

DIT Procurement & Contracting

Contractor Prequalification Scheme

Upgrading and Repair 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 a Contractor to tender for works in category M1.

To become prequalified, companies must hold an appropriate Builders Licence, as required by the Building Work Contractors Act 1995. Pre-registration of Tenderers (ie seeking expressions of interest for a specific project) may be used for a very large contract, such as the construction of a completely new jetty. The prequalification scheme will be used for contracts for 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 Contractors so prequalified 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 (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.

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 its agents may undertake investigations as necessary in order to assess performance and interview the Applicant to clarify details of the application.

The criteria considered in the assessment of an application are listed in Part 3: “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, 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’. 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. If a Contractor does not win a contract with DIT for more than 3 years, they may be requested to resubmit all or part of their application.

Provisional prequalification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future. (e.g. a new company has been formed which is staffed by experienced managers and supervisors or is awaiting final audits for third party certification). Full prequalification is then subject to the company demonstrating compliance with the requirements, e.g during a contract. If a provisionally 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.

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 if requested.



9. Publication of Prequalification Status

The level of prequalification achieved by a Company will be disclosed to others on the following web site: <http://www.dit.sa.gov.au/documents/contractsandtenders/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 enquiries.



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 REQUIREMENT For M1	Meets Requirement? (Yes / No)	MINIMUM REQUIREMENT for M2	Meets Requirement? (Yes / No)
1. COMPANY STRUCTURE	Outline of company structure and ownership	For information.		For information.	
	Organisational Chart showing key personnel, including Company Directors, managers, professional staff, site supervisors and field personnel	For information.		For information.	
2. INSURANCE	Evidence of Insurance Policies and certificates of currency	\$10,000,000 Public Liability insurance.		\$20,000,000 Public Liability insurance.	
3. BUILDERS LICENCE	Copy of Builders Licence	Current Licence		Current Licence	
4. COMPANY PERSONNEL	Job and Personal specifications / CV's for staff nominated to work on marine projects, clearly setting out relevant: <ul style="list-style-type: none"> • experience, particularly in relation to jetties, marine works or similar structures • skills / abilities • qualifications 	<i>Note: the following requirements only apply to staff nominated to work on DIT marine projects:</i>			
		Senior managers: at least 4 years experience in works contracts that demonstrates the ability to manage contracts for minor repairs to marine structures.		Senior managers: at least 7 years experience in either heavy structural timber works, marine works, jetty / wharf repairs or in contracts of a similar nature and complexity.	
		Supervisors: have more than 4 years supervisory experience in contracts of a similar complexity to minor repairs to marine structures and the number of experienced supervisors is appropriate for size of contracts undertaken by company.		Supervisors: have more than 7 years experience in either: heavy structural timber works, marine works, jetty / wharf repairs or in contracts of a similar nature and	

