

CFABAF111

Invite tenders and select contractors



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.

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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

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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

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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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