



**Australian Government**

# **UEECO0014 Prepare tender submissions for electrotechnology projects**

**Release: 1**

# UEECO0014 Prepare tender submissions for electrotechnology projects

## Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

## Application

This unit involves the skills and knowledge required to prepare tender documents for electrotechnology projects.

It includes identifying tender requirements, verifying estimates and capacity to meet timelines. It also includes complying with legal requirements and documenting submissions.

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

## Pre-requisite Unit

UEECO0001 Estimate electrotechnology projects

## Competency Field

Commercial

## Unit Sector

Electrotechnology

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Ascertain tender requirements

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Work health and safety (WHS)/occupational health and safety (OHS) procedures for a given work area are identified, obtained and applied
- 1.2 WHS/OHS risk control measures and workplace procedures are followed

- 1.3 Work required under tender is determined from relevant documents
      - 1.4 Special conditions and requirements for lodging the tender are ascertained from relevant documents
      - 1.5 Appropriately competent person/s is engaged to estimate material labour and relevant costs
      - 1.6 Activities are planned to meet specified tender submission timeline
- 2 Assemble tender submission**
  - 2.1 All inputs to the tender are obtained and verified with relevant person/s responsible for their development
  - 2.2 Materials and human resources needed to complete the work under the conditions of the tender are confirmed with relevant person/s responsible
  - 2.3 Legal advice is sought on contingent aspects of the tender
  - 2.4 Contingency allowances are included in tender in accordance with workplace procedures
- 3 Document tender submission**
  - 3.1 Tender submission is documented in accordance with workplace procedures and relevant lodgement requirements
  - 3.2 Tender submission is verified for accuracy with relevant documents and prepared for lodgement in accordance with tender timeline

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to UEENEEC006B Prepare tender submissions for electrotechnology projects.

## Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>