



**Australian Government**

# **MSFFT4012 Prepare a tender submission**

**Release: 1**

# MSFFT4012 Prepare a tender submission

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers preparing and submitting a tender for supply of products and services in the furnishing industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

## Competency Field

## Unit Sector

Furnishing Technology

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |   |   |     |   |
|---|---|-----|---|
| 1 | Identify opportunity to provide goods and/or services | 1.1 | Opportunities that are within the operational scope of the business unit or organisation are identified   |
|   |   | 1.2 | Organisational resources which are available, or expertise which may be accessed, is identified and matched to opportunities                    |
|   |   | 1.3 | The feasibility of undertaking the proposed project/work is assessed and approval is sought according to organisational policies and procedures |
| 2 | Analyse tender requirements                           | 2.1 | Tender specifications and scope of tender requirement are identified and clarified with the originator if required                              |
|   |   | 2.2 | Proposed methodology for satisfying the request is developed  |
|   |   | 2.3 | Required resources are identified and their availability confirmed with the provider in accordance with   |

- organisational procedures
- 2.4 Methodology is adjusted to accommodate the availability of resources and expertise available
- 3 Prepare a tender estimate
- 3.1 Estimate is prepared taking all requirements into account and providing for contingencies as required by organisational policies, procedures and requirements
- 3.2 Costing of estimate conforms to organisational policies and procedures
- 3.3 The estimate satisfies the total requirement and where this cannot be provided, an explanation/compromise/option is identified
- 3.4 Estimate is checked for accuracy and detail in accordance with organisational procedures
- 4 Submit a tender
- 4.1 Tender is prepared in accordance with organisational policies and procedures
- 4.2 Tender addresses required details and meets originator's requirements
- 4.3 Tender is submitted within the required timeframe in the form required by the request
- 4.4 Organisational requirements for record keeping and documentation of tenders are completed
- 5 Review tender process
- 5.1 Changes and variations to the tender are negotiated to meet the needs of the client and the organisation in accordance with contractual arrangements, organisational policies, procedures and delegated authority
- 5.2 The tender content and process is reviewed and evaluated using the outcome and the feedback provided by client and stakeholders
- 5.3 Procedures are adjusted if required to improve subsequent bids

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

### Unit context includes:

- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
- work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- work requires individuals to demonstrate analytical ability, discretion, judgement and problem solving
- work requires the analysis of, at times, complex requirements, the preparation and presentation of the tender and the follow-up action for both successful and unsuccessful tenders
- work is performed with little external assistance and with minimal supervision or direction
- that prescribed under legislation, regulations and enterprise policies and practices

### Personal protective equipment includes:

### Information and procedures include:

- work procedures/instructions
- tender brief/specifications issued by the requesting agency
- organisation work specifications and requirements
- legislation/regulations/national and industry codes and practices relevant to the product
- quality and Australian Standards and procedures

## Unit Mapping Information

Supersedes and is equivalent to LMFFT4012B Prepare a tender submission.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>