

# Tender Engineer

## Purpose

Responsible for assigned tenders dealing with all commercial and estimating activities associated with tender requirements and all associated subcontract and supplier requirements from receipt of tender enquiry through to contract award and consequent handover to project department.

## Reports to

Commercial Manager

## Tasks and responsibilities

- Performing bid qualification (bid/ no-bid process) based on a risk assessment, availability and technical capacities of the organisation.
- Managing and executing all commercial aspects of assigned tenders, including describing technical solutions, calculations and third party proposals, in accordance with applicable commercial procedures.
- Performing a technical evaluation of tender documentation, organising tender kick-off meetings with internal stakeholders and determining a plan of approach for allocated tenders.
- Performing a contractual evaluation of assigned tenders and drafting qualifications on contractual, legal, commercial, financial, taxation and insurance implications and obligations.
- Liaising with other departments on technical input required, drafting bid documentation for the assigned tenders, including technical solution, planning schedule and pricing.
- Initiating and managing review cycles of drafted bid documentation as well as processing the feedback arising from the review cycle.
- Submitting bid documentation in a timely manner and following-up the commercial process in a structural manner.
- Performing the clarification process alongside the client, being fully aware of any clarifications, document changes, etc.
- Providing feedback/answers to client's questions to successfully close out the bid.
- Striving for continuous improvement regarding the tendering process and deploying best practice.
- Ensuring compliance with legal and regulatory obligations as well industry standards (e.g. ISO, IMCA, IRATA, etc.)

In the absence of the Tender Engineer, tasks will be undertaken by another Tender Engineer and/or Commercial Manager.

## Preferred qualifications

- Higher education degree in a technical direction.
- At least 2-4 years of relevant working experience in a similar position.
- Excellent command of the Dutch and English language, spoken and written.
- SCC (VCA) certified.
- Good knowledge of compliance with Industry standards and relevant legislation.
- Experience in MS-Office including Microsoft Project.
- Experience and knowledge in the offshore energy industry preferably in the marine contacting industry.

## Preferred competencies

### Bluestream core values

- Commitment
- Client Focus
- Integrity
- Innovation

### Functional competencies

- Planning and Organising
- Writing and Reporting
- Applying Expertise and Technology
- Analysing
- Delivering Results and Meeting Customer Expectations
- Deciding and Initiating Action