

Please check the examination details below before entering your candidate information

Candidate surname

Other names

Centre Number

Learner Registration Number

Pearson BTEC  
Level 3 Nationals  
Extended Diploma

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**Window for supervised period:**  
**Monday 29 April 2019 – Friday 10 May 2019**

Supervised hours: 12 hours

Paper Reference **20077K**

**Construction and the Built Environment**  
**Unit 3: Tendering and Estimating**

**You must have:**

Calculator  
Estimating Data Booklet

Total Marks

## Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and learner registration number.
- Answer **all** activities.
- Answer the activities in the spaces provided – *there may be more space than you need.*
- This task booklet contains material for the completion of the set task under supervised conditions.
- This task booklet is specific to each series and this material must only be issued to learners who have been entered to undertake the task in the relevant series.
- This task booklet should be kept securely until the start of the 12-hour supervised assessment period.
- This booklet must be issued to learners during the period of 2 weeks specified by Pearson.

## Information

- The total mark for this paper is 63.
- The marks for **each** activity are shown in brackets – *use this as a guide as to how much time to spend on each activity.*
- Materials allowed in the supervised assessment:
  - Calculator
  - Estimating Data Booklet.

## Advice

- Read each activity carefully before you start to answer it.
- Try to answer every activity.
- Check your answers if you have time at the end.

Turn over ►

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## Instructions to Teachers/Tutors

This task booklet must be given to learners in its entirety as soon as it is received.

Centres must issue this booklet at the appropriate time and advise learners of the timetabled sessions.

Learners must have a calculator and the Estimating Data Booklet to complete the set task.

During any break, materials must be kept securely.

Centres should schedule all learners at the same time or supervise cohorts to ensure there is no opportunity for collusion.

Teachers/tutors should note that:

- learners should not be given any direct guidance or prepared materials
- learners should not be given any support in writing or editing notes
- all work must be completed independently by the learner.

Learners must not bring anything into the supervised environment or take anything out without your approval.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Learners are not allowed to access a computer during the supervised assessment period.

### Maintaining security

- During supervised assessment sessions, the assessment areas must only be accessible to the individual learner and to named members of staff.
- Learners can only access their work under supervision.
- Any work learners produce under supervision must be kept secure.
- Only permitted materials for the set task can be brought into the supervised environment.
- During any permitted break and at the end of the session materials must be kept securely and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or other resources during the supervised assessment period.
- After the session the teacher/tutor or invigilator will confirm that all learner work has been completed independently as part of the authentication submitted to Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this task booklet and the *Instructions for Conducting External Assessments* (ICEA) document to ensure that the preparatory period is conducted correctly so that learners have completed their preparation validly and independently.

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**Outcomes for submission**

Each learner must submit the following on completion of the supervised assessment period:

- a completed task booklet.

Each learner must complete an authentication sheet.

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## Instructions for Learners

Read the set task information carefully.

In this booklet you will be asked to carry out specific (written) activities using the information and your own research on this topic.

You must have a calculator and the Estimating Data Booklet to complete the set task.

Plan your time carefully to allow for the preparation and completion of all the activities.

You will complete the activities in the set task under supervision and your work will be kept securely during any breaks taken.

You must work independently throughout the supervised assessment period and must not share your work with other learners.

Your teacher/tutor/invigilator may clarify the wording that appears in this set task but cannot provide any guidance in completion of the task.

This set task must be completed under supervision in timetabled sessions provided by your centre. It is likely that you will be given more than one timetabled session to complete these set tasks.

### Outcomes for submission

You must submit the following on completion of the supervised assessment period:

- a completed task booklet.

You must complete a declaration that the work you submit is your own.

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## Set task brief

### Scenario

You are an assistant estimator working for the national construction company, High Holborn Construction Ltd, with an annual turnover of £100 million. The company mainly works on specialist brickwork projects. It is also the main/principal contractor on general building projects.

### Project

The project is for the brickwork and blockwork, together with associated substructure work, for 250 new dwellings on the outskirts of a large market town.

The client is a large international construction company specialising in all types of housing, including social housing, housing for the general rental market and housing for private sale. This project includes the construction of 100 detached houses for private sale, 60 semi-detached houses for private sale, 20 semi-detached houses for sale to an established private landlord and a further 70 dwellings, a mix of semi-detached houses and apartments, that will be managed by a housing association.

