendering procedures<br><br>2. Manage process of calling for tenders<br><br>• Send out tendering documents and information to contractors and suppliers that are interested in the tender<br>• Answer tendering questions from interested contractors and suppliers<br>• Understand clearly the requirements of individual projects and the company's need for tendering in specified areas of a project<br>• Collect tenders submitted by contractors/suppliers<br>• Conduct working procedures and mechanism for tender assessment<br>• Send out feedback/ result related to tendering or successful tender<br>• Compile reports to illustrate the management system of calling for tenders |
| Assessment Criteria | The integrated outcome requirements of this unit of competency are:<br><br>• Capable to answer tendering questions raised by parties that are interested in the tender; and<br>• Capable to conduct and manage the process of calling for tenders according to procedures formulated by the company. |
| Remark | |