

Domain	ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTOR	Unit ID: 730
Unit Title:	Tender for road construction and maintenance projects as part of SME road construction operations	
Level: 4		Credits: 15

Purpose

This unit standard is intended for those who work as a Small Medium Enterprise (SME) contractor in road construction and maintenance. People holding credit for this unit standard are able to; Obtain tender document, prepare and complete a tender document and submit a tender document.

Special Notes

1. Entry information:
 - Prerequisite
 - None.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which SME road construction and maintenance operations are carried out.
3. Contract document includes: General Conditions of Contract, Standard Specifications, Tender or Project documents, (including project specifications, Schedule of Quantities and Tender forms) and the set of Tender Drawings.
4. Tender submission procedures include submitting at the stipulated place, time, and according to the stated format.
5. Preliminary and General pay items in the schedule of quantities include Fixed, Time-related, and Value-related items.
6. Performance of all elements in this unit standard must comply with all relevant workplace requirements and contractual agreement.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - Occupational Health and Safety Regulations No. 18, 1997
 - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No. 53 on Road Traffic and Transport Regulations.
 - Road Ordinance 1972 and other relevant legislations.
 - Affirmative Action (Employment) Act No. 29 of 1998
 - Social Security Act No. 34 of 1994
 - VAT Act 2000, Act No. 10 of 2000

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Obtain tender document.

Performance Criteria

- 1.1 Tender document is obtained as per the advertised process.
- 1.2 The tender document is checked as being that requested and completeness.

Element 2: Prepare and complete a tender document.

Performance Criteria

- 2.1 All relevant information in the tender document is extracted. All notifications of amendments, additions and/or deletions are attended to.
- 2.2 The attendance register confirms site visit to confirm relevant information.
- 2.3 Quantities are analysed and re-calculated for listed work items.
- 2.4 Working method is confirmed or/and identified for listed work items.
- 2.5 Program of work is proposed.
- 2.6 Required labour, materials and equipment resources for the execution of the contract are identified.
- 2.7 Cost of resources is determined.
- 2.8 Availability and output of resources is determined.
- 2.9 Allowable unit costs for all work activities are calculated.
- 2.10 Profit mark-ups are implemented to produce selling prices.
- 2.11 Preliminary and general pay items are estimated.
- 2.12 Project cash flow forecast is determined.
- 2.13 The schedule of quantities section of the tender document is completed according to the prescribed method.

- 2.14 Other relevant sections of the tender document are completed and requested supplementary documentation is assembled.

Element 3: Submit a tender document.

Performance Criteria

- 3.1 The tender is submitted in the form subscribed in the submission instruction.
- 3.2 The tender is submitted timely to the correct location.
- 3.3 Follow up of the tender is undertaken as required by work procedures.

Registration Data

Subfield:	Road Construction and Maintenance
Date first registered:	12 November 2009
Date this version registered:	12 November 2009
Anticipated review:	2013
Body responsible for review:	Namibia Training Authority