

**You build.
We manage.**

ProcureOne Group provides outsourced estimating, tendering, contract administration and compliance services to trade subcontractors across Greater Sydney. We give subcontractors the commercial support a builder has, without adding to the wage bill.

\$200m+
PROJECTS COMPLETED

SECTORS WE WORK IN



Education



Commercial



Industrial



Residential

CORE CAPABILITIES

One commercial team for your business.

From owner-operators to businesses running several crews, across every trade from structure through to finishes, we act as your estimating and contracts department.



Estimating & take-offs

01

- ✓ Measured take-offs from drawings
- ✓ Bill of quantities (BOQ)
- ✓ Market-rate pricing
- ✓ Quotes issued under your business name
- ✓ Inclusions and exclusions defined



Tender management

02

- ✓ Invitations and due dates tracked
- ✓ Tender documents and scope reviewed
- ✓ Clarifications raised with builders
- ✓ On-time submission
- ✓ Post-tender follow-up



Contract administration

03

- ✓ Progress claims prepared and submitted
- ✓ Variations priced and pursued
- ✓ Weekly job status summary



Compliance

04

- ✓ Builder prequalification packs
- ✓ Insurance certificates kept current
- ✓ GC21 contract requirements

COMPANY SNAPSHOT

BUSINESS NAME

ProcureOne Group

ABN

[ABN]

LOCATION

Sydney, NSW · servicing Greater Sydney

CLIENTS

Subcontractors in all trades

SECTORS

Education, commercial, industrial, residential

ENGAGEMENT

[Per job / monthly retainer]

TURNAROUND

[X] business days (typical)

TRADES SUPPORTED

All trades

Concrete

Roofing

Plasterboard

Tiling

+ more

Send us your next job.

Drawings, specs and the builder's invite.

EMAIL

info@procureone.au

PHONE

[PHONE]

WEB

procureone.au

— WHY OUTSOURCE

A full back office. Nobody new on the payroll.

Hiring a full-time admin is a big fixed cost for work that comes and goes with the tender cycle. ProcureOne gives you the same capability without taking on an employee.

	HIRING FULL-TIME ADMIN	PROCUREONE
Getting started	Advertise, interview, onboard and train	✓ Send us your first job
Employment costs	Salary, super, leave and workers comp	✓ No employee. No wages, super or leave
Equipment & software	Desk, computer and software licences	✓ We use our own tools and software
Leave & sick days	Tenders wait until they're back	✓ Your work keeps moving
Busy and quiet months	Same wage, busy or quiet	✓ Scales with the work you send
Skill set	Depends on who you can find	✓ Estimating, tenders, contracts and compliance

How we charge: [per job / monthly retainer — owner to confirm].

YOU FOCUS ON

- ✓ Running your crews and the work on site
- ✓ Your relationships with builders
- ✓ Reviewing and approving quotes
- ✓ Deciding which jobs to chase

WE HANDLE

- ✓ Take-offs, pricing and quotes
- ✓ Tender invites, deadlines and follow-up
- ✓ Progress claims and variations
- ✓ Prequal packs, insurances and compliance

— YOU STAY IN CONTROL

Your business, your call.

- 

You approve every quote

Nothing goes to a builder until you've seen it.
- 

Your name, your brand

Quotes go out under your business. Builders deal with you.
- 

Your plans stay private

Drawings and pricing are used only for your work.
- 

Your records are yours

Take-offs, quotes and claims we prepare belong to you.

IS THIS YOU?

- ✓ Pricing jobs at night or on weekends
- ✓ Turning down tender invites for lack of time
- ✓ Variations going unclaimed
- ✓ Progress claims going in late
- ✓ Prequal paperwork out of date
- ✓ Thinking about hiring an estimator or office admin

Sound familiar? Talk to us before you hire.

Start with one job.

Judge the take-off and quote before you commit.

EMAIL
info@procureone.au

PHONE
[PHONE]

WEB
procureone.au

— OUR PROCESS

Three steps. No staff to hire.

1

Send your plans

Drawings, specifications and the builder's tender invitation, by upload, email or message.

2

We price it

Take-off, pricing and a clean quote in your branding, with exclusions clearly set out.

3

You win the work

We follow up the builder and keep claims, variations and compliance moving once you land it.

— TRADES WE COVER

Every trade, from structure through to finishes.

STAGE 1

Structure

Demolition & excavation · Concrete & formwork · Reinforcement & steel fixing · Structural steel · Brick & blockwork · Carpentry & framing

STAGE 2

Envelope

Roofing & roof plumbing · Cladding & facades · Windows & glazing · Waterproofing · Scaffolding

STAGE 3

Services

Electrical · Plumbing & drainage · Mechanical & HVAC · Fire services

STAGE 4

Finishes

Plasterboard & ceilings · Rendering · Tiling · Joinery & cabinetry · Painting · Flooring

Your trade not listed? If it's priced from drawings, we can take it off and price it.

— KEY PERSONNEL

[Photo]

[Name], [Role]

[Short bio — qualifications, years in the industry, types of projects estimated. Owner to supply.]

— INSURANCE & REGISTRATION

ITEM	DETAILS
ABN	[ABN]
Professional indemnity	[Insurer · cover amount]
Public liability	[Insurer · cover amount]
Contract experience	[e.g. AS 4000, AS 2124, GC21] — owner to confirm]

— RECENT WORK · SELECTED TENDERS

TRADE PACKAGE	PROJECT TYPE · LOCATION	TENDER VALUE	TURNAROUND	OUTCOME
[Trade]	[Project type] · [Suburb]	[\$VALUE]	[X] days	[RESULT]
[Trade]	[Project type] · [Suburb]	[\$VALUE]	[X] days	[RESULT]

Your first take-off: [OFFER]

Judge the take-off and quote before you commit.

EMAIL
info@procureone.au

PHONE
[PHONE]

INSTAGRAM
@_procureone