



Australian Government

CPCCB4013 Prepare and evaluate tender documentation

Release: 2

CPCBC4013 Prepare and evaluate tender documentation

Modification History

Release 2 Updated reference to general construction induction training program.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCBC4013A Prepare and evaluate tender documentation. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to evaluate project and contract requirements and prepare and formalise tender documentation in the building and construction industry. It includes interpreting, compiling and documenting essential project information and demands into a final tender document.

It applies to builders, estimators and managers in the building and construction industry who have a responsibility for evaluating and preparing tenders for residential and commercial projects.

This unit of competency is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Research project requirements.	1.1 Gather relevant information for tender preparation from current and approved project plans, specifications and project documentation. 1.2 Select appropriate contracts and tender documents. 1.3 Identify and record risks during evaluation of contracts and tender documents.
2 Prepare tender documentation.	2.1 Collate all information for tender preparation and check for accuracy. 2.2 Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.
3 Attach supporting documentation.	3.1 Select and accurately complete relevant documentation required to submit with the tender. 3.2 Attach vital information, drawings, specifications or other supporting evidence to the tender document. 3.3 Prepare and attach client acceptance forms and any amendments and conditions to the tender or contract.
4 Obtain tender approval or endorsement.	4.1 Conduct final evaluation of completed tender documentation. 4.2 Complete appropriate client contract for the project. 4.3 Provide tender documentation to the appropriate staff member for approval or endorsement.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to:
 - extract and comprehend relevant information from complex document text

- technology skills to:
 - use tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access and extract information and develop relevant documentation.

Unit Mapping Information

Supersedes and is equivalent to CPCBC4013A Prepare and evaluate tender documentation

Links

Companion volumes to this training package are available at the VETNet website -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCCB4013 Prepare and evaluate tender documentation

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing tender documents for two contracts, with one being for a residential project and one for a commercial project.

In doing this, the candidate must:

- source and check relevant plans, specifications and tender documentation for currency and amendments
- evaluate risk associated with the tender process.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- relevant government building and construction regulations, codes and standards
- structure and operations of the organisation's costing, tendering and contracting system
- tender documents and supporting documentation:
 - artist's impressions
 - building information modelling (BIM)
 - product information
 - promotional materials
 - reports and findings beneficial to the organisation
- project risks associated with tendering:
 - breach of contract
 - project delays
 - payment disputes
 - delays in progress payments
 - circumstances, such as:

- delivery delays that extend project completion dates
- labour shortages
- weather
- exposure through clauses that work against the organisation
- failure to adequately anticipate labour or materials costs
- inappropriate funding levels and funding shortfalls
- industrial disputes through misunderstandings or overt action
- risk of default or non-performance of key players
- types of building and construction drawings and specifications
- types, scope and usage of labour through the employee and subcontractor systems
- using appropriate costing software programs.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- current relevant government legislation
- current relevant building and construction codes and standards
- construction contracts and associated tender documentation
- organisational policies, procedures and other quality documentation to undertake the performance criteria and evidence requirements
- business technology, applications and software to produce tender documentation.

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