

1. Title	Perform management for air-conditioning and refrigeration project tender bids	
2. Code	EMACPM502A	
3. Range	Apply a wide range of technical and professional knowledge and skills, at air-conditioning and refrigeration project management office, in the management of air-conditioning and refrigeration project tender bids.	
4. Level	5	
5. Credit	15	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of managing air-conditioning and refrigeration project tender bids</p> <ul style="list-style-type: none"> ◆ Understand the details and characteristics of air-conditioning and refrigeration project tender invitations and bids, including: <ul style="list-style-type: none"> • Content of tender invitations and bids • Characteristics of tender invitations and bids • Procedures of general engineering tender invitations and bids <p>6.2 Methods and procedures of managing air-conditioning and refrigeration project tender bids</p> <ul style="list-style-type: none"> ◆ Carry out project planning in bidding air-conditioning and refrigeration project tenders, including: <ul style="list-style-type: none"> • Setting goals for tender planning • Formulating resources arrangement and organizational structure for air-conditioning and refrigeration project according to the goals for tender planning ◆ Conduct tender price evaluation, including: <ul style="list-style-type: none"> • Formulating the costing of the air-conditioning and refrigeration project according to contract conditions • Submitting counter-proposals to reduce the project price or raise the quality ◆ Determine the lump sum for a tender bid, including: <ul style="list-style-type: none"> • Conducting air-conditioning and refrigeration engineering market price analysis • Analyzing the accuracy of cost evaluation • Considering all factors to determine the lump sum for a tender bid <p>6.3 Professionalism in managing air-conditioning and refrigeration project tender bids</p> <ul style="list-style-type: none"> ◆ Perform management for air-conditioning and refrigeration project tender bids according to legal requirements and codes of practice 	

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to apply a wide range of technical and professional knowledge and skills and analyze all kinds of information so as to complete the management tasks for the air-conditioning and refrigeration project tender bid.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses general knowledge of air-conditioning and refrigeration system and engineering project management.