

CPCCBC4013A

PREPARE AND EVALUATE TENDER DOCUMENTATION

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4013A Prepare and evaluate tender documentation* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Michael Lewis
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

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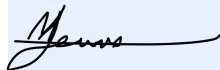
PREPARE AND EVALUATE TENDER DOCUMENTATION

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Michael Lewis

Participant signature



Date 15/06/2021

Assessor name

Assessor signature

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
26		Satisfactory	Not Yet Satisfactory
		☐	☐

Q1. Describe each of the listed types of building contract.**Answer**

Contract	Description
Cost-plus	2 forms – The builder is entitled to be paid the cost of the work plus a commission or the builder is paid the cost plus a fixed fee (which also may be reduced if the estimated cost of the work is exceeded by the actual cost)
Lump sum	Where the builder is to complete the works according to specification, within an agreed timeframe and for an agreed sum. Lump-Sum contracts can be of two types – Fixed/firm price or subject to rise and fall.
Nominated subcontract	A subcontract within the scope of the main contract for works, whereby the subcontractor is chosen by the architect.
Schedule of rates	The cost of the work is calculated by applying an agreed schedule of rates to the work actually performed, which is measured. This occurs where the extent of the works cannot be specified at the time of letting the contract (e.g. jobs with extensive earthworks)

**Q2. Name and describe four (4) documents that may be referred to by a builder considering submitting a tender.****Answer**

Tender document	Description
Project Parameters	Cost schedules or estimated timeframes
Drawings & Specifications	Architectural drawings or Structural drawings
Bill of quantities	Formal quantities determined by a professional quantity surveyor using the architects specifications and drawings.
Human Resources details	Known subcontractors information



Q3. Identify five (5) risks that should be considered by a builder interested in submitting a tender.

Answer

Contract to be used
Breaches of contract
Disputes over payment
Weather delays
Labour shortages



Q4. Describe two (2) company policies that may impact on whether a contract is selected for tender.

Answer

Policy	Description
1	The type of contract might may not be appealing to the builder
2	The costs involved in preparing the tender may be too high, weighed with a high risk of not winning the tender bid



Q5. Identify two (2) financial guidelines and two (2) administrative guidelines that must be observed when considering a tender.

Answer

Guidelines	Description
Financial	Check your calculations – mistakes in a tender could result in bankruptcy. Verify costs – Relying on previous tenders may not account for increase in rates and prices
Administrative	Ensure that the documentation meets the quality standards established by the organisation Check the tender documents against the contract



Q6. Which of the following are considered direct costs? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Labour costs	
	☒	Material costs	
	☐	Office overheads	
	☒	Plant costs	
	☐	Profit	
	☒	Site overheads	
	☒	Subcontract costs	

Q7. Which of the following are considered indirect costs? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☐	Labour costs	
	☐	Material costs	
	☒	Office overheads	
	☐	Plant costs	
	☐	Profit	
	☐	Site overheads	
	☐	Subcontract costs	

Q8. Explain how labour costs are established, referring to:

- Labour constant
- Labour quantities
- Labour rates

Answer	Labour Constant – Anticipated time required for a particular item of work (e.g. 3 hours/m³ to excavate trench) Labour quantities – Quantity of work required for the item of work in question (e.g. 30m³ to be excavated) Labour rates – Monetary rate for work performed (e.g. \$x per m³ of trench excavated or \$y per hour)	☐
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Q9. Explain the following types of direct material waste that must be considered when calculating material costs.

Answer

Type	Description
Design	Having to purchase a particular amount but not all is needed
Rejection	Quality control
Mishandling	Breakage

☐

Q10. Explain the following types of indirect material waste that must be considered when calculating material costs.

Answer

Type	Description
Substitution	Using in a way other than intended
Production	Construction technique different for originally planned
Negligence	Mistakes in production or estimating
Criminal actions	Theft of Vandalism

☐

Q11. Identify three (3) costs that must be considered when calculating plant costs.

Answer

Plant purchase or hire costs Running and maintenance Labour or operation costs
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☐

Q12. List the two ways in which subcontractors may provide a price for their work.

Answer All inclusive price
A schedule of unit rates – considering the work to be involved and applying the subcontractors rates (which may not include waste as part of the unit rate)

☐

Q13. Identify ten (10) trades that may be required for a residential or commercial building project.

