

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Assess the tenders from potential contractors
2. Code	LOCUOM508A
3. Range	This unit of competency is applicable in sea freight, air freight, and express operators. Practitioners should be capable to assess the tenders of potential contractors professionally and select the most appropriate contractor according to assessment procedures and criteria, and company policies.
4. Level	5
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of assessing contractors</p> <ul style="list-style-type: none">◆ Understand logistics and freight transport◆ Understand the business operation and market conditions of the industry◆ Understand the business policy and development strategy of the company◆ Understand the scope, terms and details of contracts◆ Master the company's policies and guidelines for outsourcing, including tendering procedures, tender assessment and selection criteria◆ Understand proposed tender specifications, including the terms in respect of service requirements, insurance coverage payment arrangements and termination of contract◆ Master ICAC's guidelines on prevention of corruption and other relevant code

	<p data-bbox="384 506 655 645">6.2 Assess the tenders of contractors</p> <ul data-bbox="783 226 1477 1868" style="list-style-type: none"><li data-bbox="783 226 1477 465">◆ Understand all the requirements in the tender, such as the experience in similar projects, the lowest tender, the price, the cost, the best sequence of work and the best outcome<li data-bbox="783 506 1477 645">◆ Select the tender in the interests of the company according to company policies, and assessment and selection criteria<li data-bbox="783 667 1477 752">◆ Examine the information and content of tenders<li data-bbox="783 775 1477 860">◆ Interview or contact potential contractors so as to understand the content of tenders<li data-bbox="783 882 1477 1021">◆ Give considerations to the past experience and performance of potential contractors<li data-bbox="783 1043 1477 1128">◆ Listen to the presentation of tenders by potential contractors<li data-bbox="783 1151 1477 1236">◆ Ask potential contractors to submit additional information or proofs<li data-bbox="783 1258 1477 1397">◆ Select tenders according to the content, the assessment criteria or the point system<li data-bbox="783 1420 1477 1659">◆ Analyse the quotations and the cost information of contractors and compare the experience in similar projects, the lowest tender, the price, the cost, the best sequence of work and the best outcome<li data-bbox="783 1682 1477 1767">◆ Negotiate with contractors in response to their quotations<li data-bbox="783 1789 1477 1868">◆ Compile reports to illustrate the selection of contractors
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li data-bbox="386 293 1481 488">(i) Analyze the quotations and the cost information of contractors and assess the information and the content of tenders according to company's strategy, and assessment and selection criteria; and<li data-bbox="386 524 1481 665">(ii) Select tenders according to the content, the assessment criteria or the point system; compile reports to illustrate the mechanism for selection of contractors.
8. Remarks	