



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT5031A Prepare detailed tenders

Release: 1

CPPWMT5031A Prepare detailed tenders

Modification History

Revised unit

Unit updated and equivalent to PRMWM31B Prepare detailed tender

Unit Descriptor

This unit of competency specifies the outcomes required to prepare a detailed tender. It requires the ability to determine system requirements, estimate costs, and document and confirm proposals and quotations with clients. It requires the ability to detail services and make group presentations.

Application of the Unit

This unit of competency supports individuals with responsibilities for client negotiations to calculate labour and material costs. It includes proposing services that add to the development of operational procedures, with the assistance of expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Analyse tender requirements.	1.1	Client waste management service requirements are identified, including occupational health and safety (OHS) issues.
		1.2	Specific tender criteria and conditions are identified to ensure submission satisfies requirements.
2	Determine ability to meet tender requirements and conditions.	2.1	Assessment of ability to provide waste management service is made according to tender requirements and legislation and codes .
		2.2	Viability of tendering for provision of waste management service is assessed.
3	Estimate costs.	3.1	Organisation's rate schedules , industry-based labour rates and conditions to establish costing are assessed according to organisational policy and procedures.
		3.2	Quotations are obtained from external suppliers to ensure fair comparisons between suppliers.
		3.3	Availability of labour, equipment, materials and other relevant items is confirmed according to organisational requirements and organisational procedures .
		3.4	Factors that may affect client requirements are identified by conducting a site inspection, and allowances are made for contingencies based on findings.
		3.5	Accuracy of information is reviewed and detailed budget is prepared according to organisational and submission requirements .
4	Prepare tender submission.	4.1	Tender is prepared using clear and concise language to explain benefits and rationale, according to organisational standards for style and format.
		4.2	Tender is checked for accuracy to ensure it clearly documents client waste management requirements and reflects submission requirements.
		4.3	Client is contacted, where possible prior to submission of tender, to discuss waste management requirements

- and make necessary amendments according to organisational policy and procedures.
- 4.4 Tender is lodged with client within designated timeframe and a copy is stored according to organisational requirements.
- 5 Complete tender submission process.
- 5.1 When required, waste management service and benefits are outlined in a professional manner that allows the client opportunities for questions.
- 5.2 Written agreement to tender submission is confirmed by both parties without delay and according to legal and organisational procedures.
- 5.3 Details on outcomes of tender submission and review process are sought to identify areas for improvement to support future tendering procedures and processes.
- 5.4 **Records** are updated promptly and stored according to organisational procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
 - analyse waste practices
 - analyse previous proposals for a historical context
 - outline possible benefits and outcomes from proposed services
 - incorporate nature and significance of waste minimisation hierarchy
- technology skills to use:
 - computers
 - software, such as:
 - word processing
 - spreadsheets
- management skills to:
 - coordinate problem solving
 - organise work methodically
 - interpret tender requirements
 - observe waste management practices, and determine and document needs
 - identify hazards and risks
 - use information technology to complete tasks
 - work to deadlines
- numeracy skills to:
 - calculate costs against service
 - analyse financial information
- reading skills to interpret:
 - plans
 - documents
 - organisational procedures
 - tender criteria and conditions
- oral communication skills to:
 - provide customer service
 - consult with client
 - ask questions
 - provide information
 - listen actively

- seek feedback
- negotiate proposed service details when required
- present tender
- written communication skills to:
 - address tender selection criteria
 - prepare an accurate and complete tender submission
- critical thinking skills to prepare waste management tender, identifying:
 - resource needs
 - proposal requirements in relation to:
 - waste types, streams and characteristics
 - hazardous waste
 - unanticipated waste

Required knowledge

- financial policy and procedures, including:
 - organisational pricing schedules and procedures
 - industry regulations, standards and codes of conduct
 - sources of credit status information
- OHS requirements relating to:
 - potential hazards and risks
 - OHS hierarchy of control
- quality procedures regarding:
 - best practice in waste management
 - previous similar tender proposals
 - benefits and outcomes from proposed services
 - nature and significance of waste minimisation hierarchy
- waste management operational knowledge of:
 - waste types, streams and characteristics
 - waste non-conformances
 - unanticipated waste
 - waste non-conformance procedures
- waste management provision, including:
 - client requirements
 - duty of care
 - industry regulations
 - organisational and client confidentiality requirements
 - procedures and documentation requirements and processes
 - reporting requirements
 - waste containment
 - waste disposal and recovery routes

- waste management business options

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.

Overview of assessment	This unit of competency could be assessed by demonstration of detailed tender preparation.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify waste management services • estimate a return on profit for the provision of waste management service • prepare an accurate tender for client that provides full details of services.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	The tender proposal must comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the development of a tender proposal. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision

	of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPWMT4030A Determine waste management services • CPPWMT4055A Develop waste management proposals • CPPWMT5036A Develop waste management plans.
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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.

Client may include:	• all forms of business enterprises in this context, including: • government agencies • internal customers • local governments and councils • private and public companies • residents and ratepayers.
Tender criteria and conditions typically include:	• eligibility for submission of tender • interview or meeting to present tender • listing of requirements • special requirements • submission date • format of tender document.
Assessment of ability to provide waste management service may include:	• availability of equipment and supplies • financial considerations • innovative approach • meeting tender requirements • number of personnel • other projects conducted • referee report or testimonials • time constraints • skills and experience required for provision of services • environmental assessment.

Legislation and codes may include:	• codes, including: • Australian Code for the Transport of Dangerous Goods by Road and Rail • industry • commonwealth, state and territory legislation, including: • anti-discrimination • environmental protection • equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.
Viability may include considering:	• competition in tender process • cost of tender preparation • likely profit if successful tenderer • time constraints.
Organisation's rate schedules may include:	• labour rates • standard disposal costs • standard equipment costs • standard materials costs • standard service costs • standard unit costs.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • policy and procedures documents • quality assurance documents • site development plans • tender and contract documents • training materials • verbal or written instructions • work procedures.
Organisational procedures may be found in:	• access and equity policy, principles and practice • business performance plans • client and organisational confidentiality requirements • client service standards • code of conduct policies • code of ethics policies

	• duty of care materials • duty statement • induction documentation • insurance policy agreements • legal and organisational policies and procedures • organisational: • goals • objectives • plans • processes • systems • personnel practices guidelines • quality and continuous improvement processes and standards • records and information systems and processes.
Contingencies may include:	• building progress • cash flow • competencies • disputes • insurances • restricted site access • time penalties • transport • weather and environmental conditions.
Submission requirements may include:	• addressing client requirements • calculating costs • clear presentation: • drawings • format and layout • competitive price quotation, incorporating: • organisational return on profit requirements • competitor rates • legal compliance • providing a clear description of services to be provided, including: • equipment • labour • materials • special requirements • timeline analysis.
Waste management requirements may	• collecting waste • composting

include:	• controlling and managing litter and illegal dumping • environmental assessment • landfill • land rehabilitation • mulching • processing waste • recycling • resource recovery • removing rubbish • sorting waste • transporting waste • waste assessment • waste audit • waste collection • waste disposal and treatment: • garden • hard • hazardous – regulated, prescribed, quarantined, medical and clinical • liquid (non-hazardous), e.g. chemical and aqueous • medical • putrescibles • recoverable resources, e.g. recyclable and green waste • solid (non-hazardous)e.g. construction and demolition • waste education.
Records may include:	• information on labour and service costs • industry trends • range of waste management services • housekeeping undertaken.

Unit Sector(s)

Waste Management

Custom Content Section

Not applicable.