



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT4012B Prepare a tender submission

Release: 1

Modification History

Not Available

INTRODUCTION

Unit Descriptor This unit covers the competency and skills required to prepare and submit a tender in the furnishing industry.

Unit Sector Furnishing Technology

ELEMENT	PERFORMANCE CRITERIA
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 policy and procedures
2. Analyse tender requirements	2.1 Tender specifications and scope of tender requirement is 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. 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 policy 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 policy, procedure 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

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

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| Required skills | <ul style="list-style-type: none"> • research, collect, organise and understand information related to the tendering process, including the relevant legal, technical, regulatory, fiscal, cultural, environmental and safety requirements • communicate ideas and information in a form which will satisfy the tender brief in clearly understandable terms and also market the offer to the client • plan and organise activities, including the research, analysis, preparation of the tender to avoid any backtracking or wastage • work with others in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity • use mathematical ideas and techniques to correctly complete calculations relevant to the identification, costing, scheduling and management of the tender • create and apply systematic problem solving techniques to anticipate tendering problems, avoid re-working and avoid wastage • use the workplace technology related to tendering, including calculators, computing/computer-aided systems, communications media and presentation aids |
| Required knowledge | <ul style="list-style-type: none"> • enterprise operating procedures and requirements • organisation resources, capacities and capabilities |

- tender management, preparation, submission and review processes
- tender evaluation processes
- financial and legal requirements for tendering
- relevant legislation relating to tendering and contracting for goods and/or services of the organisation

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.

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| Unit scope | <ul style="list-style-type: none">• This unit covers the work involved in the preparation of tenders to secure work/orders for products• The 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 |
| Unit context | <ul style="list-style-type: none">• OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures• Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements• Work requires individuals to demonstrate analytical ability, discretion, judgement and problem solving skills |
| Workplace environment | <ul style="list-style-type: none">• Work is undertaken in accordance with established enterprise procedures and practices• Work is generally performed with little external assistance and with minimal supervision or direction• Customers may be internal or external |
| Information and procedures | <ul style="list-style-type: none">• 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 |

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.

Critical aspects of evidence	<ul style="list-style-type: none"> • Locate, interpret and apply all relevant information • Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment • On a minimum of two occasions and for different/significant goods or services, prepare and submit formal tenders that are framed to serve marketing purposes and which address or are supported by: <ul style="list-style-type: none"> • the full requirements of the tender brief • total resource requirements • total costings covering all components and scenarios • appropriate legislative requirements • options for the client • Negotiate changes/variations to tender and conduct review of outcome • Work effectively with others
Resource implications	Access to Requests for Tender, previous tenders and outcomes, information relating to relevant resources, appropriate staff/advisers and supporting technology.
Method of assessment	<p>Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.</p> <p>Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.</p>
Context of assessment	Assessment may occur on the job or in a simulated workplace facility with relevant equipment, simulated work instructions and deadlines.