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| <b>Title</b> | <b>Prepare tenders for contracts relating to construction and demolition waste</b> |                |           |
| <b>Level</b> | <b>5</b>   | <b>Credits</b> | <b>10</b> |

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| <b>Purpose</b> | <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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| <b>Classification</b> | Resource Recovery > Resource Recovery - Construction and Demolition |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- 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>.
- Range  
two contracts.
- Definition  
*Company procedures* mean the documented methods for performing work activities and include health and safety, environmental, and quality management.

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## 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.

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| <b>Planned review date</b> | 31 December 2023 |
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**Status information and last date for assessment for superseded versions**

| Process               | Version | Date            | Last Date for Assessment |
|-----------------------|---------|-----------------|--------------------------|
| Registration          | 1       | 25 October 2007 | N/A                      |
| Rollover and Revision | 2       | 28 March 2019   | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 0014 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.