

	Unit ID: 1923
Domain	BUILDING AND CIVIL CONSTRUCTION MANAGEMENT
Title:	Tender for construction project
Level: 5	Credits: 12

Purpose

This unit standard is intended for those who tender for construction project. People credited with this unit standard are able to procure and interpret tender documentation, prepare for estimating and tendering, estimate and compile tender, submit tender and review tender process.

This unit standard is intended for those who work in the building and civil construction environment.

Special Notes

1. Entry information

Prerequisite:

- *Unit 1157- Demonstrate basic knowledge of workplace health and safety or demonstrated equivalent knowledge and skills.*

2. Assessment evidence may be collected from a real workplace or simulated workplace in which building and civil construction management are carried out.

3. Glossary and abbreviations

'Specifications' refers to any, or all of the following: manufacturers' specifications and recommendations, site and workplace specific requirements.

4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act 2007(Act no 11, 2007)
 - Regulations relating to the health & Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments
 - Local Authorities Act. 23, 1992
 - SABS 0400
 - Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)
 - Public Procurement Act 2015 (Act no 15, 2015) and Regulations and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the

Elements and Performance Criteria

Element 1: Procure and interpret tender documentation

Range

Tender procurement processes include subscription to tender bulletins and notifications, tender advertising methods and media, collection and payment of tender documentation and sources of tenders.

Performance Criteria

- 1.1 Tender procurement processes are explained.
- 1.2 Applicable tenders are identified, selected and procured timeously, in accordance with tender conditions and the company's marketing plan.
- 1.3 Relevant tender information is extracted and interpreted.

Element 2: Prepare for estimating and tendering

Performance Criteria

- 2.1 The site is inspected in accordance with tender conditions.
- 2.2 Detailed site investigation is performed where required.
- 2.3 Resources required for the project are identified, as well as associated costs and availability.

Element 3: Estimate and compile tender

Range

Payment items include work items, preliminary and general items, lump sums, prime cost items, day work rates.

Costs to be included in the breakdown of estimated pay item include escalation, resource costs, risk, overheads, and profit/mark up.

Breakdowns of each estimated pay item may include but not limited all costs, contingencies and mark up.

Performance criteria

- 3.1 Project and standards specifications are explained in terms of pay items and descriptions.

- 3.2 Payment items in the schedule of quantities are estimated in accordance with actual resource costs and estimated average production rates.
- 3.3 Breakdowns of each estimated pay item are explained.
- 3.4 Tender forms are completed accurately and in accordance with tender conditions.
- 3.5 Tender conditions are complied with.

Element 4: Submit tender and review tender process

Performance Criteria

- 4.1 Tender is finalised and agreed in line with organisational procedures.
- 4.2 Tender is submitted timeously in accordance with tender requirements.
- 4.3 Tender opening session is attended and information recorded.
- 4.4 Tendering process and results are reviewed and tendering strategy is adapted.

Registration Data

Subfield:	Civil and Building Services Engineering
Date first registered:	30 August 2018
Date this version registered:	30 August 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority