Unit Title:	**Manage a tendering process**
OCR unit number:	16
Level:	4
Credit value:	4
Guided learning hours:	21
Unit reference number:	L/506/1984

Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage a tendering process. Upon completion of this unit, learners will be able to develop a tender specification, manage a tendering exercise, and negotiate the award of contracts.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to develop a tender specification	**The Learner can:** 1.1 Explain the roles and inputs of those who need to be involved in the **tender process** 1.2 Identify essential and desirable business needs and their implications which may be included within the tender 1.3 Address all aspects of the specification including post-contractual requirements 1.4 Allocate priorities within the tender specification in accordance with business needs 1.5 Establish criteria and ranking systems to evaluate tenders in accordance with organisational procurement policies	The **tender process** is the release of the requirements for goods and services by an organisation, together with the associated documentation and instructions to complete a proposal of how the requirements would be met.
2 Be able to manage a tendering exercise	2.1 Assess the appropriateness of different media to attract potential suppliers 2.2 Use media to attract potential suppliers that are appropriate to the nature of the contract 2.3 Specify tender application procedures, arrangements and timetable	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 Invite suppliers to apply for the tender 2.5 Sift out those that do not meet the agreed criteria 2.6 Confirm that the track records of shortlisted suppliers demonstrate the required technical capability	
3 Be able to negotiate the award of contracts	3.1 Explain the provisions of contract law that affect the negotiation 3.2 Devise a negotiating strategy that is appropriate to the contract and supplier 3.3 Award contracts that best meet business needs, are realistic and meet the specification 3.4 Complete the tendering exercise in accordance with organisational standards 3.5 Analyse the implications of procurement decisions for the organisation, suppliers and potential suppliers 3.6 Communicate outcomes of the tendering exercise to stakeholders 3.7 **Adhere to organisational policies and procedures, legal and ethical requirements** when awarding contracts	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague. Learners should also be aware of *which* **legal requirements** relate to awarding contracts

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

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Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LED3	• Select suppliers through a tendering process

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .