



Australian Government

MSFFDM4011 Prepare tender submissions

Release: 1

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Modification History

Release 1. Unit code and title changed. Application changed. Elements and Performance Criteria updated to active voice. Range of Conditions removed and relevant content added to Assessment Requirements. Assessment Requirements changed to remove duplication with Performance Criteria. Supersedes and is equivalent to MSFFT4012 Prepare a tender submission.

Application

This unit describes the skills and knowledge required to analyse tender requirements and prepare and submit a formal tender for the supply of products and services.

This unit applies to individuals working in senior operational, supervisory or management roles in any industry sector, either alone or as part of an internal or external team.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Project management and professional development

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. Identify opportunity to provide products or services	1.1 Identify opportunities that are within operational scope or work areas of business unit or workplace 1.2 Match available workplace resources expertise to potential opportunities 1.3 Assess feasibility of undertaking proposed project or work and seek approval in accordance with workplace policies and procedures
2. Analyse tender requirements	2.1 Correctly interpret tender specification documentation and seek clarification with originator if required 2.2 Develop proposed methodology that matches scope and nature of tender request 2.3 Identify required resources and confirm their availability with provider in accordance with workplace procedures 2.4 Adjust methodology to accommodate availability of resources and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	expertise available
3. Prepare a tender estimate	3.1 Prepare estimate taking all requirements into account and providing for contingencies as required by workplace policies, procedures and requirements 3.2 Ensure costing of estimate conforms to workplace policies and procedures 3.3 Create estimate that satisfies total requirement and, where this cannot be provided, provide substantiated explanations and options 3.4 Check estimate for accuracy and detail in accordance with workplace procedures
4. Submit a tender	4.1 Prepare tender documentation in accordance with workplace policies and procedures 4.2 Verify that tender addresses required details and meets originator's requirements 4.3 Submit complete and accurate tender within required timeframe and in format required by request 4.4 Record and store tender documentation in accordance with workplace requirements
5. Review tender process	5.1 Negotiate changes and variations to tender to meet needs of client and workplace, and in accordance with contractual arrangements, workplace policies, procedures and delegated authority 5.2 Review and evaluate tender content and process using outcome and feedback provided by client and stakeholders 5.3 Adjust procedures if required to improve subsequent bids

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Numeracy skills to interpret technical information and perform calculations related to product and production costings.
- Reading skills to interpret tender requirements.
- Writing and oral communication skills to consult with workplace and stakeholders and prepare tenders.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and equivalent to MSFFT4012 Prepare a tender submission.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFFDM4011 Prepare tender submissions

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- prepare two formal tenders for different and significant goods and services that address:
 - the full requirements of the tender brief
 - total resource requirements
 - total costing covering all components and scenarios
 - legislative requirements
 - options for the client.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- work area for which tender is being prepared, including:
 - compliance requirements (internal and external)
 - quality requirements
- features and formats of complex information that includes:
 - multi-trade work instructions and work orders
 - building and structural plans and safety procedures – and how to interpret them
- report writing techniques
- factors that impact decision to submit tenders:
 - resources
 - capacities
 - capabilities
- tender processes:
 - management
 - preparation
 - submission
 - review

- evaluation
- financial and legal requirements for tendering
- legislation relating to tendering and contracting for goods and/or services of the workplace.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - requests for tender
 - computer equipment and software.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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