



Australian Government

CPPWMT4004 Prepare waste management tender submissions

Release: 1

CPPWMT4004 Prepare waste management tender submissions

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes but is not equivalent to CPPWMT5031A Prepare detailed tenders.

Application

This unit specifies the skills and knowledge required to prepare waste management tender submissions. It includes assessing waste management tender documentation to clarify specifications, timeframes and submission requirements, defining and costing tender content and finalising and submitting tenders within required timeframes.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 Assess waste management tender requirements.

- 1.1 Source and assess tender documentation to clarify specifications, timeframes and submission requirements.
- 1.2 Interpret legislation, regulations and workplace policies and procedures and apply to tender specifications to ensure compliance when preparing tender.
- 1.3 Evaluate viability of providing services against tender specifications and workplace requirements.

- | | | |
|--|-----|---|
| | 1.4 | Assess risk associated with tender specifications and plan risk management strategies according to workplace requirements. |
| | 1.5 | Discuss waste management tender specifications with relevant persons to identify and clarify issues associated with the tender. |
| 2 Define, document and cost tender deliverables. | 2.1 | Define and document project timelines, stages, activities and deliverables to meet tender specifications. |
| | 2.2 | Assess specific resources required to meet tender specifications against capacity to deliver. |
| | 2.3 | Apply workplace rate schedules, industry-based labour rates and quotes from external suppliers to cost tender requirements. |
| | 2.4 | Source additional resources required to meet tender specifications in consultation with relevant persons. |
| 3 Finalise waste management tender. | 3.1 | Document waste management tender in the required style and format. |
| | 3.2 | Check to ensure tender content is accurate and meets all tender specifications. |
| | 3.3 | Forward tender to relevant persons for feedback and make required edits. |
| | 3.4 | Lodge tender within required timeframes. |
| | 3.5 | Complete and secure tender documentation in a manner that facilitates future retrieval and maintains confidentiality according to workplace requirements. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- numeracy skills to calculate labour and equipment costs using rate schedules, industry-labour rates and external quotes.

Unit Mapping Information

Supersedes but is not equivalent to CPPWMT5031A Prepare detailed tenders.

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>