

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

Functional Area - Finance and Asset Management relating to a Property

Title	Plan as a whole on the arrangements on procurement and tendering
Code	110580L5
Range	Works of procurement and tendering in property management services, applicable to planning as a whole on the arrangements on procurement and tendering
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in the procedures of procurement and tendering</p> <ul style="list-style-type: none"> • Be proficient in Building Management Ordinance and code or practice of procurement issued by company • Be proficient in the pros and cons of various tendering methods <p>2. Plan as a whole on procurement and tendering</p> <ul style="list-style-type: none"> • Be able to plan as a whole on procurement and tendering in accordance with the code of practice under Building Management Ordinance and other relevant legislations, and company procedures • Ability to write and approve specifications and tenders • Be able to determine the qualifications of bidders, to determine tendering methods or procedures, such as open or selective tendering, pre-qualification procedures, tender submission methods, etc. • Be able to monitor the tendering process to ensure fairness and compliance with all legislations and codes of practice <p>3. Plan as a whole on tender evaluation</p> <ul style="list-style-type: none"> • Be able to plan as a whole on the interviews, prepare tender analysis reports, select and appoint suitable suppliers, service or works contractors, or provide advice to clients or owners corporations for approval and follow up on all procedures for approval, such as convening owners' meetings • Be able to approve completion and payment • Be able to accurately evaluate the service performance of various services or works contracts, and suppliers to assess the qualifications of contractors in participating in future bidding
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be proficient in Building Management Ordinance, the Prevention of Bribery Ordinance, other legislations and codes of practice of procurement issued by the company, and be proficient in the pros and cons of various tendering methods; • Be able to plan as a whole on the procurement and tendering in accordance with the requirements of legislations and codes of practice, be able to write tenders, determine the qualifications of bidders, decide on tendering methods or procedures, and ensure that the procedures are fair and objective; and • Be able to plan as a whole on the analysis of tenders, be able to select suitable suppliers or contractors and follow up on all approval procedures, and accurately assess the service performance of each supplier or contractor upon completion.
Remark	