



## **MODULE 4 Cadet/Grads and Peers Programme** **ESTIMATING & TENDERING**

### **Group Assignment for Presentation Day 2 – 9<sup>th</sup> August 2023**

#### **Purpose of the Assignment:**

The purpose of this assignment is to demonstrate your knowledge in the Tender Process and compiling together a Tender Submission Report.

#### **Group Assignment Briefing:**

You are to work in the groups allocated by the facilitators into required no people/group please.

Tendering Submission Report by each group will be based around a project, that one or more of you in the group are currently working on/familiar with.

We suggest that you do a quick once round the group and pre-select the project you all wish to do, based on current knowledge and known access to information.

The Group Tender Submission Reports will be in the form of Presentations, no longer than 10-15 minutes each viewed via shared screen online. A digital copy with Group Name and Members names to be supplied to Ronnie Matafeo via email [rmatafeo@unitec.ac.nz](mailto:rmatafeo@unitec.ac.nz).

Each Presentation requires a coordinated effort please, with each group member playing an equal part in the preparation and presentation(s). Each Group shall have a name..

For the purpose of this Group Assignment in relation to its Learning Outcomes, an Introduction Section is added as part of the Tender Submission Report. The Introduction Section information shall include, Project description, Main Reasons to Tender, Some of Risks incurred/identified and how you manage them, Any unique aspect in project, ie method of construction used, materials used, specialist equipment / subcontractor, design, etc, Reasons for "How much" P&G and Margins allowances have derived.

Unitec is assumed to be the Project Managers, so all Tender Letters should be addressed to Unitec School of Construction and Technology, 301 Carrington Road, Mt Albert, Attention: Ronnie Matafeo – Engineer to Contract)

There will be some baseline information during Day One worksheet sessions that will assist you in preparing for Group Assignment Day 2 presentations. Assumptions for Subcontractors Quotation amounts can be made on various Trades as required in the preparation of Trade Summary sheet.

#### **Group Assignment Presentation Briefing Day 2:**

Tender Submission Report of your chosen project shall include information relating to the following items.

- 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.

**Value of this Assignment: 100% of the total Coursework.**

Please also refer to the marking schedule for the Group Assignment

Hawkins Graduate and Cadet Programme  
 Module 4: Estimation and Tendering  
 100 marks total  
 Value= 100% of coursework

**GROUP ASSIGNMENT MARKING SCHEDULE – ESTIMATING  
 AND TENDERING  
 ANALYSIS LECTURER: Ronnie Matafeo**

Group Name and Number	A-To A+	80%-100%
	<b>B-To B+</b>	65%-79%
	C-To C+	<b>50%-64%</b>
	D (Fail)	40%-49%
	E (Fail)	0%-39%

Task		Comment
Introduction Section	25 marks	
Tender Submission Letter including Tender Sum	20 marks	
Tender Summary incorporating the Summary of Trades including pricing; P&G and Profit margin	15 marks	
Tender Tags	10 marks	
List of Subcontractors	5 marks	
Construction Programme	10 marks	
Project Team	5 marks	
Title Page, Contents Page, Overall presentation relevance, readability professionalism, setout	10 marks	
<b>TOTAL for submission</b>	<b>/100</b>	