

Profile Details

Role : Firefighting and Plumbing Contracts	Sub function : Contracts
Function : Central Procurement	Reports To : General Manager – Central Procurement
Role Objective: Manage the procurement process of all Firefighting and Plumbing related materials and services for all projects across locations.	
Key Responsibilities	
<u>Strategic Sourcing for Materials & Contracts</u>	
<ul style="list-style-type: none">• Assist category head in spend analysis, vendor base analysis• Shortlist vendor from VMS• Prepare comparative analysis of quotes, manage correspondence with vendors during award process• Documentation of all tender related correspondence, approval notes and clarifications• Documentation of contract documents• Interface with finance and accounts and project commercial manager office for contract securities administration at the time of award• Organise Kick off meeting with project team and vendor• Collection of Initial Securities (e.g. PBGs) at the time of contract award• Post-Award Coordination up to Mobilization (For contracts that are awarded by Procurement)	
<u>Contract Award</u>	
<ul style="list-style-type: none">• Review of tender documents by Design and identify areas for Value engineering if any• Review of shortlisted vendor from VMS• Tender Float, Pre-bid meetings with all stakeholders, Negotiation & Award of contract• Collection of Initial Securities (e.g. PBGs) at the time of contract award• Organise Kick off meeting with project team and vendor• Post-Award Coordination up to Mobilization (For contracts that are awarded by Procurement)• Co-ordination with vendors for material delivery post award of purchase order - imports only• Compliance with document management process for all contract related documents, correspondences, analysis, approval notes	
<u>Vendor Performance</u>	
<ul style="list-style-type: none">• Run Vendor Performance Appraisal process for all the vendor's yearly and half yearly based on spend	
<u>Vendor Development</u>	
<ul style="list-style-type: none">• Generate Vendor leads as per the vendor profile finalised by package and category head• Co-ordinate with IPD team for new vendor empanelment	
<u>Design and Estimation Feedback</u>	
<ul style="list-style-type: none">• Feedback to design team on value engineering opportunities, constructionability.• Feedback to estimation team on missing or redundant BoQ items• Feedback to estimation team on budgeted rates	
Skills, Knowledge and Abilities: Contract Management knowledge of handling MEP items	
Qualification: BE - Mechanical	
Work Experience and Other Requirements: Minimum 5 years of experience in procurement/ contract management for Firefighting, Plumbing and other MEP related works.	