

# Supply and Manufacture of Road Signs

## Guidelines and Conditions

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**Government of South Australia**  
Department for Infrastructure  
and Transport

**Build.  
Move.  
Connect.**

We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



# Guidelines and Conditions

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## 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.

## 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.

## Application for Prequalification

Companies are invited to apply for prequalification by completing the application form which is available from the following link: [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification)

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

Applicants and prequalified contractors are required to comply with the DIT Conditions of Prequalification, available from: [http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification). Details of the review and appeal process are also included in the above document.

## Conditions Of Prequalification

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.

## Applications

Companies may submit applications for prequalification at any time. Refer to [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification) for the Application Form.

## 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: "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.

## 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).

## 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.

## 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.

## Contractor to Advise

A prequalified company must immediately advise 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.

## 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.

## 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](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.

## 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