Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Physical Security & Technological Support

Title	Manage the tendering process of a physical security project
Code	107665L5
Description	This unit of competency applies to security personnel at managerial level responsible for planning and design of physical security of an organisation. It covers the abilities to manage the tendering process of a physical security project.
Level	5
Credit	4

Competency	Performance Requirements
	1. Knowledge about tender and contract for security services:
	
	Be able to:
	• Understand the mission, objectives and operations of the organisation
	• Understand requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong
	• Understand the organisation's policies and guidelines relevant to information security and confidentiality as well as personal data privacy
	• Be proficient in the organisation's policies, procedures and guidelines relevant to tendering and contract management
	• Be proficient in best practices for contracting out security services, ensuring compliance with the Prevention of Bribery Ordinance, Cap 201
	• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts
	• Possess the people skills and communication skills to deal with others
	• Possess the literacy skills to clearly and accurately record information and activities
	2. Manage the tendering process for security services
	
	Be able to:
	• Follow the organisation's tender framework according to laid-down policies, procedures and guidelines, focusing on:
	   o Keeping the processes transparent, open and unbiased;
	   o Maintaining confidentiality of tender submissions; and
	   o Preventing conflicts of interest and/or unethical behaviours
	• Develop a detailed acquisition plan which should include:
	   o The options and reasons to proceed with the proposed tendering method
	   o The tendering processes
	   o The action plan to map out the milestones, deliverables, resources and timing associated with the tendering process
	• Develop the scope of work and the technical, functional and operational specifications about the security facilities, systems and equipment
	• Put together the tender documentation for tender invitation
	• Obtain approvals from management with adequate authority and seek legal advice where necessary
	• Follow the action plan to invite and receive tender submissions
	• Establish the assessment panel and the marking scheme for technical evaluation and financial evaluation
	• Evaluate tenders received, which should include:
	   o Conformance with the tender documents and process
	   o Operational/technical outcomes
	   o Financial outcomes
	• Determine and select the preferred service provider

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	• Submit to management and other stakeholders the evaluation outcomes, details of the tendering process and the recommended service provider • Conduct due diligence checks on the recommended service provider • Negotiate the contract and obtain management approvals to finalise the contract
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Manage the tendering process according to laid-down policies, procedures and guidelines and meet the requirements of relevant laws and regulations; and • Prepare the tender documents and reports accurately, addressing all the requirements of the outsourced services
Remark	Revised on Dec 2018