

CPCCBC4013 PREPARE AND EVALUATE TENDER DOCUMENTATION THEORY EXAM

Participant name	
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FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss what information is needed to prepare tender documents.

Answer

Should reflect but is not limited to: The project's approved plans, specifications, and documentation will give information you need to prepare tender documents. These give you all the requirements that must be included in the tender, from client to statutory requirements. You may also receive an invitation to tender which includes information about the goods and services described in detail. This allows the tenderer to prepare a tender that fits the client's requirements and in a format that makes the tender easy to compare to other tenders. In addition to the information on the construction drawings and specifications, you must also keep in mind that the project will need to comply with a number of building and construction regulations, codes, and standards. Some regulations only apply to specific states/territories, so it is essential to check what building and construction regulation apply to the project. You will need access to the NCC and Australian Standards to confirm your tender application is compliant



Q2. Explain how you determine which tender documents and contracts to select.

Answer

Should reflect but is not limited to: The documents you include with your tender will typically depend on the tenderer instructions included with the invitation to tender. These instructions are usually on the tender return slip. Documents and information that the client may require from the tenderer are generally itemised and the contract appropriate to be included will depend on the type of building the construction project is for and the project's contract price. It is important that you understand the structure and operations of your workplace costing, tendering and contracting system.



Q3. Briefly outline the following Australian Standards that are relevant to tender and contract documentation.

Answer

Australian Standard	Description
AS 4120	e.g. Code of Tendering- Sets out the ethics and obligations of the principal and tenderers in the tendering process in the construction industry. It applies to the selection of contractors and subcontractors.
AS 4000	e.g. General Conditions of Contract - This is a type of construction contract used for construction projects in Australia. As it is considered to only be the general conditions of the contract, AS 4000 is intended to be used ancillary to a formal instrument of agreement or certain documentation. AS 4000 will therefore often be accompanied by AS 4950 which seeks to incorporate the terms, a private contract prepared for the parties or tender documents and a signed letter of acceptance.
AS 4950	e.g. Form of formal instrument of agreement - Provides a model for a formal instrument of agreement to be used in conjunction with Australian Standard General Conditions of Contract (AS4000)



Q4. How do you determine the structure and operations of workplace costing, tendering and contracting system?

Answer

Should reflect but is not limited to: Read the workplace policies and procedures related to procurement, tendering, contract management and use or adjust the workplace templates to suit the client requirements. If unsure, look at past tender documents – particularly those from successful tenders. Meet with relevant employees to determine how tendering is to be presented and documented



Q5. How is the NCC relevant in preparing and evaluating tender documentation?

Answer

Should reflect how the NCC is relevant in preparing and evaluating tender documentation. the answer must demonstrate sufficient knowledge of how the NCC is relevant in preparing and evaluating tender documentation.
e.g. As the NCC sets out the technical provisions for design, construction, and performance of buildings and plumbing and drainage systems, the requirements provided must be reflected in the construction drawings and specifications, both of which are essential supporting documents to be attached to the tender document.



Q6. Discuss three (3) risks associated with tendering that must be considered and recorded during the evaluation of contracts and tender documents.

Answer

1. Should reflect three (3) risks that are documented when preparing and evaluating tender documentation. the answer must demonstrate sufficient knowledge of risk management and mitigation.
e.g. breach of contract - a violation of any of the agreed-upon terms – If this occurs, the project may be suspended until both contracted parties come to a decision or an agreement.
2. e.g. Project delays - Project delays extend the overall duration of project activities and entail an increase in project costs and must be included in the details as additional costs.
e.g. Payment disputes – can lead to delays in the project since contracted parties may need to arrive at a mutual decision before project operations can proceed.
3. e.g. Delay in progress payments – may affect the schedule of work and lead to cost overrun and extension of time.



Q7. Listed below are circumstances that pose risks associated with tendering. Explain how each circumstance can impact project time and/or cost.

