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	Sophie Scott

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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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: Sophie Scott

Participant signature:

Date: 16/10/2020

Assessor name:

Assessor signature:

Date: Click here to enter a date.

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

ASSESSOR COMMENTS

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

Answer

Contract	Description
Cost-plus	Can be used in two forms. One is where the builder is entitled to be paid the cost of the work plus a commission. Another form is when the builder is paid the cost, plus a fixed fee.
Lump sum	The builder must complete the works in accordance with the specification and within an agreed time fame and price.
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 performed.

☐

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

Answer

Tender document	Description
Drawings	So the builder can determine what exactly needs to be built. Details such as materials and dimensions are shown on drawings therefore the builder can determine exact costs and what is required to complete the job.
Specifications	So the builder can acquire the correct materials and products required for the building
Bill of Quantities	Quantities determined by a quantity surveyor. This helps the builder avoid the risk of making an error in measuring themselves.
Site Layout Information	So the builder can determine general queries regarding the site for example where they may place their site offices

☐

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

Answer

Breaches of contract
Weather
Disputes over payments
Funding shortfalls
Failure to predict labour or material costs

☐

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

Answer

Policy	Description
1	The terms of contract may not suit the builder
2	If a specialist building service is required, the builder may not be willing to be involved

☐

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

Answer

Guidelines	Description
Financial	1 - Make sure all calculations are correct. 2 - Verify all costs
Administrative	1 – Make sure all documentation meets the QA standards created by the company you are submitting a tender to. 2 – 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 an item of work
Labour quantities - Quantity of work required for the item of work in question
Labour rates - Monetary rate for work performed

☐

Q9. **Explain the following types of direct material waste that must be considered when calculating material costs.**

Answer

Type	Description
Design	Purchasing an amount however may not all be required
Rejection	Quality Control
Mishandling	Ordering too much

☐

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 originally intended
Production	Construction technique different from originally planned
Negligence	Mistakes in production or estimation
Criminal actions	Theft or vandalism

☐

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

Answer

Costs to mobilise machinery to site
Operator costs
Running and maintenance

☐

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

Answer

All-inclusive price
Schedule of rates

☐

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

Answer

Civil
Hydraulic
Electrical
Mechanical
Landscape
Concrete
Block work
Piling
Structural Steel
Joinery

☐

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

CostX

☐

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	Australian Building Codes Board – NCC Volume 1 Section J – Energy Efficiency
Standard	AS/NZS 1905.1.2005 – Fire Door Installation
Government regulation	Building Industry Fairness (Security of Payment) Regulation 2018

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

Answer

Drawings Specifications Product Information Company Information

☐

Q21. **Explain the importance of checking the accuracy of a tender.**

Answer

To ensure conformity with company and financial administrative guidelines

☐

Q22. **Identify an appropriate staff member within an organisation who may approve/endorse/modify a tender prior to submission to the client.**

Answer

State Manager

☐

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

32.40
29.70
36
10.80
32.40
10.80
23.76
74.25
=$250.11
+ 15% 37.51

$287.62

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 70m^2 of plywood to be installed. Assume the labour constant is 1.10hrs/m^2.**

Complete the labour calculations.

Answer

70 x 1.1 = 77 hours
77 x 15 = $1155

☐

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

$287.62 + $1155 = $1442.62
10% = $144.26
Total project cost = $1586.88

☐

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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 Sophie Scott

Participant signature

Date 16/10/2020

Assessor name

Assessor signature

Date Click here to enter a date.

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

ASSESSOR COMMENTS

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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:	Sophie Scott
Name of observer:	Jasper Yeuell
Role of observer (Confirm suitability to sign)	Contracts Administrator – Watpac
Email address of observer	jyeuell@watpac.com.au
Signature of observer:	Jayeull
Date:	16/10/2020

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd 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
Sophie has shown considerable familiarity with the companies' policies and procedures regarding subcontract tendering and procurement. She has shown that she can apply this knowledge in real world environments where possible. Due to the stage of this project it is difficult to fully utilise these processes and procedures.