



Australian Government

AHCBUS504 Prepare estimates, quotes and tenders

Release: 1

AHCBUS504 Prepare estimates, quotes and tenders

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare estimates, quote and tenders.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Carry out preliminary planning activities for estimating, quoting and tendering	1.1 Identify nature and scope of the project in consultation with the client 1.2 Confirm format, specifications and deadline for submission with the client 1.3 Interpret available relevant documentation 1.4 Inspect project site and reconcile with scaled drawings, project and other site plans

Element	Performance criteria
2. Determine resource requirements	2.1 Interpret and record detailed project information and financial requirements from client specifications 2.2 Identify and estimate size, type and quantity of required project resources 2.3 Identify and evaluate sources for the procurement of suitable project resources 2.4 Calculate the size, type and quantity of resource items 2.5 Calculate and document unit and total cost for resource items 2.6 Determine and document contingencies 2.7 Record calculations on a price summary sheet
3. Prepare schedules for the estimate, quote or tender	3.1 Document works schedule according to client specifications 3.2 Document scheduling of resources consistent with the requirements of the works schedule 3.3 Document scheduling of financial requirements
4. Prepare and document the estimate, quote or tender for submission to the client	4.1 Calculate and check estimate, quote or tender price 4.2 Compile costed summaries and works, resource and financial schedules 4.3 Adhere to quality assurance requirements, enterprise customer service procedures, conventional formatting and industry standards in the development of documentation 4.4 Complete and submit total estimate, quotation or tender by the specified date 4.5 Provide further information and make adjustments according to client requirements

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS504A Prepare estimates, quotes and tenders.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCBUS504 Prepare estimates, quotes and tenders

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- research the details of the quoted service and clarify with the client
- identify requirements for estimate, quote or tender including format, specifications and deadline for submission
- identify and cost the resources and services required to fulfil the tender and check for availability
- investigate options for supplies, services, contractors and consultants with current pricing structures and availability
- develop a work schedule with timelines and expenditure
- consider potential problems and risks and develop contingency plans
- develop detailed costing sheets with the final quoted cost, including an estimated margin for risk
- submit the completed tender to the client with supporting information including details of organisations previous work and client feedback
- seek feedback from the client to ensure information supplied is sufficient.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant State and Federal legislation, awards, enterprise agreements and management policies relating to labour hire and employment terms
- current pricing structures and options for supplies, services, contractors and consultants
- enterprise and industry standards and practices for formatting, organising and presenting financial and quantitative information
- business ethics in relation to confidentiality and the tendering process.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>