

Title	Demonstrate the process of tendering and administering a construction project		
Level	6	Credits	15

Purpose	People credited with this unit standard are able to: describe the establishment of pre-tender requirements; describe assembly of documentation and determination of process and timeline for the tender phase; determine and describe the process and requirements of tender evaluation; describe the process and requirements for post-tender administration; describe the process and administration requirements for the construction phase; and describe post-construction documentation.
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Classification	Construction > Architectural Technology
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Available grade	Achieved
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Guidance Information

- 1 Definition
Tags are additional conditions of clarification placed on a contract by the tenderer.
- 2 All activities must comply with any policies, procedures, and requirements of the organisation/s involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
- 3 Legislation and publications relevant to this unit standard include:
Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995;
Resource Management Act 1991;
Building Act 2004;
NZS 3902:2004 *Housing, alterations and small buildings contract*, NZS 3910:2003 *Conditions of contract for building and civil engineering construction*, and NZS 3915:2005 *Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the contract)*, available from Standards New Zealand (<http://www.standards.co.nz>);
NZIA SCC 2007 New Zealand Institute of Architects Standard Conditions of Contract 1st Edition, available from NZIA (<http://www.nzia.co.nz>).

Outcomes and performance criteria

Outcome 1

Describe the establishment of pre-tender requirements.

Performance criteria

- 1.1 Tender methods are explained in terms of purpose and function.
- Range pre-registration, sole source, invited tender, public tender.
- 1.2 Types of contract are analysed and evaluated in terms of purpose and function.
- Range lump sum, schedule of rates, measure and value, cost plus, guaranteed maximum price, design and build.
- 1.3 Tender method and type of contract are described in accordance with organisation and/or client requirements.
- Range format, timing, distribution, people to be involved in preparing the tender and contract.

Outcome 2

Describe assembly of documentation and determination of process and timeline for the tender phase.

Performance criteria

- 2.1 Assembly and integration of documentation is described in terms of its application for the tender process.
- Range invitation, conditions of tender, special conditions of tender, conditions of contract, special conditions of contract, drawings, specification, tender forms.
- 2.2 The determination of tender period process and timeline are described in accordance with tender documentation.

Outcome 3

Determine and describe the process and requirements of tender evaluation.

Performance criteria

- 3.1 The process for receipt of tenders is determined and described in accordance with conditions of tender and special conditions of tender.
- Range formal receipt of tenders, treatment of late tenders.

3.2 The process for evaluation of tenders is determined and described in accordance with contract documentation.

Range checking the validity/compliance of tenders, tags listed, evaluation of any special conditions, rates/percentages/profit margins, sub trades analysis, analysis of any aberrations, enquiries made of tenderers as necessary, negotiation of tender.

3.3 The reporting format and tender ranking recommendation are described in accordance with tender evaluation.

Outcome 4

Describe the process and requirements for post-tender administration.

Performance criteria

4.1 The process and requirements for acceptance/declining of tenders are described in accordance with contract documentation and client instructions.

4.2 The legal documentation resulting from accepting tenders is described in terms of purpose and function.

Range bond, formal agreement, contract signed sets.

Outcome 5

Describe the process and administration requirements for the construction phase.

Performance criteria

5.1 Exchange of construction documentation with main contractor is described in accordance with contract documentation.

Range drawings for construction, drawing register, building consent, insurance certificates, health and safety management plan, environmental management plan.

5.2 Content of initial site meeting for site establishment is described in terms of purpose and function.

Range contact schedule and roles, communication protocol, site meeting schedule, health and safety, site access, meeting notes.

5.3 The process and requirements for contract administration are described in accordance with contract documentation.

Range construction monitoring, systems for instructions, reporting, financial claims, variations, fluctuations, protocols.

5.4 The process and requirements for contract completion are described in accordance with contract documentation.

Range commissioning, producer statements, warranties/guarantees, practical completion, time extensions, inspections, code compliance certificate, defects liability certificate, final accounts.

Outcome 6

Describe post-construction documentation.

Performance criteria

6.1 Post-construction documentation is described in terms of purpose and function.

Range as-built drawings, equipment dossier, maintenance schedule, producer statement, code compliance certificate.

Replacement information	This unit standard replaced unit standard 9659.
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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	18 March 2011	31 December 2023
Review	2	25 August 2022	31 December 2023

Consent and Moderation Requirements (CMR) reference	0048
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.