The site is a greenfield site with easy access.

### High Holborn Construction Ltd company profile

Your company is a national contractor with an annual turnover of £100 million, employing 800 staff and operatives, the majority of whom are trained in the trowel trades. When other trades are required, these are hired on a subcontract basis. The company does however concentrate on the brickwork specialism.

The company is based in the town of Middle Deepdale and is currently operating at 90% capacity. Most contracts have recently commenced following a number of years of difficult trading conditions.

The company was established in 1965 and has consolidated in recent years to maintain its present size and employment levels. Despite difficult trading conditions in recent years, the company has managed to remain profitable, is in a sound financial position and is not dependent on bank borrowing. The company overheads are in the region of £8.5 million per annum.

The company wants to further develop its highly skilled workforce and train new bricklayers using the government-backed apprenticeship system, as it is very difficult to find workers with the required skills. The availability of suitably qualified staff and operatives could be a limiting factor in future expansion plans, but the company would like to take advantage of any market growth.





## Recent tendering activity

Your company has tendered for six major contracts in the last three months.

- A brickwork and blockwork package on a shopping centre development in the south east of England – £9.2 million – successful tender
- A masonry package on a prestigious hotel development in London – £6.2 million – successful
- A brickwork and blockwork package on a development of 300 dwellings in the Midlands for International Dwellings PLC – £6.2 million – successful
- A new build primary school for an academies trust in Manchester – £7.5 million – unsuccessful
- A masonry package on a new local authority leisure centre development in North Yorkshire – £3.2 million – successful
- A brickwork, blockwork and masonry package on a new prison development for HM Prisons in the south west of England – £8.4 million – unsuccessful

For the past three years your company has used a priority (fully committed) tender approach to maintain turnover with relatively limited profitability. In the past three months your company has generally been successful in its tendering activities and has been submitting tenders with substantially higher margins, with an addition of up to 20% to cover overheads and profit. The company, in its successful tenders, was generally between 2.5% and 7.5% lower than its nearest competitor.

## Commercial intelligence

As the company works in a specialist market on a nationwide basis, it is often competing with local or regional contractors who are not regular competitors and their tendering approach is often an unknown quantity.

The company has contacted key suppliers in the area and has discovered that there are three other companies tendering for the project. By networking, talking to suppliers, reading press notices and subscribing to a contract information service, the company has found out the following information about the competition.

Contractor A is a local contractor, based in Marketown, with an annual turnover of £25 million specialising in the trowel trades. The company is very experienced in brickwork and blockwork packages on housing developments. It generally confines its construction activities to 4 or 5 contracts each year and has a good reputation for high quality work. It appears to have a fully committed approach to tendering and has been successful on its last two tenders. It is possible that the company now has a full order book.

Contractor B is a national contractor with an annual turnover of £750 million and it is usually the main contractor on new build construction projects. The company does however have a good reputation for quality brickwork and directly employs most of its labour force. It is based 150 miles away from Marketown and does not currently have any other projects in the region. Recent tendering activity might indicate a mix of regular and fully committed tenders with the company having a 50% success rate in recent tenders.

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Contractor C is a regional contractor based 50 miles from Marketown with an annual turnover of £125 million. The company is a general contractor specialising in both speculative and social housing projects and has a reputation for delivering projects on time. It has a small core workforce but generally uses subcontract labour for the majority of trades. Although it appears to have a full order book and intelligence indicates that the company may be looking to increase its turnover as market conditions improve, the company has been unsuccessful in its two most recent tenders.

### **Economic climate/market conditions**

The construction market has generally been depressed for the past three years. This has resulted in a considerable number of company failures within the construction sector during this period, together with a loss of experienced and skilled construction workers to other sectors and employment. However, in the past six months the construction market has seen considerable improvement as the economic climate has become more favourable and tender prices are now higher with better-anticipated margins. This improvement in the market has resulted in increases in material prices and wage inflation, resulting in a 5% overall increase in construction costs in the last quarter.

### **Tender documents**

The tender is to be produced using the Bills of Quantities provided.

### **The tender and contract information**

The tender is for brickwork and blockwork, together with associated substructure work, for 250 new dwellings in Marketown.

