

Overview

This unit is about the technical content of the tendering process. You will need to demonstrate that you have administered the tender process from its fundamentals. You will have successfully understood the tender process to the point of submission. You will have managed the tender process in terms of resources and time. Also you will have built up costs for the estimate to a standard necessary for a valid adjudication. You will have presented the costings and concluded the process by proposing payment profiles. You will have considered the risks and opportunities in a tender and specified qualifications to the tender based on the enquiry. You will have managed the completion of the tender and presented it to the organisation. You will have concluded the process by storing all of the tender information.

Performance criteria

You must be able to:

Evaluate estimate, bid and tender enquiry documentation

- P1 check the **tender details** and **tender requirements** and confirm them with **decision makers**
- P2 summarise the **tender requirements** accurately and pass them on for comment to **decision makers**
- P3 identify any **points of concern** in the **tender documents** and refer them to **decision makers** for them to clarify and resolve
- P4 evaluate the **tender documents** against the **agreed criteria** and assess whether the organisation is capable of meeting the **tender requirements** and has enough resources to do so
- P5 identify and assess any contractual and **legal issues** which might affect the project
- P6 investigate the **tender documents** within budgets and tender time limits
- P7 draw accurate conclusions about **tender requirements** within the limits of the **tender** information which is available, and which provide an objective basis for making a decision on whether to make a bid
- P8 keep information about **tender** enquiries in confidence and only pass it on to people who have the authority to receive it

Assess the resource requirements and costs within an estimate, bid and tender

You must be able to:

- P9 develop a proposed method statement and draft programme which meet the **tender requirements**
- P10 calculate, accurately, from **available sources**, what **resources** will be needed, investigate whether the **resources** will be available and present the information so that the requirements can be costed and planned
- P11 **estimate resource** costs by **calculating** an accurate **cost** for each item which is required
- P12 modify the cost to take into account any **external factors** which may affect the cost projections
- P13 produce the overall estimate of costs and check that it is complete, accurate and in a form which is suitable for a judgement to be made
- P14 explain and clarify the projected costs to support the calculations
- P15 recommend payment schedules which will meet known cash flow requirements

Finalise and submit an estimate, bid and tender offer

You must be able to:

- P16 identify and evaluate, realistically, the **risks and opportunities** involved in a successful **tender offer**
- P17 identify and specify any **alternatives and qualifications** to the original **tender requirements** which may improve the organisations ability to carry out the work

**Performance
criteria**

- P18 apply a profit margin and payment schedule which meets the objectives and strategy of the organisation
- P19 check that the **tender offer** is complete and accurate and conforms to house style, and making any necessary modifications
- P20 **present** and support the **tender offer** in a manner which maximises its acceptability
- P21 collate, arrange and submit **tender offer** information in accordance with procurement requirements
- P22 collect together all the **tender offer** information, record it, store it securely and only pass it on to people who have the authority to receive it

Knowledge and understanding

You need to know and understand:

Evaluate estimate, bid and tender enquiry documentation

- K1 how to keep information about **tender** enquiries in confidence and ensure you only pass it on to people who have the authority to receive it (application)
- K2 how to check the **tender** details and **tender requirements** and confirm them with **decision makers** (application)
- K3 how to summarise the **tender requirements** and pass them on to **decision makers** for comment (application)
- K4 what to identify as any **points of concern** in the **tender documents** (understanding)
- K5 how to refer any **points of concern** in the **tender documents** to **decision makers** for them to clarify and resolve (application)
- K6 how and why to investigate the **tender documents** within budgets and tender time limits (analysis)
- K7 how and why to assess whether the organisation is capable of meeting the **tender requirements** and has enough resources to do so (analysis)
- K8 how and why to evaluate the **tender documents** (evaluation)
- K9 how and why to draw accurate conclusions about **tender requirements** (evaluation)
- K10 what to identify as contractual and **legal issues** which might affect the project (understanding)
- K11 how and why to assess any contractual and **legal issues** which might affect the project (analysis)

Assess the resource requirements and costs within an estimate, bid and tender

You need to know and understand:

- K12 how and why to develop a proposed method statement and draft programme which meet the **tender requirements** (synthesis)
- K13 how to calculate what **resources** will be needed from **available sources** (application)
- K14 how to present information about **resource** availability so that the requirements can be costed and planned (application)
- K15 how and why to investigate whether the **resources** needed will be available (analysis)
- K16 how to check that the overall **estimate** of costs is complete, accurate and in a form which is suitable for a judgement to be made (application)
- K17 how to explain and clarify the projected costs to support the calculations (application)
- K18 how and why to recommend payment schedules which will meet known cash flow requirements (synthesis)

Knowledge and understanding

- K19 how and why to estimate **resource** costs by **calculating** an accurate cost for each item (analysis)
- K20 how and why to produce the overall estimate of costs (analysis)
- K21 how to modify the cost to take into account any **external factors** which may affect the cost projections (application)

Finalise and submit an estimate, bid and tender offer

You need to know and understand:

