



Australian Government

AHCBUS515 Prepare estimates, quotes and tenders

Release: 1

AHCBUS515 Prepare estimates, quotes and tenders

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to prepare estimates, quotes and tenders for project-based work.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. At this level, workers analyse information and exercise judgement to complete a range of advanced skilled activities when preparing estimates, quotes 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.

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

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Interpret available relevant documentation 1.4 Inspect project site and reconcile with scaled drawings, project and other site plans
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 risks 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

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	Clarify client requirements for project and negotiate value for money quotes from suppliers

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS515 Prepare estimates, quotes and tenders	AHCBUS504 Prepare estimates, quotes and tenders	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCBUS515 Prepare estimates, quotes and tenders

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared an estimate, quote or tender for at least one project, including:

- clarified details of requirement with client
- investigated options for supplies, services, contractors and consultants with current pricing structures and availability
- developed a work schedule with timelines and expenditure
- developed detailed costing sheets with the final quoted cost, including an estimated margin for risk
- submitted the completed document to the client with supporting information including details of organisation's previous work and client feedback
- sought feedback from the client to ensure information supplied is sufficient.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- state/territory and Commonwealth legislation, awards, enterprise agreements relevant to project
- enterprise 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
- ethical considerations in relation to confidentiality and the tendering process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to information about, and costs of, supplies and services, relevant to project.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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