

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

Functional Area - Physical Security & Technological Support

Title	Manage the process to tender for the supply a security system for a client's site
Code	107668L4
Description	This unit of competency applies to security personnel at managerial level responsible for managing the operations of a company holding a Type III security company license for the design, installation, repair and/or maintenance of security systems and devices in Hong Kong. It covers the abilities to make the necessary preparation and compile the tender documents and follow through issues in the process to tender for the supply of a security system for a client's site.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical factors that will affect the management of the process to tender for the supply a security system for a client's site</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Evaluate the requirements relevant to the operations of a company holding a Type III security company license for the design, installation, repair and/or maintenance of security systems and devices in Hong Kong • Evaluate the requirements of the laws and regulations relevant to security work, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and related regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Evaluate the duty of care and third party responsibilities with regard to maintaining safety and security of the premises under protection • Analyse the company's policies, procedures and guidelines relevant to information security and confidentiality as well as personal data privacy • Evaluate the company's policies, procedures and guidelines relevant to tendering and contract management • Evaluate best practices for contracting out security services and the requirements of the Prevention of Bribery Ordinance, Cap 201 <p>2. Manage the process to tender for the supply of a security system for a client's site</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Prepare tender documents in accordance to the client's instructions in the tender invitation and clarify issues according to the prescribed format and process • Compile the proposal and quotation as specified in the tender invitation • Present the tender document to the management and relevant stakeholders of the company and obtain their approval of the tender documents in order to ensure that: <ul style="list-style-type: none"> ○ The proposed security system meets the client's specifications ○ The quotation is competitive and financially viable to the company ○ The company has the capacity and technical know-how to supply, install and service the system • Present the tender documents to the client and follow-up with further discussions and clarifications as required • Follow through (if the tender is successful) with contract negotiation until the service agreement is finalised • Conduct post-tender reviews to identify factors of failures/successes for future improvement

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Prepare the tender documents in accordance to the client's specifications and obtain internal approval prior to submission to the client in accordance to the company's relevant policies, procedures and guidelines;• Manage the tendering process in accordance to laid-down policies, procedures and guidelines of the company and comply with the requirements of the Prevention and Bribery Ordinance, Cap 201, in Hong Kong
Remark	Revised on Dec 2018