

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

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Prepare works quotations and tender documents
Code	109040L4
Range	This unit of competency is applicable to managers who are engaged in financial management in arboricultural and horticultural organisations. Practitioners should be capable of preparing quotations and tender documents according to the requirements of the tenders.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to the preparation of works quotations and tender documents</p> <ul style="list-style-type: none"> • Comprehend the general tendering processes, terms and points to note of works projects • Comprehend the project scope and internal guidelines of the organisation • Comprehend the requirements of tender contents, technology, materials, etc. • Comprehend the contract details, interpretation of contractual terms and commonly used terms of the industry • Comprehend the tender documents and quotations of the organisation for similar works projects in the past • Comprehend the laws related to fair competition <p>2. Prepare works quotations and tender documents</p> <ul style="list-style-type: none"> • Analyse the contents of tenders, including the project category, service contents, material requirements, margin requirements, assessment criteria, points to note, etc. • Arrange the work distribution and schedules for preparing quotations • Inspect the sites of the tenders and attend the tender briefings • Seek opinions from superiors on the works project quotations • Organise and prepare the tender documents, works quotations and attachments according to the requirements of the superiors and the tender documents <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Abide by the principle of confidentiality to handle all tender and quotation documents in a confidential manner
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to analyse the contents, requirements and points to note of tenders; • Able to arrange the work distribution and schedules for preparing quotations; and • Able to prepare tender documents and works quotations with a competitive edge.
Remark	