Answer

Circumstances	Impact on project time and/or cost
Delivery delays that extend project completion dates	e.g. When construction items are not delivered on time, the schedule for performing construction tasks will have to be stretched, and the overall cost of the project will increase.
Labour shortages	e.g. Since labour force influence the overall productivity in construction projects, a shortage in labour means poor construction quality since contractors are forced to hire underqualified workers. This may further result into costly project delays
Weather	e.g. Since a significant proportion of construction activities are highly-weather sensitive, weather conditions (e.g. high wind, rain, storms, snow) can cause significant project delays in ways such as postponing a construction task when it rains to avoid damage of equipment.
Failure to adequately anticipate labour costs	e.g. Failure to adequately anticipate labour costs will lead to additional costs in order to give proper compensation to construction personnel hired for the project. Ultimately, this could lead to an overall increase in the project cost.



Q8. Listed in the table below are tender documents. Explain the significance of each document in preparing a tender.

Answer

Document	Significance
A letter of invitation to tender	e.g. The letter of invitation to tender is a document which serves as the formal invitation to make an offer for the supply of goods or services.
Form of tender	e.g. The form of tender prepared by the client and signed by the tenderer serves as the formal acknowledgement that the tenderer understands and accepts the terms of conditions of the tender documents and any other requirements that are stipulated.
Pre-construction information	e.g. This document provided by the client and contains information relevant to construction work, including health and safety hazards, design and construction standards, and ways they can be addressed. This can be used as a basis by tenderers in allocating their resources and reflecting these in the tender.
Site waste management plan	e.g. This describes how materials will be managed efficiently (i.e. reduced, disposed, re-used, recycled), this can be used as a basis in allocating resources for processes relevant to waste management and reflecting these in the tender
Contract conditions	e.g. Set out the principal legal relationship between the parties to a construction project, determining the allocation of risk and price.



Q9. What is the likely impact on the project cost if you fail to adequately anticipate the material costs?

Answer ☐ Should reflect: This may lead to additional costs to purchase the construction materials. Ultimately, this could lead to an overall increase in the project cost. It is unlikely that this will cause a decrease in costs, but either way mitigation of this occurrence should be an inclusion regarding costs as part of the tendering document.

Q10. What is likely to occur if you allocate too much funding for materials and not enough for labour costs?

Answer ☐ Should reflect but is not limited to: This situation can lead to financial adjustments needing to be applied as the project progresses. Processing the financial adjustments may be an additional task not anticipated previously, which can further lead to project delays.

Q11. What is the likely impact on the project cost if you fail to adequately anticipate funding amounts?

Answer ☐ Should reflect but is not limited to: Funding shortfalls will lead to the allocation of additional costs to compensate for the funding shortage. This increases the overall cost of the project. Additionally, processing requests for acquiring additional budget may take a considerable amount of time, potentially pushing the project's completion date.

Q12. Discuss the risks related to industrial disputes caused by misunderstandings or overt actions.

Answer ☐ Should discuss: When not addressed immediately, these disputes can lead to a breach of contract, resulting in suspension of the construction project, and ultimately the delay of the project.

Q13. What is likely to occur if a key player in the project defaults or is not performing according to their responsibilities?

Answer

Should reflect: The contractor will likely be forced to terminate those key players' employment and hire new ones. Since there is a need to hire qualified construction personnel, the contractors will have to allocate adequate time for the hiring process. This can push the project schedule further.

☐

Q14. Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.

Where failure to perform or any delay in the part of the building organisation is caused by events outside the building organisation's control (e.g. civil commotion, acts of god, war, inability to acquire raw materials), duties and obligations of the building organisation shall be suspended for the duration of the event provided that both parties arrive at a mutually acceptable compromise; however, if such a reasonable compromise cannot be reached, either party may terminate this Agreement upon thirty (30) days written notice.

Answer

Should reflect: The clause shows a high risk of termination of the agreement between the client and builder due to external circumstances.

☐

Q15. Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.

The builder must compensate and hold harmless the client from liabilities, damages, and costs that the client is legally obligated to pay as a result of death, injury to any person, or damage to any property, caused by the builders wilful misconduct, negligent act, error, or omission. Reimbursement for the client shall be based on the percentage of the builder's liability.

