

Workplace Assessment 14 – Assessor’s Checklist

(This form is for the assessor’s use only)

Purpose

This *Assessor’s Checklist* lists the specific criteria that the candidate’s submission for **Workplace Assessment 14** must satisfactorily meet.

This form is to be completed by the candidate’s assessor to document their assessment of the candidate’s submission in Workplace Assessment 14.

Task Overview

For this task, the candidate is required to conduct the final evaluation of completed tender documentation in Task 13. The candidate must use the Tender Submission Evaluation Checklist in evaluating the completed tender documentation

In this task, the candidate will be assessed in their:

- Practical knowledge of completed tender documentation
- Practical skills relevant to conducting final evaluation of completed tender documentation

Instructions to the Assessor

During the assessment

- Review the candidate’s Tender Submission Evaluation Checklist submission.
- For each criterion listed in this checklist:
 - Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
 - Tick NO if you confirm the candidate’s submission does not satisfactorily meet the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

Candidate Details

Candidate name	
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Assessor Details

Candidate is assessed by	
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Context of the Assessment

Workplace/organisation	
Building and construction project	
Building classification	

Resources required for the assessment	☐ Building and construction project ○ Residential project, <u>AND</u> ○ Commerical project ☐ Opportunities to evaluate completed tender documentation ☐ Completed tender documentation ☐ Tender Submission Evaluation Checklist
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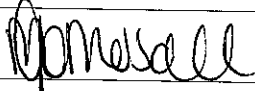
Assessor's Checklist

The candidate's Tender Submission Evaluation Checklist submission:	YES/NO	Assessor's comments
1. Lists the evaluation criteria for submission of tenders, including:		
i. e.g. Product Purchases	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
a. e.g. Price	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
b. e.g. Quality	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
i. e.g. Service Provision	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
a. e.g. Price	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
b. e.g. Relevant experience	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. e.g. Alignment with reference documents	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
a. e.g. Scope of work	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
b. e.g. Project risks	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. Specifies whether details in the completed tender documentation comply with the criteria indicated.		
i. Candidate ticked YES for criteria complied	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. Candidate ticked NO for non-compliances	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. Where candidate stated NO, candidate recorded reason for non-compliances against specifications	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have thoroughly reviewed the candidate's Tender Submission Evaluation Checklist submission for this workplace assessment task.

I confirm that the information recorded on this *Assessor's Checklist* is true and accurately reflects the candidate's submission for this workplace task.

Assessor's signature	
Assessor's name	Michelle Comersall
Date signed	10/2/23

End of Workplace Assessment - Assessor's Checklist

Tender Submission Evaluation Checklist

Completed by	Anya English
Date completed	23/01/23

Evaluation Criteria	Complied?	Reasons for non-compliance of corresponding criteria
Category 1: Product Purchases		
1. Price	☒ YES ☐ NO	
2. Quality	☒ YES ☐ NO	
3. Capacity to deliver	☒ YES ☐ NO	
4. Others as deemed appropriate	☒ YES ☐ NO	

Evaluation Criteria	Complied?	Reasons for non-compliance of corresponding criteria
Category 2: Service Provision		
1. Price	☒ YES ☐ NO	
2. Relevant experience	☒ YES ☐ NO	
3. Methodology	☒ YES ☐ NO	
4. Capacity to deliver	☒ YES ☐ NO	
5. Others as deemed appropriate	☒ YES ☐ NO	
Category 3: Alignment with reference documents		
1. Scope of work	☒ YES ☐ NO	
2. Project risks	☒ YES ☐ NO	
3. Details of tenderer	☒ YES ☐ NO	
4. Tender schedules	☒ YES ☐ NO	
5. Preliminary design solutions	☒ YES ☐ NO	
6. Previous performance of tenderer	☒ YES ☐ NO	
7. Program	☒ YES ☐ NO	
8. Tenderer's security and insurance details	☒ YES ☐ NO	

Evaluation Criteria	Complied?	Reasons for non-compliance of corresponding criteria
Category 4: Alignment with submission criteria		
1. Terms and phrases used in the tender documentation have consistent meaning	☒ YES ☐ NO	
2. Documents are arranged/ordered accordingly	☒ YES ☐ NO	
3. Information (e.g. text and graphics) are formatted accordingly	☒ YES ☐ NO	