



Australian Government

CPPACC5013 Prepare and administer tender documentation for accessible building work

Release: 1

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Modification History

Release 1 This unit first released with CPP Property Services Training Package Release 14.0.

Supersedes and is equivalent to CPPACC5013A Prepare and administer tender documentation for accessible building work.

Unit updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to prepare tender documentation and administer the tendering process for accessible building work. It includes selecting suitable tendering methods, distributing tender documents, assessing tenders to determine the optimum bid and notifying tenderers of the outcomes.

This unit is for individuals who are self-directed and have substantial depth of knowledge and skills to make independent judgements in the provision of access consulting services.

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

Pre-requisite Unit

Nil.

Unit Sector

Access Consulting.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Prepare tender documentation

1.1 Prepare specification documentation, working drawings and other items necessary to interpret project for inclusion in tender documentation.

1.2 Prepare tender conditions and documentation in consultation with relevant persons according to regulatory and workplace requirements.

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| | 1.3 | Prepare correspondence explaining tender conditions according to regulatory and workplace requirements. |
| | 1.4 | Identify personal limitations in preparing tender documentation and seek assistance from relevant persons as required. |
| 2 Select tendering method. | 2.1 | Identify facets of project influencing the method of tendering according to workplace requirements. |
| | 2.2 | Select method of tendering in consultation with development team according to workplace requirements. |
| 3 Distribute tender documentation. | 3.1 | Conduct checks to ensure that tender conditions and documentation are complete and the same for all potential tenderers. |
| | 3.2 | Distribute tender documentation to all intended recipients according to selected method of tendering, regulatory and workplace requirements. |
| | 3.3 | Establish contact reference point to respond to tender queries according to workplace requirements. |
| | 3.4 | Establish facility to receive submissions from tenderers according to workplace requirements. |
| 4 Assess tenders. | 4.1 | Assess received submissions against tender conditions to determine eligible tenders. |
| | 4.2 | Apply calculations and measurements to interpret costs, quantities and rates, and assess eligible tenders against tender conditions to determine optimum bid. |
| | 4.3 | Document tender assessment process and reasons for selecting the optimum bid according to regulatory and workplace requirements. |
| 5 Finalise tender and notify outcomes. | 5.1 | Notify unsuccessful tenderers of tender decision according to regulatory and workplace requirements. |

- 5.2 Notify successful tenderer of decision and commence pre-contract negotiations according to regulatory and workplace requirements.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to CPPACC5013A Prepare and administer tender documentation for accessible building work.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>