

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Finance and Asset Management relating to a Property

Title	Execute and monitor on the procurement and tendering matters
Code	110579L4
Range	Works of procurement and tendering in property management services, applicable to executing and monitoring on the procurement and tendering matters
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thorough understand legal requirements and procedures of procurement and tendering</p> <ul style="list-style-type: none"> • Thoroughly understand the Building Management Ordinance, Prevention of Bribery Ordinance, and other legislations, and the codes of practice and guidelines of procurement and tendering issued by the company <p>2. Execute and monitor procurement and tendering</p> <ul style="list-style-type: none"> • Be able to arrange procurement by invitation to quote or tendering in accordance with established procedures • Be able to monitor the implementation of general procurement procedures as required by the company and ensure that the procurement process complies with legislations and the code of practice of the company • Be able to draft tender invitations and related documents as required, including invitation to tender, pre-qualification of contractors or suppliers, tenders, tendering methods or other required documents • Be able to assist in arranging tender briefings and preparing documents for bidders' reference • Be able to execute and supervise the tendering process and tender opening process, including arrangement of tender boxes, tenders submission records, witnesses for tenders opening and tenders opening records • Be able to verify the contents of tenders, assist in the analysis of tenders, and draft analysis reports for approval by clients or owners corporations • Be able to verify whether the works/products comply with the tender and contract upon completion, and follow up the procedures of payment approval
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the Building Management Ordinance, the Prevention of Bribery Ordinance and other legislations and codes of practice and guidelines of procurement and tender procedures issued by the company; • Be able to monitor the implementation of general procurement procedures as required by the company and ensure that the procurement process complies with the legislations and the code of practice of the company; and • Be able to draft the tender documents as required, execute and supervise the entire tendering process, assist in the analysis of tenders and the drafting of the analysis report.
Remark	