
Overview

This standard is about inviting, receiving, recording and evaluating tenders and selecting and awarding contracts. It includes answering pre-tender queries, making a selection against agreed criteria and negotiating contracts with suppliers. It is for administrators who invite tenders and select contractors.

Performance criteria

- You must be able to:*
- P1 include full information about the tendering process
 - P2 promote invitation to tender
 - P3 answer pre-tender queries in ways which make sure all prospective suppliers have the same information available to them
 - P4 receive, record and open tenders in line with the stated tendering process
 - P5 evaluate tenders against criteria
 - P6 make a selection in line with the selection criteria
 - P7 inform unsuccessful contractors and provide them with feedback where appropriate
 - P8 negotiate with selected suppliers to reach an agreement which offers good value for money and is acceptable to both parties
 - P9 negotiate contracts, complying with legislation and regulations
 - P10 make sure specifications and contracts are clear, logical and feasible and contain the correct terminology

Knowledge and understanding

You need to know and understand:

- K1 the legal, regulatory and organisational requirements governing contracts
- K2 how to identify financial resources needed to achieve aims and objectives of the specification
- K3 the purpose and benefits of having objective selection criteria
- K4 the purpose and benefits of inviting a range of potential contractors to bid for the contract
- K5 which points to consider when evaluating tenders
- K6 how to negotiate with suppliers

CFABAF111 SQA Unit Code FE1E 04

Invite tenders and select contractors

Additional Information

Skills

1. analysing
2. evaluating
3. negotiating
4. planning
5. prioritising
6. problem solving
7. reporting

Links to other NOS

Business Resources; Core Business and Administration;
Communications

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