

CPCBC4013

PREPARE AND EVALUATE TENDER DOCUMENTATION

THEORY EXAM

Participant name	Leah Hellewelll
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
 - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
 - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
 - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss what information is needed to prepare tender documents.

Answer To prepare tender documents, you need to know/have the projects scope, budgets and pricing, drawings and plans and other specifications.



Q2. Explain how you determine which tender documents and contracts to select.

Answer To determine which tender documents and contracts to select, you need to consider the scope and requirements of the project. Ensure that documents and experience align with the tender, and that cost/pricing is also inline.



Q3. Briefly outline the following Australian Standards that are relevant to tender and contract documentation.

Answer

Australian Standard	Description
AS 4120	Outlines the ethics and the obligations of the principle and tenders in the tendering process in the construction industry, including the selection of contracts and subcontractors
AS 4000	Outlines general contract terms and conditions that can be used in building and construction contracts
AS 4950	Outlines general contract terms and conditions that can be used in building and construction contracts.



Q4. How do you determine the structure and operations of workplace costing, tendering and contracting system?

Answer

To determine the structure and operations of workplace, costing, tendering and contracting systems, you have to start by defining the scope and requirements of the project.

Once defined the scope, establish detailed costing framework, select the tendering method and create clear contracting terms.



Q5. How is the NCC relevant in preparing and evaluating tender documentation?

Answer The NCC is relevant in preparing and evaluating tender documentation as it sets a minimum standard for construction in Australia. It helps in selecting contractors who can deliver a project that meets Australian norms and regulations.

NCC also allows you to know if a bidder will/is meeting the required legal and regulatory standards.



Q6. Discuss three (3) risks associated with tendering that must be considered and recorded during the evaluation of contracts and tender documents.

Answer

1. The risk of under estimating costs can lead to budget overruns, affecting the project's financial outcomes.
2. The risk of non-performance. A selected contractor may not perform to the agreed terms. Can have potential to not meet deadlines, issues with quality and safety.
3. The risk of unreliable supplies/material. Having disruptions with the supply.



Q7. Listed below are circumstances that pose risks associated with tendering. Explain how each circumstance can impact project time and/or cost.

Answer

Circumstances	Impact on project time and/or cost
Delivery delays that extend project completion dates	When construction items are not delivered on time, the schedule for performing contraction tasks will have to be stretched and the overall cost of the project will increase.
Labour shortages	Since the labour force influence the overall productivity in construction projects. A shortage in labour means low construction quality since contractors are forced to hire underqualified worker. This may further result in costly project delays.
Weather	Since a significant proportion of construction activities are highly weather sensitive, weather conditions can cause significant project delays. This includes postponing construction tasks during certain weather conditions to protect equipment.
Failure to adequately anticipate labour costs	Failure to adequately anticipate labour costs will lead to additional costs to give proper compensation to construction personnel hired for the project. Ultimately, this could lead to an overall increase of the project cost.



Q8. Listed in the table below are tender documents. Explain the significance of each document in preparing a tender.

Answer

Document	Significance
A letter of invitation to tender	This is the formal invitation from the client to make offers for the supply of good and services.
Form of tender	This is formal acknowledgement that the terms and conditions of the tender and other requirements are understood and accepted by the tenderer. .
Pre-construction information	It allows the tenders to identify construction costs, potential issues/risks and the projects requirements/scope.
Site waste management plan	This is significant because it outlines how the project will be handling waste, recycling and disposal. Allowing tenderers to plan for efficient waste management.
Contract conditions	Contract conditions are significant as they define the framework/legal and obligations for Client and contractor.



Q9. What is the likely impact on the project cost if you fail to adequately anticipate the material costs?

Answer If there has been failure to project material costs it can cause delays, budgets to run over.

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Q10. What is likely to occur if you allocate too much funding for materials and not enough for labour costs?

Answer If you allocate too much funding to Materials and not enough to labour, this could lead to staff shortages, delays in the project and could potentially reduce quality/standards as you may have to hire underqualified workers.

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Q11. What is the likely impact on the project cost if you fail to adequately anticipate funding amounts?

Answer If you fail to anticipate funding amounts, the project will likely go over budget, can cause delays and interruptions to work or could impact the quality of the project.

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Q12. Discuss the risks related to industrial disputes caused by misunderstandings or overt actions.

Answer Industrial disputes caused by misunderstanding or overt actions can lead to increased project costs, it could potentially damage reputations and could potentially result in legal actions/penalties.

