



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

## Proposal Lead / Engineer

Department: Proposal

### Responsibilities:

- Review Tender documents including review of the Instructions to Bidder's (ITB), Scope of Work, key Contract Dates, Commercial price forms and terms of payment, as a minimum.
- Distribute the Tender documents to concerned parties, prepare brief Bid Key Feature and lead / participate Bid / No Bid Meeting.
- Establish the Bid Organization charge / Bid Schedule / Bid Document responsibility Matrix and distribute, communicate to Bid Management Team to provide the proposal inputs.
- Monitor Bidding progress, expedite Bid Management Team to provide information input according to schedule & plan and highlight any concerns to Sr. BDPP Executive Officer, Proposal Manager and Bid Manager.
- Participate Bidding Meeting such as Bid Weekly Meeting / Bid risk Assessment Meeting and Cost Review Meeting during Bidding period.
- Perform initial review the scope of work/specification and propose bid clarification.
- Contribute to facilitating problem resolution and work/bidding improvement.
- Combined Clarification request from Bid Management Team and submit to customer after review by Bid Manager, distribute clarification responses received from Customer and summary of clarification to Bid Management Team.
- Initial review and Combine Bid Cost estimation input from Bid Management Team, check there are no errors, inconsistencies, oversights of price form. Also give advice Bid Management Team for cost allocation and/or any risks associated with pricing breakdown.
- Coordinate, review and/or edit technical documents input from Bid Management Team in proper format according to Customer requirement. Also prepare the technical document which is response by Proposal Division
- Combined all Bid Documents from Bid Management Team and made Bid Proposal package ready for submission.
- Review and evaluate cost estimate and compare cost/quotation from vendor or relevance Division.
- Capability to preparation cost estimate and collaborate with other Division to lead and/or gathering cost and information for bidding project.
- Manage Bid Pricing for all bidding project.
- Preparation compare and analyze cost estimate from past historical data and/or other relevance market Information.
- Prepare the Price Approval Sheet and request for TNS Top Management Approval (where is applicable)
- Conduct Handover meeting in case successful Bidding and review Hand over of the bidding documents check list.
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### Contact US:



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tnsrecruit@thainippon.co.th

**Qualifications:**

- Bachelor's degree Engineering or related fields
- Minimum 5 years of experiences in related job function
- Have experience related to proposal work function and cost estimation competency with related field Oil & Gas and/or Onshore plant.
- Able to work multi-task and meet strict deadlines
- Capability to preparation cost estimate, cost comparison and cost analysis
- Other shall refer to attached job description.
- Good command of written and spoken in English.

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