Form of contract – JCT16 Standard Building Contract With Quantities (SBC/Q)

Method of measurement – NRM2

Client – International Dwellings PLC

Contract period – 52 weeks

Commencement date 30th September 2019

Fixed price contract – without fluctuations

Rectification (defects liability) period – 12 months

Retention percentage – 5%

Contract bond – 10%

Liquidated and ascertained damages – £10,000 per week or part thereof

Interim certificates – monthly

Public liability insurance – £10 million



## Client information

International Dwellings PLC is a company with 25 years of experience in developing mixed residential developments. The company was originally the housing subsidiary of a national UK construction company, which was acquired by the current management team 10 years ago. The client has doubled its turnover in the last three years from £600 million to £1.2 billion and is continuing to grow rapidly. However, there has been recent press articles about investors getting worried about this pace of growth and the high levels of borrowing from a number of UK and European banks. The company has appointed the well-respected Simon Lambert Associates (Architects) to design and supervise this project.

The client will employ specialist companies to complete stages of this development. These stages run as individual contracts. The first phase of client led contracts was the site enabling works, which includes roads and sewers, which will be followed by the brickwork/blockwork and associated substructure package for which you are tendering.

Your company, High Holborn Construction Ltd, has already been successful in tendering for a project with this client and the project commences on the 1st July 2019.

## Site visit report

The site visit report included the following information.

- The site is located in Marketown 150 miles from your company headquarters in Middle Deepdale.
- The site is four miles from the centre of Marketown, close to the ring road with good transport links and road infrastructure.
- This is a large square greenfield site that was used as farmland before.
- The development will incorporate green spaces that provide space to set up site compounds and offices without impacting on the construction programme.
- Access to the site is good and the road infrastructure will be completed as part of an earlier phase of the development.
- Service connections for gas, water, electricity, telecommunications and mains drainage are readily available throughout the site and were laid during the construction of the new road infrastructure.
- Parking is available on site.
- There are 10 mature trees on the site, which will be retained and incorporated into the landscape design.
- A tipping facility has been located within 6 miles of the site. The charges for general waste are £75 per load however good quality cover material, such as subsoil, is currently accepted at £25 per load.
- The area is reasonably affluent and there appears to be no evidence of antisocial behaviour, vandalism or graffiti.
- There is a local Academy for 4 to 19 year olds within 500m of the site.

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## Borehole report

Depth	Description
0	Ground level
0 - 150mm	Topsoil
150 - 450mm	Soft clay
450 - 950mm	Stiff sandy clay
950mm	Rock

There was no groundwater present at a depth of 0.95m.

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## Set task

You must complete ALL activities in the set task.

You need to produce tendering and estimating documentation to support the submission of a tender for brickwork/blockwork, and associated substructure work, for 250 new dwellings for International Dwellings PLC.

*It is recommended that you spend 30 minutes of your supervised assessment period reading the set task brief and the activities you are to complete. You may make notes and/or highlight information to use in the completion of your activities.*

### Activity 1: Commercial risk report

Produce a report for your commercial director that details the potential commercial risks the project may expose your company to, with justification of your recommended tendering strategy.

*You are advised to spend 1 hour and 45 minutes on this activity.*

**(Total for Activity 1 = 12 marks)**

### Activity 2: Unit rates and measured work completion

You should refer to the Estimating Data Booklet for this activity.

Complete the following in this task booklet:

- Build up the unit rates on the calculation sheets provided on pages 17 to 26
- Complete the missing items in the Bills of Quantities on pages 32 to 34
- Complete the measured work sections of the Bills of Quantities on pages 32 to 34.

*You are advised to spend 5 hours and 30 minutes on this activity.*

**(Total for Activity 2 = 26 marks)**

### Activity 3: Estimated total cost

You should refer to the Estimating Data Booklet for this activity.

Complete the following in this task booklet:

- Complete the preliminaries calculation sheets on pages 28 to 29 then complete the pricing of the remaining sections of the Bills of Quantities on pages 31 and 35
- Complete the final summary of the Bills of Quantities on page 36 to arrive at an estimated total cost.

*You are advised to spend 2 hours on this activity.*

**(Total for Activity 3 = 9 marks)**

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**Activity 4: Report to justify the tender sum and full completion of the Bills of Quantities**

Produce a report for the Tender Adjudication Committee that considers all the information in the set task brief to recommend and justify a tender sum.

The report should be accompanied by a completed final section of the Bills of Quantities on page 36, with a proposed allowance for overheads and profit, and director adjustment, to give the final total.

*You are advised to spend 2 hours and 15 minutes on this activity.*

**(Total for Activity 4 = 16 marks)**

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(Total for Question 1 = 12 marks)



## Activity 2: Unit rates and measured work completion

You should refer to the Estimating Data Book for this activity.

Complete the following in this task booklet:

- Build up the unit rates on the calculation sheets provided on pages 17 to 26
- Complete the missing items in the Bills of Quantities on pages 32 to 34
- Complete the measured work sections of the Bills of Quantities on pages 32 to 34.

*You are advised to spend 5 hours and 30 minutes on this activity.*

**(Total for Activity 2 = 26 marks)**

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**Brickwork and blockwork together with associated substructure work for 250 new dwellings**

Estimating – Unit Rate Calculation Sheet

Item No 2/1(c)	Description	Unit of measurement m <sup>3</sup>
	Extra over all types of excavation for breaking up rock (provisional)	
<b>Total</b>		£

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**Activity 3: Estimated total cost**

You should refer to the Estimating Data Booklet for this activity.

Complete the following in this task booklet:

- Complete the preliminaries calculation sheets on pages 28 to 29 then complete the pricing of the remaining sections of the Bills of Quantities on pages 31 and 35
- Complete the final summary of the Bills of Quantities on page 36 to arrive at an estimated total cost.

*You are advised to spend 2 hours on this activity.*

**(Total for Activity 3 = 9 marks)**

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**Brickwork and blockwork together with associated substructure work for 250 new dwellings**

Estimating – Preliminaries Calculation Sheet

Item No 1/1(g)	Description
	Fixed price contract (fluctuations)
	Total £

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# Bills of Quantities

For

Brickwork and blockwork and associated substructure work for 250 new dwellings

For

**International Dwellings PLC**

Maned and Gouldy  
Quantity Surveyors  
Measurement House  
Standard Form Way  
Newrulesville  
NV12 6ZZ

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Item	Description	Quantity	Unit	Unit Rate	Total	
					£	p
<b>Preliminaries</b>						
(a)	Site management and supervision	Item			70,000.00	
(b)	Temporary services	Item			5,000.00	
(c)	Site accommodation	Item			55,000.00	
(d)	Temporary fencing and gates	Item			18,000.00	
(e)	Site security	Item			52,000.00	
(f)	Temporary hardstandings and parking	Item			8,000.00	
(g)	Fixed price contract (fluctuations)	Item				
(h)	Employers accommodation	Item			9,000.00	
(i)	Insurances	Item			21,500.00	
(j)	Materials distribution	Item				
(k)	Contract bond	Item			5,000.00	
(l)	Scaffolding	Item			300,000.00	
				To final summary		£



Item	Description	Quantity	Unit	Unit Rate	Total £ p
	<b>Measured Work</b>				
	5.6				
(a)	Bulk excavation not exceeding 2m deep	5,250	m <sup>3</sup>	2.26	11,865.00
(b)	Foundation excavation commencing at reduced level not exceeding 2m deep	6,150	m <sup>3</sup>		
	5.7				
(c)	Extra over all types of excavation for breaking up rock (provisional)	250	m <sup>3</sup>		
	5.9				
(d)	Disposal of surplus excavated material off site	11,400	m <sup>3</sup>	8.50	96,900.00
	11.1				
(e)	Mass concrete C30P in trench filling poured against earth	4,613	m <sup>3</sup>		
	14.1				
(f)	½ brick wall, stretcher bond, in skins of hollow walls, type A facings, vertical, laid in coloured cement, lime, sand mortar (1:1:6) pointed with a neat tooled joint as the work proceeds	26,750	m <sup>2</sup>		
(g)	One brick wall, English bond, in type A facings, vertical, laid in coloured cement, lime, sand mortar (1:1:6) pointed with a neat tooled joint to both sides as the work proceeds	3,542	m <sup>2</sup>	108.85	385,546.70
(h)	½ brick wall, stretcher bond, in skins of hollow walls, type B facings, vertical, laid in coloured cement, lime, sand mortar (1:1:6) pointed with a neat tooled joint as the work proceeds	3,166	m <sup>2</sup>	61.60	195,025.60
(i)	One brick wall, Flemish bond, in type B facings, vertical, laid in coloured cement, lime, sand mortar (1:1:6) pointed with a neat tooled joint to both sides as the work proceeds	625	m <sup>2</sup>	125.25	78,281.25
				To Collection	
				Page 2/3	£

