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Job Description (Tenders & Pre-Qualification Specialist)

- Pre-Qualification Criteria Development.
- Proceed Local Content Criteria & Certificate in Tenders
- Documentation Review
- Qualification Assessment
- Communication with Bidders
- Maintain accurate and up-to-date records of pre-qualified bidders
 - Coordinate with procurement, project management, legal, and other internal departments to ensure alignment and consistency in pre-qualification processes and decisions.
- Reporting and Analysis
- Quality Assurance
- Analyzing the tender bid document to understand the needs of the customer.
- Organizing submission stages.
- Create & adopt Local Content.
- Analyzing the tender bid document to understand the needs of the customer.
- Follow up customer Portals and register as per management request & requirements.
- Planning bid preparation to ensure that all bidding prerequisites and special condition with deadlines are met by preparing checklist document for submission.
- Review RFP/Q/I requirements before Submission and share the Key Bid points to Team like Vendors certificates, Comply Sheets, BOQ's

Qualifications:

- Proven experience in bid management, proposal development, or sales in a competitive bidding environment.
- Excellent written and verbal communication skills, with the ability to articulate complex ideas clearly and persuasively.
- Proficiency in Microsoft Office Suite and bid management software/tools.
- Saudi National