



Australian Government

AHCBUS504 Prepare estimates, quotes and tenders

Release: 1

AHCBUS504 Prepare estimates, quotes and tenders

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare estimates, quote and tenders.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Carry out preliminary planning activities for estimating, quoting and tendering	1.1 Identify nature and scope of the project in consultation with the client 1.2 Confirm format, specifications and deadline for submission with the client 1.3 Interpret available relevant documentation 1.4 Inspect project site and reconcile with scaled drawings, project and other site plans

Element	Performance criteria
2. Determine resource requirements	2.1 Interpret and record detailed project information and financial requirements from client specifications 2.2 Identify and estimate size, type and quantity of required project resources 2.3 Identify and evaluate sources for the procurement of suitable project resources 2.4 Calculate the size, type and quantity of resource items 2.5 Calculate and document unit and total cost for resource items 2.6 Determine and document contingencies 2.7 Record calculations on a price summary sheet
3. Prepare schedules for the estimate, quote or tender	3.1 Document works schedule according to client specifications 3.2 Document scheduling of resources consistent with the requirements of the works schedule 3.3 Document scheduling of financial requirements
4. Prepare and document the estimate, quote or tender for submission to the client	4.1 Calculate and check estimate, quote or tender price 4.2 Compile costed summaries and works, resource and financial schedules 4.3 Adhere to quality assurance requirements, enterprise customer service procedures, conventional formatting and industry standards in the development of documentation 4.4 Complete and submit total estimate, quotation or tender by the specified date 4.5 Provide further information and make adjustments according to client requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS504A Prepare estimates, quotes and tenders.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>