- K22 how to identify the **risks and opportunities** involved in a successful **tender offer** (understanding)
- K23 how and why to evaluate the **risks and opportunities** involved in a successful **tender offer** (evaluation)
- K24 how to check that the **tender offer** is complete and accurate and conforms to house style and make any necessary modifications (application)
- K25 how to collate, arrange and submit **tender offer** information (application)
- K26 how to collect together, record and store all the **tender offer** information and ensure that it is only passed on to people who have the authority to receive it (application)
- K27 how to apply a profit margin and payment schedule which meets the objectives and strategy of the organisation (application)
- K28 what to identify as the **alternatives and qualifications** to the original **tender requirements** which may improve the organisation's ability to carry out the work (understanding)
- K29 how and why to specify **alternatives and qualifications** to the original **tender requirements** which may improve the organisation's ability to carry out the work (evaluation)
- K30 how to **present** the **tender offer** in a manner which maximises its acceptability (application)
- K31 how and why to support the **tender offer** in a manner which maximises its acceptability (analysis)

Scope/range

Evaluate estimate, bid and tender enquiry documentation

- 1 Tender:
 - 1.1 contractor
 - 1.2 sub/works/trade contractor
 - 1.3 supply
 - 1.4 consultants
- 2 Tender requirements:
 - 2.1 construction
 - 2.2 installation and maintenance work
 - 2.3 supply of goods and materials
 - 2.4 consultancy services
- 3 Decision makers:
 - 3.1 clients and their agents
 - 3.2 colleagues
 - 3.3 line managers and directors
 - 3.4 specialists - internal or external to organisation
- 4 Points of concern:
 - 4.1 inconsistent with the policy of the organisation
 - 4.2 discrepancies within enquiry information
 - 4.3 tender procedure requirements
 - 4.4 quantitative requirements
 - 4.5 qualitative requirements
 - 4.6 contractual requirements
- 5 Tender documents:
 - 5.1 invitation to tender
 - 5.2 form of tender
 - 5.3 returns procedure
 - 5.4 survey reports
 - 5.5 specifications
 - 5.6 drawings
 - 5.7 schedules
 - 5.8 bills of quantities
 - 5.9 health and safety plans

Scope/range

- 5.10 scope of services
- 5.11 terms and conditions
- 5.12 schedule of rates
- 6 Agreed criteria:
 - 6.1 financial
 - 6.2 viability of tendering information
 - 6.3 current workload
 - 6.4 type of work
 - 6.5 competence of people
 - 6.6 timescale
 - 6.7 social policies
 - 6.8 environmental impact
 - 6.9 location
 - 6.10 potential completion
- 7 Legal issues:
 - 7.1 planning
 - 7.2 health and safety
 - 7.3 environmental
 - 7.4 ownership
 - 7.5 common law rights
 - 7.6 european Union requirements

Assess the resource requirements and costs within an estimate, bid and tender

- 8 Tender requirements:
 - 8.1 construction
 - 8.2 installation and maintenance work
 - 8.3 supply of goods and materials
 - 8.4 consultancy services;
 - 8.5 purchasing
 - 8.6 invitation to tender
 - 8.7 form of tender
 - 8.8 technology required
 - 8.9 procedures for submitting tenders

Scope/range

- 9 Available sources:
 - 9.1 client brief
 - 9.2 tender enquiry documentation
 - 9.3 site measurements/visits
 - 9.4 survey reports
 - 9.5 scaled drawings
 - 9.6 schedules
 - 9.7 method statements
 - 9.8 programmes
 - 9.9 suppliers
- 10 Resources:
 - 10.1 people (in-house, external)
 - 10.2 plant and equipment
 - 10.3 materials
 - 10.4 finance
 - 10.5 time
 - 10.6 supply options
- 11 Estimating:
 - 11.1 cost based on a quotation
 - 11.2 unit cost built up from basic data
 - 11.3 internal and historical cost data
 - 11.4 published cost data
- 12 Calculating cost:
 - 12.1 manual
 - 12.2 electronic
- 13 External factors:
 - 13.1 variations over time
 - 13.2 location
 - 13.3 statutory and contractual requirements
 - 13.4 special working conditions and methods
 - 13.5 resourcing conditions
 - 13.6 competition

Scope/range

Finalise and submit an estimate, bid and tender offer

- 14 Risks and opportunities:
 - 14.1 environmental and sustainability
 - 14.2 financial and market
 - 14.3 political
 - 14.4 technical
 - 14.5 health and safety
 - 14.6 reputation
 - 14.7 competence of people
- 15 Tender offer:
 - 15.1 contractor
 - 15.2 sub/works/trade contractor
 - 15.3 supply
 - 15.4 consultancy
 - 15.5 purchase
- 16 Alternatives and qualifications:
 - 16.1 specifications and materials
 - 16.2 methods of construction
 - 16.3 services
 - 16.4 time-scales
 - 16.5 supply options
 - 16.6 price offer options
- 17 Tender requirements:
 - 17.1 construction
 - 17.2 installation and maintenance work
 - 17.3 supply of goods and materials
 - 17.4 consultancy services;
 - 17.5 delivery
- 18 Presenting:
 - 18.1 orally
 - 18.2 in writing
 - 18.3 graphically
 - 18.4 electronically

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Prepare and submit estimates, bids and tenders



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