Answer Concreter
Tiler
Plasterer
Painter
Glazer
Cabinet maker
Plumber
Electrician
Roofer
Scaffolder

☐

Q14. True or False (Tick your response): Each subcontractor is individually responsible to the client for a job tendered by a builder.

Answer

☐	True
☒	False

☐

Q15. Name one (1) type of project costing software.

Answer Solo Assist

☐

Q16. **True or False (Tick your response): Using costing software can assist builders undertake calculations in short timeframes during the tendering process.**

Answer

☒	True
☐	False

☐

Q17. **True or False (Tick your response): Profit is usually calculated as a percentage of the total, rather than on each item throughout the tender.**

Answer

☒	True
☐	False

☐

Q18. **True or False (Tick your response): Each level of government (i.e. federal, state and local) has its own rules regarding tender submissions.**

Answer

☒	True
☐	False

☐

Q19. **Identify one (1) example of each of the following documents that impacts on building work conducted in Queensland.**

Answer

Type	Description
Building and Construction Code	Stairs treads – the construction code dictates the size of the landing and the rise and run of the stairs treads which effects cost and can also impact on the overall dimensions of the staircase.
Standard	Waterproofing – it dictates the something is meant to be built and comply.
Government regulation	WHS – You need to have spotter in place whilst using a machine.

☐

Q20. Identify four (4) types of supporting documentation that you may include with a tender submission.

Answer

Artists impressions Product information Documentation processes required by building information modelling Promotional materials	☐
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Q21. Explain the importance of checking the accuracy of a tender.

Answer

It is very important to evaluate the completed tender documentation to ensure all presented information is accurate, incorporates everything, and meets the clients needs.	☐
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Q22. Identify an appropriate staff member within an organisation who may approve/endorse/modify a tender prior to submission to the client.

Answer

Management or another designated person	☐
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Q23. True or False (Tick your response): There is a general rule for how long tenders are called for, so specific due dates are not listed.

Answer

☐	True	☐
☒	False	

- Q24. You have a formwork job that will take three (3) weeks to complete. You are required to hire a range of materials, according to the Bill of Quantities listed below. Allow 15% for loss and damage.

Complete the calculations to determine the costs for the required materials.

Materials	Quantity	Hire rate per week
Frame 1	18	\$0.60
Frame 2	18	\$0.55
Brace	2 x 30	\$0.20
Base plate	36	\$0.10
'U' plate	36	\$0.30
Pin	36	\$0.10
Bearer	39.6m	\$0.20
Joints	165m	\$0.15

Answer

Answer 1)

$.60 + .55 + .20 + .10 + .30 + .10 + .20 + .15 = \$2.20 \times 3 \text{ weeks} = \$6.60 \times 15\% \text{ loss and damage}$

Total cost over 3 weeks is \$7.59

Answer 2 – if the hire rate was per item or per metre (doesn't specify)

$10.80 + 9.90 + .40 + 3.60 + 10.80 + 3.60 + 7.92 + 24.75 = \71.77



- Q25. For the job in Q24. you must also hire workers to install the plywood for the formwork, at a rate of \$15/hour. There is 70m² of plywood to be installed. Assume the labour constant is 1.10hrs/m².

Complete the labour calculations.

Answer 70 x 1.1 = 77 hours x \$15 per hour = \$1,155.00



- Q26. For the job in Q24. and Q25. you have determined that the overheads and profit will constitute 10% of the materials and labour cost.

Calculate the total project cost.

Answer Answer 1) Material Hire cost \$7.59 + labour cost \$1,155.00
= \$1,162.59 + 10% overheads/profit
= \$1,278.849

Answer 2) Material hire cost \$71.77 + labour cost \$1,155.00
= \$1226.77+ 10% overheads/profit
= \$1,349.447



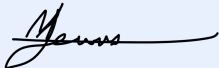
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PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Michael Lewis

Participant signature 

Date 15/06/2021

Assessor name Kieran Lewis

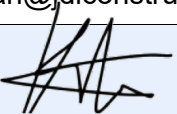
Assessor signature 

Date 15/06/2021

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☒	☐
Task 1 (Occasion 2)	☒	☐

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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. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: Any tender documents you have submitted to client and correspondence (redact any sensitive info) 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:	Michael Lewis	
Name of observer:	Kieran Lewis	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	kieran@jdlconstruction.com.au	
Signature of observer:		
Date:	15/06/2021	
When completing the task, did the participant:	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