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Q13. What is likely to occur if a key player in the project defaults or is not performing according to their responsibilities?

Answer If a key player in the project defaults or fails to perform their responsibilities, the project could experience delays/disruptions.
Quality of work may also suffer as others have to pick up slack and can strain relations with clients or stakeholders.

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Q14. Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.

Where failure to perform or any delay in the part of the building organisation is caused by events outside the building organisation's control (e.g. civil commotion, acts of god, war, inability to acquire raw materials), duties and obligations of the building organisation shall be suspended for the duration of the event provided that both parties arrive at a mutually acceptable compromise; however, if such a reasonable compromise cannot be reached, either party may terminate this Agreement upon thirty (30) days written notice.

Answer The key risk against the builder is the potential of contract Termination if an agreement cannot be made within 30 days..

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Q15. Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.

The builder must compensate and hold harmless the client from liabilities, damages, and costs that the client is legally obligated to pay as a result of death, injury to any person, or damage to any property, caused by the builders wilful misconduct, negligent act, error, or omission. Reimbursement for the client shall be based on the percentage of the builder's liability.

Answer The key risk against the builder is the financial liability, as according to the above, they would be required to cover any legal costs, damages etc.

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Q16. Discuss how labour shortages can contribute to delays in achieving milestones and consequently delays in progress payments.

Answer

Labour shortages can lead to delays in achieving project milestones, can caused an increase in costs due to delays, and reduced productivity. These can then cause delays in progress payments.



Q17. Why would you include an artist's impression with supporting documentation in preparing a tender?

Answer

Including an artist's impression with supporting documentation in a tender helps to visually convey the project design, intent and overall aesthetic. It provides bidders a clearer understanding the end result.



Q18. Explain how building information modelling (BIM) can assist when wanting to present tender documents.

Answer

It allows tenders to better demonstrate their building project proposal to project members and clients and helps reduce the risk of missing important building elements and other risks associated with the project.



Q19. Explain why a concise list of products selected for the project should be added in the tender support documentation.

Answer

A concise list of products selected for a project in tender documentation is important as it provides information of specific materials, products or equipment that is being used. Lets contractors decided if the can source the items and price them accurately.



Q20. Why might you decide to include the workplace industry profile and promotional material in the tender support documentation?

Answer

Including the workplace industry profile and promotional material in tender support documentation showcases expertise, highlights strengths and compliance.



Q21. Discuss what types of reports or findings you should add to the tender supporting documents.

Answer

In tender supporting documents, you should add reports that will help them with insights to the project so they can have a better understanding of risks and compliance requirements.

Examples of reports that could be added is:

- Surveys
- Funding Source
- Structural reports



Q22. Explain why you would attach the site plan to the tender documentation.

Answer ☐ Attaching the site plan to the tender documentation gives anyone bidding a clear understanding of location, layouts and conditions.

Q23. Discuss why you would attach floor plans and detail drawings to the tender documentation.

Answer ☐ Attaching floor plans and detail drawings to tender documentation provides anyone bidding on the project with a clear understanding of the projects scope and requirements which lead to more accurate estimates and proposals.

They help to define the scope, ensure compliance and prevent any misunderstandings.

Q24. Discuss how using employees differs to including sub-contractors when determining costing for the tender application.

Answer ☐ Using employees differs to using subcontractors when determining costs as using employees involves having fixed wages/salaries for labour costs, they can also offer more consistency, Flexibility and reliability. While using sub-contractors, flexibility can be lower, and labour costs (wages/salaries) can fluctuate

Q25. Discuss when you must organise and confirm sub-contractors instead of employees for construction projects.

Answer

You may need to use sub-contractors over employees when completing specialised tasks (something that your employees are not licensed/competent to complete).
Another instance you may need to organise sub-contractors over employees can be based on the project and its duration. If you are only on a short term project, subbies can offer short-term flexibility over having long term commitments to employees.



Q26. Discuss amendments and how these must be attached to tender applications.

Answer

Amendments to tender documents and important for clarifying/updating information.
They are to be formally issued and communicated to all bidders, who then should submit the amendments with the tender submissions.



Q27. What is a client acceptance form?

Answer

A client acceptance form is a document used to formally acknowledge that a client has reviewed/accepted the terms, deliverables and quality of the proposed project.



Q28. Discuss checks you should take before submitting completed tender documents to the client.

Answer

Before submitting tender documents, you should ensure that the information and pricing is accurate, that it follows the requirements, checking for consistency and making sure that all approvals are included.

You should also make sure that you have followed and completed the client's requirements before submitting.

