

DIT Procurement & Contracting

Contractor Prequalification Scheme

Supply and Manufacture of Road Signs

– Guidelines

PART 1: INTRODUCTION

1. Introduction

Companies wishing to supply road signs to the Department for Infrastructure and Transport (DIT), or to roadworks contractors who are building roads for the department, must first be prequalified. Once prequalified, companies are subject to ongoing review by DIT to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts.

The purpose of the prequalification scheme is to reduce the effort of the Industry and individual companies at the time of tender and minimise risks to the Principal. The scheme aims to facilitate, but not replace, tender assessment for individual projects.

2. Prequalification Categories and Levels

Prequalification is available in the category RS1: Supply and Manufacture of Road Signs. It does not cover the installation of signs, which may be undertaken by non-prequalified companies.

3. Application for Prequalification

Companies are invited to apply for prequalification by completing the application form (available from http://www.dit.sa.gov.au/contractor_documents/prequalification) and attaching the information described in Part 2 “Information to be Submitted and Assessment Criteria”.

The Application Form and Attachments must be submitted in accordance with the instructions on the Application Form.

The information should be clearly labelled and be of sufficient detail to enable an assessment to be undertaken against the assessment criteria.

Enquiries may be directed to:

DIT.Prequal@sa.gov.au or

DIT Prequalification
83 Pirie Street
ADELAIDE SA 5000

Telephone: (08) 7133 1263

PART 2: CONDITIONS OF PREQUALIFICATION

1. Introduction

These Conditions of Prequalification prescribe the rules by which an application will be assessed by DIT and if applicant is successful, for the management of the prequalification system. By submitting an application for prequalification, an applicant agrees to comply with, and be bound by, the rules contained within these Conditions of Prequalification. Prequalification only determines a company's eligibility to submit tenders.

2. Applications

Companies may submit applications for prequalification at any time. Refer to http://www.dit.sa.gov.au/contractor_documents/prequalification for the Application Form.

3. Assessment and Notification

Applications for prequalification will be assessed in accordance with DIT's internal procedures for management of its prequalification systems. DIT and its agents may undertake any investigation that is reasonably necessary to validate the information submitted by the applicant.

The criteria considered in the assessment of an application are those listed in Part 2: "Information to be Submitted and Assessment Criteria" of this document.

Companies should allow at least six weeks from the date of submission for the assessment process.

The prequalification of a Contractor does not extend to related or subsidiary companies owned or controlled by the Contractor.



4. Prequalification Period

The prequalification system is reviewed at least every three years. However, DIT, in its absolute discretion, may at any time:

- vary the period of review and/or revise the system;
- advertise for new applications; and
- request a company to validate or resubmit their application (either in part or in its entirety).

5. Reviewing, Rescinding or Downgrading Prequalification

At any time, DIT may review the prequalification status of a company and in its absolute discretion, rescind the company's prequalification or reduce the level of prequalification as a result of:

- in DIT's opinion, unsatisfactory performance by the company on a contract for any client;
- material changes to a company's organisational structure, third party certification or its technical, financial or management capacity; or
- a failure to comply with the terms and conditions of prequalification.

Before such action is taken, the Contractor will be given an opportunity to show cause why the prequalification should not be rescinded or reduced. The Contractor will also be given details of the matters prompting the request to show cause.

6. Restricted Prequalification

A company may be granted Provisional Prequalification where DIT reasonably considers that there are limitations on a company's capacity to supply all types of signs.

7. Contractor to Advise

A prequalified company must immediately advise the Director, Contracting and Procurement, DIT of any material change to:

- its financial capacity, contact details, ownership, resources or technical capacity; and /or
- any convictions or prohibition notices under Work Health and Safety legislation or environmental legislation.

8. Confidentiality

Except as required by law, DIT will ensure the confidentiality of all information supplied by companies is maintained and will sign an appropriate confidentiality agreement if requested.



9. Publication of Prequalification Status

A list of the prequalified companies will be disclosed to others on the following web site:

https://www.dit.sa.gov.au/contractor_documents/prequalification

While a company may communicate its DIT prequalification status to others, it must not represent that this prequalification necessarily means that they are competent to undertake work for organisations other than DIT. No responsibility is accepted for any consequences arising from the use of the prequalification scheme other than for DIT contracts.

