

CPCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to prepare and evaluation tender documentation, including calculation of labour and material requirements using costing software programs. These tasks may be simulated or real.

The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.

Resources required:

Computer.

Assessment of task

Name of participant:	ANNA-MARIE BORIN
Name of observer:	ANDRE BEGIC
Role of observer (Confirm suitability to sign)	ENGINEER
Email address of observer	
Signature of observer:	
Date:	25/11/19

When completing the task, did the participant:

Tick if satisfactorily completed.
Provide comments if left unticked.

	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Evaluate contract risk by: - Selecting contracts according to company policy - Evaluating tender documents, identifying risks for tender preparation	✓	✓
1.B. Prepare tender and supporting documentation by: - Identifying and obtaining necessary information (including vital information, drawings, specification) - Calculating material quantities and costs - Calculating labour hours and costs, considering types, scope and usage of labour through employee and subcontractor systems - Using appropriate costing software programs - Following company procedures and instructions	✓	✓
1.C. Consult with industry professionals, ensuring clear and direct verbal and non-verbal communication appropriate to cultural differences.	✓	✓
1.D. Conduct a preliminary evaluation of completed tender documentation, ensuring conformity with legislation, and company financial and administrative guidelines.	✓	✓
1.E. Provide tender documentation to appropriate staff member for approval or endorsement.	✓	✓
1.F. Prepare final documents (including amendments) for submission to the client.	✓	✓

The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory

Observer comments: