

# Bid Manager

## Role Title: Bid Manager

## Reporting To: Operations Manager

### Role Purpose:

To manage the bidding activities of PFI bids. To communicate the Bid Strategy to all members of the Bid Team. To manage all operations interfaces prior to financial close

### Key Tasks

- Planning and organising
  - Identify level of required bid activity and resource requirements
  - Agree and allocate resources for enquiries in conjunction with Operations manager
  - Liaise with operations/design/commercial/procurement
  - Communicate with subordinate staff
  - Manage construction activities pre-contract
  - Manage bid budget
- Customer relations
  - Identify and manage design deliverables of contractor's Bid Team
  - Develop relationships with Client
  - Accumulate market intelligence
- Supplier relations
  - Maintain dialogue with key suppliers to ensure value for money for CHT
  - Accumulate market and job specific intelligence
  - Value engineering solutions/alternatives offered by key suppliers
- Management reporting
  - Produce (or supervise) weekly activity reports
  - Produce monthly management reports
  - Produce quarterly results for Business Unit Review
  - Attend management meetings and Business Unit Reviews

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## Continued...

- Delivery of results
  - Production of pre-tender budget costs
  - Coordinate engineering design solutions
  - Delivery of tender settlement documents
  - Production of MPC/PRM submissions
  - Co-ordinate tender documentation/submission package
  - Submission of tender package
  - Deliver operational efficiency
  - Attend new contract meeting following contract award

## Technical Expertise

- Previous role related experience
- Knowledge of building services contracting relative to the project
- Team leader
- Communication skills
- Presentation skills
- PC competent
- Analytical approach
- Ability to work to deadlines
- Flexible/adaptable approach to work
- Can see key objectives & goals for CHT

