

Title	Complete tender analysis and engage a contractor		
Level	6	Credits	2

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the process for dealing with tenders; analyse tenders for a contract for engineering works and prepare a report on tenders; and let a contract and advise all tenderers.
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Classification	Engineering > Generic Engineering
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is for technician engineers and recognises capability; it does not require those seeking credit to demonstrate competence in the application of the knowledge and skills to a range of engineering contexts and situations.
- 2 Definitions
An engineering project refers to one for which the project design documents are supplied and standard contract documentation is used;
company requirements include the policy, procedures, and methodologies of the company. They include requirements documented in company and site health and safety plans, quality assurance documents and contract work programmes.
- 3 The following apply to the performance of all outcomes in this unit standard:
 - a all activities are to be completed and reported within agreed timeframes and delegated authority;
 - b all work practices must meet worksite’s documented quality management requirements. This includes documentation of activities, events, assumptions, and decisions;
 - c all communications must be made in accordance with the organisation’s documented procedures for content, recipient, timing, and method;
 - d all activities must comply with any policies, procedures, and requirements of the organisations involved; the ethical codes and standards relevant to professional bodies; and any relevant cultural, legislative and/or regulatory requirements, which may include but are not limited to: the Treaty of Waitangi, Health and Safety at Work Act 2015, Resource Management Act 1991, Building Act 2004, Copyright Act 1994, Contracts Enforcement Act 1956, and their subsequent amendments and regulations.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the process for dealing with tenders.

Performance criteria

1.1 The description outlines the procedures for opening tenders and checking for completeness.

Range calculation errors, tags, complete documentation, alternative tenders, late tenders.

Outcome 2

Analyse tenders for a contract for engineering works and prepare a report on tenders.

Performance criteria

2.1 Tenders are analysed and ranked in accordance with company requirements.

Range lowest price conforming tender, weighted attribute, Brookes Law.

2.2 Report is prepared in accordance with company requirements.

Outcome 3

Let a contract and advise all tenderers.

Performance criteria

3.1 Preparation of letter of acceptance and letters to unsuccessful tenderers is in accordance with company requirements.

3.2 Tender deposits for unsuccessful tenderers are returned in accordance with company requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 February 1998	31 December 2020
Revision	2	7 June 2000	31 December 2020
Revision	3	19 February 2004	31 December 2020
Revision	4	14 July 2005	31 December 2020
Rollover and Revision	5	18 December 2006	31 December 2020
Review	6	24 January 2019	31 December 2020

Consent and Moderation Requirements (CMR) reference

0101

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.