



SCOPE OF SERVICES

TENDERS ASSISTANT

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

TASKS

The Contractor is required to provide services for the Eastern Regional Health Authority in accordance with the following:

- Reviews Tender Packages prior to suppliers receiving.
- Dispatch of tender receipts and documents to suppliers.
- Maintains a log for the purchase of packages.
- Liaise with necessary personnel for finalizing the Evaluation Committee members.
- Assists in preparing/sending bid packages to evaluation members
- Prepares score sheets for evaluation committee members.
- Organise and assist in the tenders closing/opening process.
- Ensures that queries are addressed - Acts as a liaison between ERHA and Bidders during the Solicitation process to ensure that queries are dealt with in a timely manner. Access, sort and draft responses to received emails.
- Assists in the file maintenance of tenders - Maintains proper management of records and information throughout the tendering process.
- Ensures that all evaluation members receive copies - Prepares and issues packages for Evaluation Committee Members.
- Provides varied secretarial and office administrative assistance to the Evaluation Committee.
- Prepares status reports on ongoing tenders and evaluation activities undertaken by the ERHA.
- Supports user departments in the carrying out of site visits and clarification meeting.
- Receives, Records and Files Performance Bonds and prepares letters for Release of Bonds.
- Implements Administrative procedures as needed by the Tenders Committee
- Provides assistance in gathering information on tender results, and analyse and convert these results into useful and meaningful data.

MINIMUM EXPERIENCE AND TRAINING

- A Bachelor's Degree in either Business Administration, Management, Law, Procurement, Logistics Management or a relevant field.
- At least three (3) to five (5) years of relevant experience in procurement administration and/or management, preferably in the public sector.
- Training as evidenced by certification in the field of procurement or supply management from a recognized institution such as CIPS would be a distinct advantage.
- Supervisory experience would be an asset.