Answer

Should reflect: The clause describes how the builder is liable and must compensate the client for liabilities caused by the building organisation's misconduct, negligent act, error, or omission.

☐

Q16. Discuss how labour shortages can contribute to delays in achieving milestones and consequently delays in progress payments.

Answer

Should reflect but is not limited to: Labour shortages can contribute to milestones not being met due to less workers completing tasks, or less experienced workers completing tasks which both contribute to a slowing of the work process. This will contribute to delays in achieving milestones due to either more time needed to complete tasks or additional time needed for supervision and checking of work tasks. When milestones are not achieved, this reflects directly when progress payments are to be made.



Q17. Why would you include an artist's impression with supporting documentation in preparing a tender?

Answer

Should reflect but is not limited to: the artist's impressions, which consist of drawings or graphical representations, can be used by both clients and tenderers to acquire an idea of how the proposed building will look, including the overall design, materials and associated landscape of the planned building.



Q18. Explain how building information modelling (BIM) can assist when wanting to present tender documents.

Answer

Should reflect but is not limited to: BIM, which is an integrated 3D model of various construction discipline (e.g. architectural, structural, electrical, etc.), allows tenderers to better demonstrate their building project proposal to project members and clients and helps reduce risk of missing important building elements and other risks associated with the project.



Q19. Explain why a concise list of products selected for the project should be added in the tender support documentation.

Answer

Should reflect but is not limited to: This contains specific information from the tenderers regarding the products that have been selected and will be used in the construction project. Ideally this will align with the clients values and or preferences in regard to products or product manufacture. It will clarify to the client the builders values and preferences when looking at product quality and sustainability.



Q20. Why might you decide to include the workplace industry profile and promotional material in the tender support documentation?

Answer

Should reflect but is not limited to: The industry profile and relevant promotional materials help portray a positive image to tenderers. Industry profile may include company values, projects and accomplishments achieved, as well as compliance to Australian and International Standards if any.



Q21. Discuss what types of reports or findings you should add to the tender supporting documents.

Answer

Should reflect but is not limited to: Reports and findings beneficial to the client are documents presented by tenderers in order for the client to be informed about crucial areas specific to the construction project and the ways to address these areas for the benefit of the organisation. This may include soil reports and how the builder intends to work around these, these may also be future planning documents from the relevant council that may impact the project.



Q22. Explain why you would attach the site plan to the tender documentation.

Answer ☐ Should reflect but is not limited to: The site plan provides a general view of the property, including the proposed building, location, and essential site features, and helps all involved to acquire an overview of the scope of work involved for the project.

Q23. Discuss why you would attach floor plans and detail drawings to the tender documentation.

Answer ☐ Should reflect but is not limited to: Floor plans are used to know the layout of the building and the arrangement of interior elements such as walls, columns, doors and windows and the different building spaces. Detail views are large scale drawings which can be used to look into a particular building component more clearly and examine complex configuration which cannot be seen on a smaller scale.

Q24. Discuss how using employees differs to including sub-contractors when determining costing for the tender application.

Answer ☐ Should reflect but is not limited to: Subcontractors can accept or reject jobs and must be consulted regarding availability whereas employees must be available for jobs unless scheduled to be away from the workplace. Employee work hours are set by the employer and straight forward to calculate when costing for tendering, subcontractors work their own hours and further confirmation of their availability for the time is required. Plant and material used by sub-contractors is usually organised by them and priced within the agreement. The pay rate for the subcontractors may be higher than that for the employee.

Q25. Discuss when you must organise and confirm sub-contractors instead of employees for construction projects.

Answer

Should reflect but is not limited to: Specialised work that employees are not qualified to undertake which can include drafting or drawings such as artist drawings, surveying, electrical and plumbing work, cabinet making, painting and plastering but may also include tasks such as framework, some foundation work and other specialised trade work.



Q26. Discuss amendments and how these must be attached to tender applications.