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Item	Description	Quantity	Unit	Unit Rate	Total £ p
<b>Measured Work (continued)</b>					
14.1 (continued)					
(a)	½ brick wall in commons in cement mortar (1:3)	333	m <sup>2</sup>	33.14	11,035.62
(b)	One brick wall in commons in cement mortar (1:3)	625	m <sup>2</sup>	63.46	39,662.50
(c)	140mm insulation blocks, in skins of hollow walls, type A, laid in cement, sand, lime mortar (1:1:6), vertical	20,083	m <sup>2</sup>		
(d)	190mm dense concrete blocks, type B, laid in cement, sand, lime mortar (1:1:6), vertical	2,792	m <sup>2</sup>	32.10	89,623.20
(e)	100mm concrete blocks, type C, laid in cement, sand, lime mortar (1:1:6), vertical	28,375	m <sup>2</sup>	16.90	479,537.50
14.7					
(f)	Extra over type A facings for flush ornamental band (soldier course), 225mm wide in type B facings	1,458	m	6.13	8,937.54
(g)	Brick on edge coping in type B facings, horizontal laid in coloured cement, lime, sand mortar (1:1:6) pointed with a neat tooled joint as the work proceeds	708	m		
14.14					
(h)	Forming cavities in hollow walls 75mm wide with 5No stainless steel double triangular wall ties per m <sup>2</sup>	20,916	m <sup>2</sup>		
14.15					
(i)	Cavity wall insulation type D1 75mm built in as the work proceeds	20,916	m <sup>2</sup>		
(j)	14.16				
	Pitch polymer damp proof course width not exceeding 300mm, horizontal. Single layer	17,750	m		
				To Collection	
Page 2/2				Page 2/3	£



Item	Description	Quantity	Unit	Unit Rate	Total
					£ p
	<b>Measured work (continued)</b>				
	14.25				
(a)	Pressed steel lintel 2400mm long	333	No	57.84	19,260.72
(b)	Pressed steel lintel 1350mm long	1,458	No		
	Carried to collection				£
	<b>Collection</b>				
	From page 2/1				
	From page 2/2				
	From page 2/3				
	Page 2/3			To final summary	£

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Item	Description	Quantity	Unit	Unit Rate	Total	
					£	p
<b>Prime cost and provisional sums</b>						
(a)	Include the provisional sum of £625,000.00 for design and installation of PCC flooring	Item			£625,000.00	
(b)	Include the provisional sum of £50,000.00 for stone plaques	Item			£50,000.00	
(c)	Include the provisional sum of £450,000.00 for architectural stonework	Item			£450,000.00	
(d)	Include the provisional sum of £15,000.00 for feature brickwork	Item			£15,000.00	
(e)	Include the provisional sum of £100,000.00 for contingencies	Item			£100,000.00	
(f)	Include the provisional sum of £50,000.00 for builders work in connection with services	Item			£50,000.00	
(g)	Include the prime cost (PC) sum of £275,000.00 for ground stabilisation works	Item			£275,000.00	
(h)	Add for main contractors profit	%				
(i)	Add for attendance	Item			£7,500.00	
					To final summary	£
Page 3/1						



P 6 1 5 6 9 A 0 3 5 4 0



Item	Description	Quantity	Unit	Unit Rate	Total £ p
	<b>Final Summary</b>				
	Preliminaries from page 1/1				
	Measured work from page 2/3				
	PC and Provisional Sums from page 3/1				
	Sub Total <i>(estimated total cost)</i>				
	Add overheads and profit	Item			
	Sub Total				
	Director's adjustment	+/-			
	Final Total (carried to Form of Tender)				£

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**(Total for Activity 6 = 18 marks)**

**TOTAL FOR PAPER = 63 MARKS**

