

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Enter into contracts with suppliers
Code	109025L3
Range	This unit of competency is applicable to managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of carrying out procurement of materials and tools required for the projects according to the organisation's procedures, and the contract requirements and budgets of the works projects. They should also be able to enter into contracts with suppliers for timely supply of relevant materials and tools for carrying out works.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of entering into contracts with suppliers</p> <ul style="list-style-type: none"> • Comprehend the contract contents and budgets of works projects • Comprehend the organisation's procurement procedures and the contents of procurement contracts • Know about the past service performance and expertise of relevant suppliers, and the market prices of the supplies • Comprehend legal knowledge related to contracts <p>2. Enter into contracts with suppliers</p> <ul style="list-style-type: none"> • Procure materials, tools and equipment that meet the requirements in terms of quantity and quality in accordance with the organisation's procedures, the contract requirements of the projects and the project budgets • Implement co-operation arrangements with suppliers • Reach an agreement on contract terms that are appropriate and safeguard the interests of both parties, for example, specifications of materials and tools, quantities, prices, delivery dates and acceptance inspection standards, penalties for delayed delivery, provisions for return processing, payment arrangements and termination of contracts • After entering into contracts and reviewing the contracts, submit them to superiors for approval <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Refer to the past service performance of suppliers proactively to facilitate the co-operation with the suppliers • Handle and keep the procurement contracts and quotation documents confidentially
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to carry out procurement processes according to the organisation's procedures, contract requirements of the projects and project budgets, as well as to control procurement costs effectively; • Able to enter into procurement contracts with suppliers in accordance with the contract requirements of the projects, and to ensure that the suppliers deliver the materials and tools required by the projects in a timely manner; and • Able to come to an agreement with suppliers on the contractual terms that are appropriate and clear, and protect the interests of both parties.
Remark	