

CPCBC4013A

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. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- 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.
- 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.

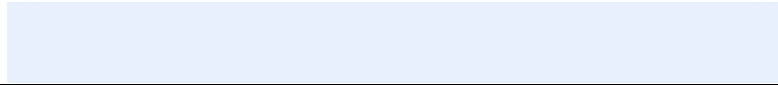
Participant name Massimiliano Carante

Participant signature



Assessor name Brett Stoward

Assessor signature



Date 16/09/2019

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
26		☐	☐

ASSESSOR COMMENTS

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

Answer

Contract	Description
Cost-plus	Not often used, but takes two 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
Lump sum	Fixed firm or subject to rise and fall. The builder is to complete the works according to specification within an agreed timeframe and for an agreed sum.
Nominated subcontract	A subcontract within the scope of the 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



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

Answer

Tender document	Description
	QA, drawings,
	Schedule of Qty
	Programme
	BOQ



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

Answer

Breach of contract
Disputes over payments
Risk of default or non-performance of key players
Short funding



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

Answer

Policy	Description
1	Fitness for work
2	Equal opportunity



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

Answer

Guidelines	Description
Financial	Schedule of Rate Variation
Administrative	HR Available of plant and equipment



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

The labour constant is the anticipated time required for a particular item of work. The labour qty are the amounts of work required. The labour rate is the monetary rate for work performed. So the total cost is calculated by multiplying the labour constant by the labour qty by the labour rate.

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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	Design of item
Rejection	Quality issue,
Mishandling	Damaged when handling

☐

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

Answer

Type	Description
Substitution	Materials used in a way other than originally intended.
Production	Occurs when the construction techniques originally planned have changed, thus causing unforeseen wasted materials
Negligence	Occurs due to mistakes in production or in the estimation
Criminal actions	Stolen or vandalised

☐

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

Answer

Mobilisation.
Plant purchase or hire costs. Running and maintenance costs, Labour costs

☐

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

Answer All – inclusive price
Per unit Price

☐

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

Answer Earthworks
Site works
Concrete works
Brickworks,
Carpentry
Tiling
Steel works
Metal works
Drainage
Plastering

☐

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 PPW
CATS

☐

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	National construction code
Standard	Termite Management standards
Government regulation	Building Regulation 2006

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

Answer

Artist Impressions,
Organisational information
Product information
Promotional materials

☐

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

Answer

Once a tender is accepted, a contractual arrangement comes into existence. If the information is the tender is incorrect, this may have significant financial implication for the successful tenderer.

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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

☐

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

Frame 1: $18 \times 3 \times \$0.6 = \32.4
 Frame 2: $18 \times 3 \times \$0.55 = \29.70
 Brace: $2 \times 30 \times 3 \times \$0.2 = \$36$
 Base plate: $26 \times 3 \times \$0.1 = \10.8
 U plate: $36 \times 3 \times \$0.3 = \32.4
 Pin: $36 \times 3 \times \$0.1 = \10.8
 Bearer: $36.9 \times 3 \times \$0.2 = \23.76
 Joints: $165 \times 3 \times \$0.15 = \74.25
 Total: \$250.11 (Plus \$37.52 for loss and damage)
 Material Total = \$287.63



- 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 70m² x 1.1 x \$15/hr = \$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 Subtotal: \$287.63+ \$1155 = \$1442.63
Overhead and profit = 10% = \$1586.89

