

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Plan a tender
Code	LOCUOM506B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to plan a tender according to the needs of individual projects and the actual situation of the market for logistics services.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of bidding for the supply of logistics and freight services</p> <ul style="list-style-type: none"> • Understand the resources, capability and strengths of the company • Understand the processes in daily logistics operation • Understand the special technological requirements in different processes stated in the tender, such as specified professional qualifications and licenses, etc. • Understand the actual situation of the market for logistics service providers • Understand the planning, setting and importance of KPI on the measurement of performance of critical areas <p>2. Plan a tender</p> <ul style="list-style-type: none"> • Carefully read the detailed requirements in the tender documents for an individual project; analyse and understand the special technological requirements and the need for special services • Analyse and assess whether the company alone can complete the project according to the special technological requirements • Assess the resources required to complete the project • Assess the need to include other service providers in the tender so as to increase the chance of winning the bid • Analyse the technical realm and the potential partners for cooperation and select appropriate service providers according to past working relationship and performance so as to increase the chance of winning the bid • Discuss the major areas for cooperation, the allocation of human resources, etc. with the bidding partner • Formulate strategies for compiling tender • Develop KPIs for the key areas
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Analyse whether the company alone can complete the project or it has to include other service providers in the tender according to the needs of individual projects, especially relevant special technological requirements; and • Analyse and select appropriate companies in cases where cooperation is needed; discuss and follow up the arrangements for cooperation so as to increase the chance of winning the bid.
Remark	