

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

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Develop tender documents
Code	109032L6
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 using expertise in developing tender documents to analyse, assess and integrate information from all aspects of the organisation's outsourced services in order to develop tailor-made tender documents of high quality for the organisation's outsourced services, with a view to ensuring that the tender processes are fair and effective.
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of the development of tender documents</p> <ul style="list-style-type: none"> <li>• Master the entire tender processes of works projects, from invitation of tender submission to award of contracts</li> <li>• Comprehend the specifications and points to note regarding the development of tender notices and related tender documents</li> <li>• Comprehend the objectives and requirements of the organisation's outsourced services</li> <li>• Understand the tender documents of the organisation for similar works projects in the past</li> <li>• Master other contract details, interpretation of contractual terms and commonly used terms of the industry</li> <li>• Understand the laws and guidelines related to tendering</li> </ul> <p>2. Develop tender documents</p> <ul style="list-style-type: none"> <li>• Analyse and assess the operational strategies, and the expectations and objectives of the outsourced services of the organisation</li> <li>• Develop tender notices and contents of the projects' tenders after consolidating the objectives and requirements of the outsourced services, such as the outsourced projects' scope, objectives, service contents and requirements, experience requirements and other necessary requirements for tenderers, general and particular specifications, quotation restrictions, contractual terms, anti-collusion clauses, review methods and standards, deadlines for tender submission, methods of tender submission, and related points to note</li> <li>• Review tender requirements and specifications to avoid request for excessive information and restrictions on tenderers, so as to encourage more tenderers to participate in the tender exercise</li> <li>• Review the contents of the tender notices and documents to ensure that the contents are consistent, clear, accurate, reasonable and practically feasible</li> <li>• Manage the entire tender processes, including monitoring the sending of tender notices and documents, hosting tender briefings, etc., to ensure that the tender processes are fair and effective, and that tenderers comprehend the contents of the tender documents and project requirements</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• When reviewing the tender processes, contents and terms, explore the possibility of reducing the tender costs to attract more potential tenderers to participate in the tender exercise</li> </ul>

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	<ul style="list-style-type: none"><li>Actively refer to the tender documents and related materials of the industry for regular internal review to ensure that the contents of the tender documents are kept up-to-date and that their quality is improved constantly.</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>Able to fully understand and apply the knowledge related to the development of tender documents;</li><li>Able to analyse, consolidate and focus on the objectives and requirements of the organisation's outsourced services to develop appropriate, clear, reasonable and consistent tender notices and related tender documents; and</li><li>Able to manage the entire tender processes and review the contents of the tender documents timely to ensure that the tender processes are fair and effective.</li></ul>
Remark	