Answer

Should reflect but is not limited to: Tenders may go through multiple changes and amendments before they are accepted, a new release should be released each time the information changes the tender or contract. An amendment to a tender is an addition to, exclusion from, correction, or modification to an existing proposal that is out for bid. Tender or contract amendments are released days, weeks, often months after the original offer is issued, also known as contract addendums or revised tenders or contracts. Whether or not an amendment to a bid is given depends on the agreement at hand. There may be several changes to some bids, while others will not have any amendments at all.



Q27. What is a client acceptance form?

Answer

Should reflect but is not limited to: . A client acceptance form is a letter or memorandum communicating the acceptance of the bid (tender) to the supplier and contains the tentative acceptance of the offer, i.e. letter of purpose or contract for rates. It provides a formal method of agreement and acceptance of the tender offer.



Q28. Discuss checks you should take before submitting completed tender documents to the client.

Answer

Should reflect but is not limited to: You must check the proposal documents carefully before submitting them. You can use a checklist to make sure your bid meets all the requirements (some tenders will include a checklist that you can also use). Ensure tender instructions have been followed, undertake grammar and spell checks, ensure appropriate templates or formats have been used, re-read the document to ensure it is easy to read and understand. Check the tender against the specification and the evaluation criteria. Check that the tender response has a competitive price and high quality. Make sure that your responses are backed up by evidence. You want to 'show' how you can meet the requirements, rather than just 'telling' the buyer that you can. Ensure that all supporting documents are included and that the tender documents are signed off as instructed, this may require digital signatures.



CPCCBC4013 PREPARE AND EVALUATE TENDER DOCUMENTATION WORKBOOK

Participant name	
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FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - If any written questions are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY 1

- a) Research and list four (4) examples of costing software programs used in building and construction projects.
- b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.
- c) Outline the workplace stakeholders involved in tendering processes.

a) Research and list four (4) examples of costing software programs used in building and construction projects.

- 1) e.g. Constructor; DataBuild; Estimating Services Software (ESS)
- 2) e.g. EasyPricePro; BeamsBuild; CostX
- 3) e.g. PlanSwift; Cubit
- 4) e.g. BuildXact; EclipseCS

b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.

e.g. should reflect the workplace hierarchy and may include items such as
 Board of Directors
 General Manager
 Engineering Manager
 Cost Estimator
 QA/QC team/ team leader

c) Outline the workplace stakeholders involved in tendering processes.

e.g. should be workplace specific and may include
 General manager
 Project manager
 Engineering manager
 Cost Estimator
 Site supervisor
 QA/QC team/ team leader
 Tender Relations Officer; Tender administrator/s

**Satisfactory
Outcome**



CPCCBC4013

PREPARE AND EVALUATE TENDER DOCUMENTATION

PRACTICAL ASSESSMENT

Participant name	
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FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks as instructed by the Assessor or other personnel unless the steps note this assistance.
- You must attempt all task (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)		☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential Tender

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation: e.g. site location, building requirements, materials, specialised components
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☐ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents e.g. made use of PC and internet access to confirm requirements; opened and used attachments on email to extract information from client; word, excel and ESS used to create documents
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes: e.g. located previously used recent contracts to determine subcontractor costs and material costs, accessed HR documents to confirm employee experience, accessed quality documents for templates
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments: e.g. all those attached to tender invitation
1.1F.	Specify where determined risks were documented: e.g. in supporting documents for tender application
1.3B.	Specify supporting documents attached/ inserted to tender application: e.g. plans, drawings, specifications, amendments, costings, bill of quantities,

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2 Commercial Tender	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Details
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation: e.g. site location, building requirements, materials, specialised components
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☐ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents e.g. made use of PC and internet access to confirm requirements; opened and used attachments on email to extract information from client; word, excel and ESS used to create documents
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes: e.g. located previously used recent contracts to determine subcontractor costs and material costs, accessed HR documents to confirm employee experience, accessed quality documents for templates
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments: e.g. all those attached to tender invitation
1.1F.	Specify where determined risks were documented: e.g. in supporting documents for tender application
1.3B.	Specify supporting documents attached/ inserted to tender application: e.g. plans, drawings, specifications, amendments, costings, bill of quantities,