

Title	Prepare tenders for contracts relating to construction and demolition waste		
Level	5	Credits	10

Purpose	<p>This unit standard is for people working in the resource recovery industry.</p> <p>People credited with this unit standard are able to: identify documentation and tender details for contracts involving construction and demolition waste; price work covered by tender for construction and demolition waste contracts; and prepare tenders for construction and demolition waste contracts.</p>
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Classification	Resource Recovery > Resource Recovery - Construction and Demolition
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Available grade	Achieved
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Guidance Information

- 1 References relevant to this unit standard include:
 Hazardous Substances and New Organisms Act 1996;
 Health and Safety at Work Act 2015
 Resource Management Act 1991;
 local authority requirements for disposal at landfill and cleanfill sites;
 Reducing Waste on Building Sites BRANZ bulletin 523 available at <http://www.branz.co.nz>;
 The New Zealand Waste Strategy: Reducing Harm, Improving Efficiency 2010
 Ministry for the Environment, available at <http://www.mfe.govt.nz>;
 REBRI (Resource Efficiency in the Building and Related Industries) guidelines for reducing building material wastes, reports, and contract specifications for waste management, available at <http://www.branz.co.nz>.
- 2 Range
two contracts.
- 3 Definition
Company procedures mean the documented methods for performing work activities and include health and safety, environmental, and quality management.

Outcomes and performance criteria

Outcome 1

Identify and clarify documentation and tender details for contracts involving construction and demolition waste.

Performance criteria

- 1.1 Documents which form the basis of the contract and define the scope of the work involved are identified in relation to a contract.
- Range specifications, schedule of quantities, conditions of contract.
- 1.2 Details of tender for construction or demolition waste contract are identified, extracted, and recorded in accordance with company procedures.
- Range may include but is not limited to – form of tender, submission dates, insurance, special conditions.
- 1.3 Details of tender are clarified as required in accordance with request for tender and company requirements.
- Range clarification may be obtained from – site investigation, questions to documentation source, questions to client, legal clarification, local authority clarification; evidence is required of two clarifications.

Outcome 2

Price work covered by tender for construction and demolition waste contracts.

Performance criteria

- 2.1 Where a schedule of quantities forms part of the contract documents, pricing is calculated on defined quantities.
- 2.2 Where no schedule of quantities is included in the contract documents, written estimates of quantities are stated and pricing is calculated on them in accordance with company procedures.
- 2.3 Tender prices are developed in accordance with standard methods of measurement.
- 2.4 Tender prices are checked for accuracy in accordance with company procedures.

Outcome 3

Prepare tenders for construction and demolition waste contracts.

Performance criteria

- 3.1 Prepared tender complies with stated requirements of request for tender.
Range form, general conditions, special conditions.
- 3.2 Supplementary material that supports the tender is submitted as required in accordance with request for tender.
Range may include but is not limited to – bond forms, performance profiles, performance guarantees.
- 3.3 Final checking of tender review confirms completeness and accuracy of the tender before submission in accordance with company procedures.
Range includes but is not limited to – numbering system, headings, number of copies, number of envelopes, details on envelope.
- 3.4 Prepared tender documents are lodged at the defined place before tender closing date and time.

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	25 October 2007	31 December 2025
Rollover and Revision	2	28 March 2019	31 December 2025
Review	3	24 April 2025	31 December 2025

Consent and Moderation Requirements (CMR) reference

0014

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