



Australian Government

FWPFGM4210 Prepare a tender

Release: 1

FWPFGM4210 Prepare a tender

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4210B Prepare a tender, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to respond to and prepare a tender. The unit includes preparation of bid estimates in the required format.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

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

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Identify tender requirements	1.1 Review tender information and organisational procedures for tender preparation. 1.2 Analyse tender specifications and job scope and determine fit with organisational objectives. 1.3 Review resources and capacity to meet tender requirements.
2. Complete tender	2.1 Prepare tender in line with project specifications, budget and

documentation	timeline 2.2 Collate and document tender information in the required format. 2.3 Promptly disseminate tender documentation to appropriate personnel for review and modification in line with organisational procedures 2.4 Identify and correct areas of insufficient detail in line with organisational procedures
3. Undertake bid estimation	3.1 Detail bid estimations in the required format 3.2 Sequence work in line with project timelines, organisational procedures and environmental requirements 3.3 Develop contingency plans in line with organisational procedures. 3.4 Obtain approvals for budget and submission of tender in line with organisational requirements

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- calculate costs of works and time for tasks - develop a project budget
Reading skills to:	interpret a tender
Writing skills to:	develop a clear and proposal with sufficient detail to meet the requirements of the specifications.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4210 Prepare a tender

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPFGM4210 Prepare a tender

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- accurately assess tender requirements relevant to the work context
- prepare written tenders in accordance with the organisation's style and format
- use technology to prepare a well written and clear tender
- use technology to store and retrieve necessary documentation
- estimate and calculate time, cost, quality and quantity for a project
- edit and make revisions to a tender so that it is ready for lodgement.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- resources and how to cost them for a tender including
 - work
 - time
 - personnel
 - equipment
- how to set out a budget for a tender
- project planning including
 - specifications
 - scope of work
 - performance measures

- due date
- number of copies required
- format of information
- types of tenders and how to interpret their requirements
- technology necessary for the preparation of tenders and budgets.

Assessment Conditions

The following resources must be made available:

- computers with software suitable for developing a tender for the industry
- sample tender documents.

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

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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