

**Specification of Competency Standards**  
**for the Travel Industry**  
**Unit of Competency**

Functional Area - Travel consultation and sales

Title	Master bidding skills and conduct bidding work
Code	110639L3
Range	This unit of competency involves understanding the provisions and rules, comprehension skills, and familiarity with company information. Practitioners should be able to master the tender conditions, ensure that the company meets the qualifications, and bid according to the requirements of the tender documents.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Master the tender conditions <ul style="list-style-type: none"> <li>• Content of tender documents and bidding qualifications</li> <li>• Deadline and methods of tender submission</li> </ul> </li> <li>2. Bid according to the requirements of the tender documents <ul style="list-style-type: none"> <li>• Master the main provisions listed in the tender documents and write the tenders, including the tender opening time, notification of tender award, payment method, and contact information</li> <li>• Ensure that the tender is signed by a qualified person of the company and stamped with the company seal</li> <li>• Double-check the content of the tender and the submitted supporting documents to ensure that the information is correct, including the date, transportation and schedules, cost, payment deadline, contract terms, Business Registration Certificate of the company, and Travel Agents Licence, etc.</li> <li>• Keep a copy of the tender for the records</li> <li>• Ensure that tenders are delivered according to the specified requirements before the deadline, such as email, by post, placing in the designated tender box, or in-person delivery to the organisation</li> </ul> </li> <li>3. Demonstrate professional skills and attitude <ul style="list-style-type: none"> <li>• Ensure that the company is eligible to bid, such as limited companies, non-profit organisations, contract organisations, or certain specific conditions, etc.</li> <li>• Prepare tenders that meet the requirements, and complete the tenders on time</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirement(s) of this unit of competency is/are:</p> <ul style="list-style-type: none"> <li>• Prepare the content of the tenders and related supporting documents according to the requirements of the tender documents; and</li> <li>• Submit tenders according to the specified requirements before the deadline</li> </ul>
Remark	