

HAWKINS – Cadets and Graduates 1 Programme

Learning Outcomes for Estimating and Tendering 2023

The Aim: To develop an understanding of the key processes and techniques undertaken to secure work.

After successfully completing this module, participants will be able to:

1. Demonstrate knowledge of the **Estimating Process** for a **Tender Submission** by applying this to a case study.
2. Demonstrate knowledge of the **Key Factors** influencing decisions in the **Tender Process**, and **Analyse** the reasons for decisions made during the tender process.
3. Demonstrate knowledge of the appropriate **Communications Skills** needed for the tender process.

Estimation and Tendering Day 1, 8 th August 2023	
<p>Introductions</p> <ul style="list-style-type: none"> • Who is who in the cohort • Assessments – Group Assignment and Presentation explanation of what to do including content and duration <p>Tender Process, Hawkins way:</p> <ul style="list-style-type: none"> • Initial Action • Decision to Tender • Scope of work, development of Tender programme. • Hawkins tender compilation • Tender Management Decisions • CRM and Opportunities <p>Tender Team Structure layout -the Hawkins way:</p> <ul style="list-style-type: none"> • The Team of people working together. • Team co-ordination /processes. • Factors that affect/influence the choice of Construction Methodology. • Factors affecting and creating Construction programme. • Health and Safety requirements. 	<p>8:00 – 8:10 Ronnie Matafeo</p> <p>8.15 – 10.15 Richard Pratt</p>
Break	10:15 – 10.45
<p>Estimation and Tendering – Risk Transfer (PP)</p> <p>Tendering and Evaluation (PP)</p> <ul style="list-style-type: none"> • What do you know about Estimating for a Tender submission ? <p>Exploring the Scene</p> <ul style="list-style-type: none"> - Type of contract used, Biggest risk items, Availability of tender items, - Abnormal P&G items, People consulted in tender, Tender Letter & Summary - Tender Teams Structure layout (and will influence your group assignment) - Create flow chart of the stages - Tender documents familiarisation. - Self performing versus Subcontract work package and identification of SC work. - Documentation, subbies queries, RFIs, etc - Site visit(s), temporary work, P&G items. - Hand over to the Construction team - General Q ??- How might the Team Attributes impact on the project delivery <p>(Q and A exercise in allocated work groups) Hint- helpful for your Group Assignment</p>	10:45 -12.00
Lunch	12:00 – 1:00
<p>Afternoon Sessions</p> <p>Preliminary and General Trade (in your work groups)</p> <ul style="list-style-type: none"> • Pricing items in P&G trade exercise • Examine and Establish Mobilisation Costs. • Examine and Establish Running Costs. • Examine and Establish De-mobilisation Costs <p>Subcontracting Work (3nos of Subbies Quotes)</p>	1:00 – 3:30

<ul style="list-style-type: none"> • Obtaining Subcontractors quotation • Evaluation of Subbies quotation. Dealing with tags, etc • Process in dealing with queries, RFI, etc • Selection of successful Subbies quote <p>(Q and A exercise in allocated work groups) , Subcontractors quotes provided</p>	
<p>Carpentry Trade (work groups)</p> <ul style="list-style-type: none"> • Examine trade items and collate into work sections. • Building-up rates for material in work items. • Building-up rates for labour in work items. • Compile total Pricing for works. <p>(Q and A exercise in allocated work groups), Carpentry Schedule of Quantities provided</p>	

Estimation and Tendering Day 2, 9th November 2023	
<p>Group Assignment Presentation</p> <p>Start to prepare Tender Submission (work groups) on the agreed project each group will work on for the Group Assignment - to be presented from 12.00 – 1.00pm in your allocated work groups</p> <p><u>Group Assignment Presentation to include:</u></p> <ul style="list-style-type: none"> • Title Page with Name of Project including Photo and date. • Table of Contents. • Introduction Section. • Tender Submission Letter including Tender Sum. • Tender Trade Summary fully priced • Tender Tags and defended Clarifications • List of nominated subcontractors • Proposed Construction Programme. • Proposed Team Members for the project. 	8:00 –10.00
Break	10:00– 10.30
<p>Continue to prepare Assignment Report Presentation as needed in relation to Tender Submission..and load to flashdrive and submit ppt by 11.30pm latest</p> <p>Group Assignment =10 to 15 minutes presentations/group – each member to play a part in the presentation and allow 5 miutes for feedback /questions.</p>	10:30 – 11:30
	11.30 – 12.30
Lunch Break	12:30– 1:15
<p>Site Visit to D & H Steelwork in Henderson</p> <p>End of Session (some need to catch flights and need to leave early to airport from Site Visit)</p>	1:15 – 3.00pm