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				complexity and the number of experienced supervisors is appropriate for size of contracts undertaken by company.	
		Permanent staff: appropriate experience for the position occupied		Permanent staff: appropriate experience for the position occupied and the company has a demonstrated history of being able to retain employees with relevant experience and knowledge	
5. SUBCONTRACTING	<i>For M2 applications only:</i> if the company uses subcontractors, outline of how often and for what type of work sub-contractors are used.	No requirements		If using subcontractors, a history of stable, long term relations with them.	
6. PARTNERING	<i>For M2 applications only:</i> description of the company's understanding and / or approach to partnering	No requirements		Demonstrated commitment to the principles of partnering.	
7. PLANT	Description of plant owned and / or leased by the company which may be used for the repair or upgrading of marine structures.	Plant and equipment is appropriate for the work to be undertaken.		Plant and equipment is appropriate for the work to be undertaken.	
8. WORK HISTORY	Details of completed relevant contracts in the last 5 years, including: <ul style="list-style-type: none"> contract name & client (including contact details) detail description of work contract type (eg lump sum) and value 	Successful completion of contracts that demonstrate the ability to undertake minor repairs to marine structures. Referees satisfied with company performance.		Company history demonstrating experience in successfully undertaking the repair or upgrading of marine structures or in contracts of a similar nature and	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENT For M1	Meets Requirement? (Yes / No)	MINIMUM REQUIREMENT for M2	Meets Requirement? (Yes / No)
	<ul style="list-style-type: none"> any subcontractors or suppliers date any other referees 	<i>Note: for newly formed companies, project work undertaken by personnel when employed by other companies will be taken into consideration</i>		complexity. These contracts may include: <ul style="list-style-type: none"> Timber jetty repair Heavy structural timberwork Construction work in a marine environment. Specialist work such as diving or pile driving. Management of subcontractors. Work using Specifications from DIT, Flinders Ports or other marine authorities Referee reports provide evidence of above.	
9. QUALITY MANAGEMENT	<p><i>For M1 applications:</i></p> <p>Outline of understanding and approach to Quality Management</p> <p><i>For M2 applications only:</i></p> <p>Copy of certification of quality management system; or</p> <p>Details of quality management system, which includes a company quality</p>	Demonstrated understanding and commitment to quality management principles.		Third party certification of quality system to a recognised standard (eg CCF IMS or AS/ISO 9001); or Evidence of understanding and commitment to quality management principles and	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENT For M1	Meets Requirement? (Yes / No)	MINIMUM REQUIREMENT for M2	Meets Requirement? (Yes / No)
	Policy endorsed by the CEO and addresses the relevant elements of AS 9001.			evidence of ISO 9001 elements being applied in practice.	
10. ENVIRONMENTAL MANAGEMENT	10.1 Outline of company's awareness of Codes of Practice and legislation relevant to marine work.	Company demonstrates awareness and understanding of relevant Codes of Practice and legislation.		Company demonstrates awareness and understanding of relevant Codes of Practice and legislation.	
	10.2 The company's Environmental Management Policy endorsed by the CEO	<p>The policy demonstrates:</p> <ul style="list-style-type: none"> • an understanding of the nature, scale and environmental impacts of the organisation's activities, products and services. • the organisation's commitment to environmental improvement, prevention of pollution, compliance with relevant environmental legislation and regulations; and is signed off by senior management. 		<p>The policy demonstrates:</p> <ul style="list-style-type: none"> • an understanding of the nature, scale and environmental impacts of the organisation's activities, products and services. • the organisation's commitment to environmental improvement, prevention of pollution, compliance with relevant environmental legislation and regulations; and is signed off by senior management. 	

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	10.3 The defined responsibilities/accountabilities for management and other staff responsible for activities effecting the environment.	At least one person must be identified.		At least one person must be identified.	
	10.4 <i>For M2 applications only:</i> Copy of certification of quality management system; or Details of environmental management system which addresses the relevant elements of AS 14001.	Not Required		Certified EMS system to recognised a standard (eg CCF IMS or AS/ISO 14001); or Components of an EMS are in place and evidence of its use is provided; eg operational procedures; checking and corrective action.	
11. WORK HEALTH & SAFETY (WHS)	<i>For M1 applications:</i> 11.1 Details of WHS Management System <i>For M2 applications only:</i> 11.1 Copy of certification of WHS management system; or Details of WHS management system, which includes a company safety policy endorsed by the CEO and addresses the relevant elements of AS 45001.	WHS Management System in place which meet the requirements of: <ul style="list-style-type: none"> the WHS Act the regulations under the Act relevant Codes of Practice and Australian Standards 		Certified WHS system to recognised a standard (eg CCF IMS or AS/ISO 45001); or A comprehensive WHS management system which addresses all the elements of AS 4801 (or equivalent) has been implemented and is maintained.	
	11.3 Workcover Registration Number, Certificate of Currency for Workers	Satisfactory certification		Satisfactory certification	

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	Compensation and a copy of the annual Workcover renewal notification.				
	11.4 If an Infringement Notice under the WHS 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		A satisfactory response to any an Infringement Notice under the WHS Act and evidence that Corrective Action has been implemented	