

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

Functional Area - Finance and Asset Management relating to a Property

Title	Devise and formulate procedures on procurement and tendering
Code	110581L6
Range	Works of procurement and tendering in property management services, applicable to the devising and formulation of procurement and tendering procedures
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Integrate and evaluate procedures</p> <ul style="list-style-type: none"> • Integrate relevant legislation and codes of practice, and integrate relevant information and procedures • Integrate and evaluate contractor accreditation criteria and methodologies <p>2. Devise procurement and tendering procedures</p> <ul style="list-style-type: none"> • Be able to integrate relevant legal information and procedures to devise the most appropriate procurement and tendering procedures, including setting the tender amount and the corresponding method of procurement, the number of tenders, etc. • Be able to evaluate and develop specifications for tenders, such as chapters and project requirements, formats, information and documents required, etc. • Be able to devise contractor pre-qualification requirements, build a list of approved contractors, and devise procedures for regular review and update • Be able to monitor and review the tendering process, correct any deficiencies and make improvement • Be able to develop scoring criteria for tenders and effectively select appropriate contractors • Be able to plan and develop contractor service evaluation methods and standards, and evaluate the performance of contractors or suppliers on a regular basis or upon completion to determine the level or bidding qualifications of contractors or suppliers
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to integrate relevant legislations and codes of practice, integrate and assess contractor evaluation criteria and methods; • Be able to integrate relevant legal information and procedures, devise the most appropriate procurement and tendering procedures, be able to set specifications for tenders, monitor and review the tendering process, correct any deficiencies and make improvement; and • Be able to develop scoring criteria for tenders, effectively select appropriate contractors, plan and develop contractor service evaluation methods and criteria, and evaluate the performance of contractors or suppliers.
Remark	