

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Tendering Agent**☐ New

Position Number: _____

☐ Revised

Reports to: Procurement Specialist

Department: Procurement

Approved by: _____

Date: _____

JOB SUMMARY

The Tendering Agent handles routine or standard form contract agreements and related documentation in accordance with established board approved tendering policies and procedures. This position requires a minimum of independent business judgment and a high degree of management attention.

RESPONSIBILITIES

- Reviews solicitations and prepares routine response for proposals, bids, and contract modifications
- Prepare and collate tender documents for goods and services.
- Coordinate the procurement process from solicitation to contract award stage.
- Develops scope of works or terms of reference with the requisitioning unit.
- Assists in preparing moderate to complex, non-routine contractual instruments
- Prepares and administers routine correspondence, negotiation memoranda, and contract documentation to ensure timely and coordinated submission
- Coordinate and manage the kick off meetings in the lead up to the contract management stage.
- Coordinate the dispute resolution process between the buyer /supplier relationship
- Administer and aid in developing the contract administration plan framework within the contract execution stage.
- Oversees the contract records and files documenting contract performance and compliance
- Prepares and updates monthly Tendering Status Report for all tendering related activities
- Assists in Board of Surveys for disposal of items throughout the organization
- Coordinates and conducts evaluation training, evaluations, public opening as required

- Assists in coordinating and conducting Capital Equipment Committee meetings as required
- Prepares end-user satisfaction reports on Tendered items
- Develop supplier evaluation templates and assess supplier performance on a periodic basis
- Assists in the preparation of various Tendering workshops as required for suppliers
- Conducts market research prior to engagement of the tendering process with the requisitioning unit.
- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, and TRHA Protocols, Guidelines, Policies and Procedures and legislation
- Performs other related duties as assigned

AUTHORITIES

- To represent the Department on committees or at meetings within the organization or outside the organization as required

ACCOUNTABILITIES

- The issuing of Contracts/Purchase Orders to the successful bidders within 45 days of the closing of the bids, unless the TRHA withdraws the Tender
- Ensuring that the scheduling of all evaluations of items occurs within 20 days of the closing of the bids, without unduly overstressing the organizational capacity to meet the deadlines
- Adherence to all deadlines or clauses set in the Board approved Purchasing Policies and procedures and Tender documents issued to Suppliers
- Ensuring that all Tender files are created and updated weekly to guarantee correctness and completeness; as well as to ensure all copies of Bids and relevant documents are distributed to the Joint Select Committee and other relevant departments

SPECIAL REQUIREMENTS

- Willing to work overtime, public holidays and weekends
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster

SUPERVISORY RESPONSIBILITY

Indirect and direct supervision of clerks and trainees in the administration of their duties.

REPORTING

Reports directly to the Procurement Specialist or duly authorised officer

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of Tendering Policies and Procedures
- Working knowledge of contracting concepts, Uniform Commercial Code or public contract acquisition law and regulations
- Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines
- Strong analytical and communication skills
- Must be able to work within strict timelines
- Proficiency in Microsoft Office Suite as follows:
 - Medium knowledge of Word including the set up of Tables
 - Medium knowledge of Excel that includes a working knowledge of Pivot Tables
 - Medium knowledge of PowerPoint with excellent presentation skills
 - Medium knowledge of Microsoft Project

CREDENTIALS AND EXPERIENCE

- Bachelors degree in a Social Sciences discipline or any other related field from an accredited educational institution
- At least two (2) years' general business and tendering/contract-related experience
- Certification with the Chartered Institute of Purchasing and Supply (CIPS) – at the Diploma level
- Certified Commercial Contracts Manager (CCCM) an asset

APPROVALS:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

CEO: _____

Date: _____

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.

Incumbent's Signature: _____ **Date:** _____