



Australian Government

Department of Education, Employment and Workplace Relations

CPCBC4013A Prepare and evaluate tender documentation

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries.

Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner that meets organisational needs in short timeframes is important, as is the ability to manage time effectively.

Application of the Unit

Application of the unit

This unit of competency supports the needs of builders, estimators and managers in the building and construction industry who have a responsibility to evaluate and prepare tenders for residential and commercial projects.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Evaluate contract risk.	<p>1.1. Contracts are selected according to company policy.</p> <p>1.2. <i>Tender documents</i> for the selected contracts are evaluated, and <i>risks</i> to be considered when preparing the tender are identified.</p>
2. Prepare tender documentation.	<p>2.1. All information necessary for preparing the tender is identified and obtained.</p> <p>2.2. Company procedures and instructions are followed in the preparation of the tender.</p>
3. Identify and attach appropriate supporting documentation.	<p>3.1. Information and <i>supporting documentation</i> required to support the tender are accurately identified and selected.</p> <p>3.2. Vital information, drawings, specifications or other supporting documents are attached to the tender documentation as required.</p>
4. Evaluate completed tender documentation.	<p>4.1. Preliminary evaluation of completed tender documentation is conducted.</p> <p>4.2. Tender documents and calculations are checked to ensure conformity with company financial and administrative guidelines.</p>
5. Obtain tender approval or endorsement.	<p>5.1. Tender documentation is provided to the appropriate staff member for approval or endorsement.</p> <p>5.2. Final documents, including amendments, are prepared for submission to the client.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- calculate material quantities and costs
- calculate labour hours and costs
- communication skills to:
 - consult with industry professionals
 - enable clear and direct communication, using questioning to identify and

REQUIRED SKILLS AND KNOWLEDGE

confirm requirements, share information, listen and understand

- read and interpret:
 - tender documentation
 - other relevant workplace documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to produce required documentation to company standards
- estimate labour and materials costs from written information
- numeracy skills to calculate labour hours and costs and material quantities and costs
- use appropriate costing software programs.

Required knowledge

Required knowledge for this unit is:

- operations and structure of the organisation's costing and contracting system
- state or territory building and construction codes, standards and government regulations relevant to the form of building or construction being undertaken
- types of building, construction or civil contracting drawings and specifications
- types, scope and usage of labour through the employee and subcontractor systems.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed by the preparation of complete tender documentation for a construction contract.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- identify requirements of selected contracts for tender
- gather detailed information effectively
- check documentation and calculations in short timeframes
- produce documentation that meets the quality standards established by the organisation
- communicate effectively, both verbally and in writing.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- documentation that should normally be available in a building, construction or civil contracting office
- relevant codes, standards and government regulations

EVIDENCE GUIDE

- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- a technical reference library with current publications on measurement, design, building construction and manufacturers' product literature
- a suitable work area appropriate to the construction process.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete

EVIDENCE GUIDE

confidence in the person's demonstrated ability and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Tender documents include:

- cost schedules
- details of specialist resources
- details of specific terms and conditions to be included and excluded in relation to contracts
- estimated timeframes
- human resource details, including known subcontractors
- materials specifications
- plans and drawings
- site layout information.

Risks include:

- breaches of contract
- circumstances, such as:
 - delivery delays that delay project completion

RANGE STATEMENT

- subsequent delays in progress payments
 - labour shortages
 - weather
 - disputes over payments
 - exposure through clauses that work against the organisation
 - failure to adequately anticipate labour or materials costs
 - inappropriate funding levels and funding shortfalls
 - industrial disputes through misunderstandings or overt action
 - risk of default or non-performance of key players.
- Supporting documentation* includes:
- artist's impressions
 - documentation processes required by building information modelling (BIM)
 - organisational information
 - product information
 - promotional materials
 - reports or findings beneficial to the organisation.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area

