

Unit 79: Tendering and Estimating in Construction

Unit code: F/600/0397

OCF Level: 3

Credit value: 10

Guided learning hours: 60

Unit aim

This unit will give learners the opportunity to develop knowledge of the information needed to produce a tender, an understanding of how different types of tender documentation are used, and to develop skills needed to calculate unit rates for an element or trade section of a bill of quantities and produce a tender.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning outcomes	Assessment criteria
1 Know the basic information needed to produce a tender	1.1 Describe the information an estimator needs in order to produce a tender
2 Understand how to use different types of tender documentation	2.1 Compare the different types of tender documentation used within the construction industry
3 Be able to calculate unit rates for an element or trade section of a bill of quantities	3.1 Select appropriate data for use in the production of unit rates
	3.2 Produce unit rates for an element or trade section of a bill of quantities
4 Be able to produce a tender for a specific construction trade or element	4.1 Apply unit rates to the bill of quantities and price preliminary items to make a commercial decision on the final tender sum

Unit content

1 Know the basic information needed to produce a tender

Information: tender documentation; contract terms and conditions eg form of contract, contract period, commencement date, fixed or fluctuating price, liquidated and ascertained damages, retention percentage, defects liability period; type of documentation eg bills of quantities, drawings and specification, design and build, schedule of rates; inspection of drawings; site investigations; information to collect during site visit; materials and sub-contract enquiries; labour constants; coverage rates; standard method of measurement (SMM) coverage rules; all in labour rates; company overheads; desired return; risk factors

2 Understand how to use different types of tender documentation

Tender documentation: types; sections; methods of measurement

Types: bill of quantities; drawings and specification; design and build; schedule of rates

Sections: preliminaries; preambles; measured work; day works; prime cost sums; provisional sums and contingencies

Method of measurement: SMM7; CESMM; measurement and coverage rules

3 Be able to calculate unit rates for an element or trade section of a bill of quantities

Unit rates: material price, delivery or offloading costs; coverage rates; waste allowance; plant hire charges; labour constants and all-in labour rates; the addition of the appropriate overhead percentage; checking procedures; use of ICT-based estimating packages (both non-specialist and industry specific)

4 Be able to produce a tender for a specific construction trade or element

Final tender: pricing the bill of quantities measured work sections; pricing of preliminaries; completion of PC and provisional sums; risk, commercial factors and strategies to convert the estimate into a tender sum; procedures used in receiving and opening tenders; post-tender pre-contract procedures