

DIT Procurement & Contracting

Contractor Prequalification Scheme

Repair and Upgrading of Marine Structures – Guidelines and Conditions

CONDITIONS OF PREQUALIFICATION

1. Introduction

Companies wishing to tender for the repair or upgrading of marine structures must first be prequalified with the Department of Infrastructure and Transport (DIT). 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 minimise risks to DIT and to reduce the effort of individual companies at the time of tender. The scheme aims to facilitate, but not replace, tender assessment for individual projects.

2. Prequalification Categories and Levels

Prequalification is available in categories M1 or M2. The category applicable to a contract will depend on an assessment of the risk, complexity and size of the work to be undertaken.

Category M2 will typically apply to contracts with an estimated value exceeding \$500,000. Prequalification in category M2 will automatically qualify an applicant to tender for works in category M1.

Companies seeking prequalification with the Department must hold an appropriate South Australia Contractors Builders License, refer application for applicable categories.

The prequalification scheme will be used for contracts with the repair and upgrading of timber jetties / wharves and associated marine works, but would not be used for structures such as breakwaters.

DIT will specify in tender documents the category and level applicable to that tender and only prequalified companies will be eligible to tender.

DIT will use a predetermined tender evaluation methodology to select the preferred tenderer from those prequalified companies who bid for that tender.



3. 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

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

Enquiries may be directed to:

DIT.Prequal@sa.gov.au or

DIT Prequalification
77 Grenfell Street
ADELAIDE SA 5000.

Phone: (08) 7109 7717.

4. Assessment and Notification

Applications for prequalification will be assessed by a panel. DIT and other agents may undertake investigations as necessary in order to assess performance and interview the Applicant to clarify details of the application.

The assessed criteria are listed in the prequalification application form for repair and upgrading of marine structures, as set out in the "Information to be Submitted".

Companies should allow at least six weeks from the date of submission for the assessment process, and will receive written notice of the outcome.

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

5. Prequalification Period, Renewal and Upgrading

Prequalification granted under the terms of these Guidelines is subject to Clause 6 'Reviewing, Rescinding or Downgrading Prequalification'.

Terms of Prequalification is for a notional 3 year period.

If a Contractor does not win a contract with DIT for more than 2 years, they may be requested to provide sufficient information to verify that their original prequalification submission is valid.

Where an Applicant does not meet every specified eligibility criteria, the Applicant may be granted "Conditional" Prequalification. This could apply for a newly formed company, which has suitably experienced personnel and satisfies the requirements for systems and other resources, is unable to satisfy all of the past experience criteria, but DIT considers that the company is competent to undertake the work.



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Full prequalification is then subject to the company demonstrating compliance with the requirements, eg during a contract. If a conditionally prequalified Contractor does not win a contract with DIT within 12 months, they will be requested to resubmit all or part of their application for another assessment.

The granting of Conditional Prequalification is at the absolute discretion of DIT. Providing the conditionally prequalified contractor continues to comply with the nominated conditions of their prequalification, they will be eligible to tender for contracts in the category they are conditionally prequalified.

DIT may make revisions to the scheme at any time and seek additional information from prequalified Companies. DIT may also place advertisements seeking new applications at any time.

Applications for initial prequalification or upgrading may be submitted at any time.

6. Reviewing, Rescinding or Downgrading Prequalification

DIT reserves the right to review the prequalification status of a Contractor, including the performance of any sub-contractor, at any time.

The Assessment Panel may, in its absolute discretion, rescind the prequalification or reduce the level of prequalification of a Contractor. 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. Assessment of a Contractor's performance will be made against the Prequalification Criteria.

7. Contractor to Advise

Prequalified companies are required to immediately advise the Director, Contracting and Procurement, DIT of any significant change to its financial or technical capacity, ownership or holding, and any convictions or prohibition notices under WHS or environmental legislation.

8. Confidentiality

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

7. Publication of Prequalification Status

The level of prequalification achieved by a Company 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 remove or downgrade in class any prequalification. The Prequalification Scheme was developed for DIT's internal purposes.

DIT does not represent or warrant that any of its prequalified companies are technically capable or financially sound or have any other characteristics. Any person or company seeking to deal with a company who is prequalified with DIT must rely on their own enquire