10. Disclaimer

The decision to approve or reject, with or without conditions, any application for prequalification is at the absolute discretion of DIT. DIT is not liable for any costs or damage incurred in the exercise of such discretion or the discretion to rescind or downgrade any prequalification.

While other organisations may reference this prequalification system, DIT:

- assumes no responsibility whatsoever to any other party in any matter associated with this prequalification system;
- has developed this system solely for its internal purposes; and
- does not represent or warrant that any of the prequalified companies are technically capable, financially sound or suitable for any non-DIT project.

Any organisation seeking to deal with prequalified companies must rely on its own enquiries and bears all risks associated with the use of this prequalification system.



Please provide the information listed in the column “INFORMATION TO BE SUBMITTED BY APPLICANT” in the following table:

		<i>These columns for DIT use only</i>	
SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
1. COMPANY STRUCTURE	1. Outline of company structure and ownership.	For information.	
	2. Organisational Chart showing key personnel, including company directors, managers, professional staff, site supervisors and field personnel.	For information.	
2. INSURANCE	Evidence of Insurance Policies and certificates of currency.	\$10,000,000 Public Liability insurance.	
3. COMPANY EXPERIENCE & TRACK RECORD	1. Details of relevant contracts commenced or completed in the last 2 years, including: <ul style="list-style-type: none"> • Contract name and client (include contact details). • Description of signs provided. • Contract sum. • Date. • Evidence that delivery timeframes were achieved • Contracts provides evidence of the company's understanding of DIT or other State Road Authority specifications 	1. Experience in successfully manufacturing road signs (or signs of an equivalent technical standard) to meet customers' requirements. 2. Contracts demonstrate knowledge of DIT or other SRA equivalent Specifications 3. Contracts demonstrate a track record of being able to deliver signs to the customers' timeframes.	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
	2. Names of at least 3 referees	Referee reports confirm the above.	
4. COMPANY PERSONNEL AND COMPETENCY	1. Job and Personal specifications for senior staff. 2. CV's for senior staff including: <ul style="list-style-type: none"> • Role / job title within company and associated responsibilities. • Levels of experience (including start date with the company). • Relevant skills. • Copies of qualifications achieved (qualifications must be relevant to the work being offered). • Knowledge and history of working with State Road Authority specifications 	Job and Personal specifications available and appropriate for activities undertaken by managers and supervisors. 1. Manager has more than 5 years experience in sign manufacture or related industry. 2. Key personnel have appropriate experience and technical knowledge.	
5. RESOURCES AND EQUIPMENT	1. Evidence that the company is an approved converter of retro reflective sheeting for road signage by the manufacturer of the sheeting. 2. Description of manufacturing facility and its output capacity	Approved converter of retro reflective sheeting for road signage by the manufacturer of the sheeting. Equipment and facilities with capacity to manufacture the signs in adequate quantities	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
	3. System in place to ensure timely deliveries	<p>Satisfactory procedures, resources and ability to resolve technical issues</p> <p>Demonstrated understanding of the issues associated with the manufacture of road signs.</p> <p>Processes in place to ensure timely manufacture and delivery of signs.</p>	
6. QUALITY MANAGEMENT	<p>1. Evidence of certification of the company's Quality System to ISO 9001 or an equivalent system.</p> <p>2. If the company is not certified, provide the following:</p> <p>1) Procedures and evidence of implementation regarding:</p> <ul style="list-style-type: none"> • Purchasing materials • Process description and control • Identification and control of non-conforming product • Inspection and testing of product 	<p>Satisfactory certification</p> <p><i>or (if not certified to AS / NZS / ISO 9001)</i></p> <p>Satisfactory policies / procedures in place and evidence of implementation.</p>	

		<i>These columns for DIT use only</i>	
SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
	<ul style="list-style-type: none"> • Product Identification and Traceability • Management of Subcontractors • Management of contract records • Training <p>2) A copy of the company quality policy</p>		
7. WORK HEALTH & SAFETY (WHS)	1. Evidence of certification of the company's WHS System to AS / ISO 45001 or an equivalent system.	Satisfactory certification	
	2. Return to Work - Workcover Registration Number, Certificate of Currency for Workers Compensation and a copy of the annual Workcover renewal notification.	Satisfactory registration	
	3. If an Infringement Notice under the OHS&W Act has been issued in the last 2 years, details of the Notice and evidence that Corrective Action has been implemented.	A satisfactory response to any an Infringement Notice under the WHS Act and evidence that Corrective Action has been implemented	