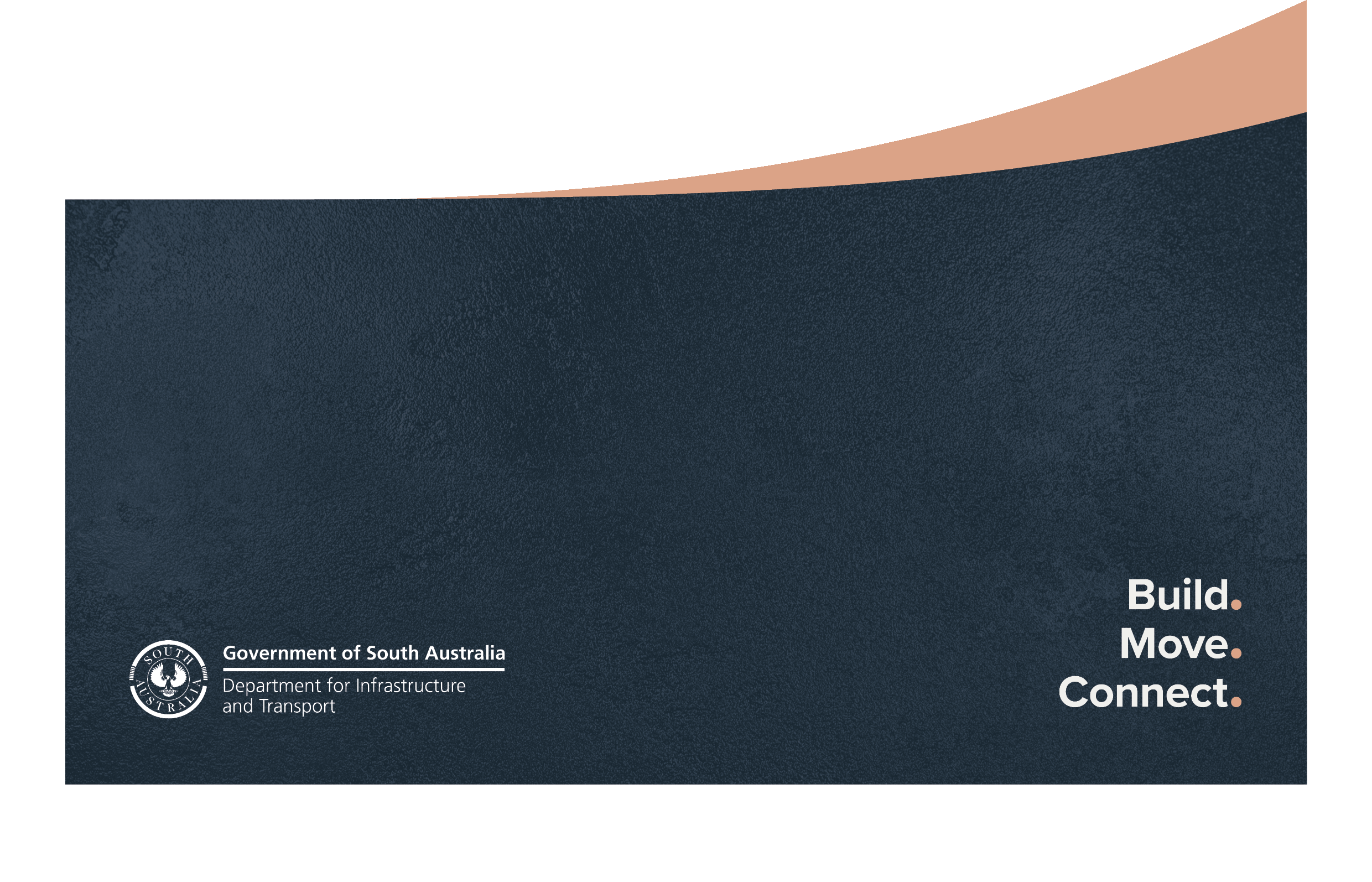
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| **DIT Procurement Services**  **Supply and Manufacture of Road Signs**  **Prequalification Application Form** |



Document references

KNet file part:

KNet number: 21398452

A close-up of a kite

Description automatically generated

Document purpose and instructions

The purpose of this document is to:

* provide Applicants with the response structure required for a compliant submission;
* detail requirements for each Schedule; and
* align all Applicants’ submissions to ensure a fair evaluation.

**Instructions**

General

Companies (Applicants) wishing to apply for prequalification for the Supply and Manufacture of Road Signs with the Department for Infrastructure and Transport (DIT) must fill out this Application Form and attach the information requested.

* Complete the Application Form and save as a .docx or .pdf file (without these instruction pages).
* save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 10 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.

Further guidance on applying for membership can be found in the Application Guidelines (the Guidelines).

Submitting the Application

Applications should:

1. include all documentation outlined in this Application Form, together with any other supporting technical or financial information.
2. include file names which clearly indicate the applicable section numbers of this application that are addressed in the file.
3. be marked:

**DIT Prequalification Application  
Attention: Team Leader – Prequalification and Tender Management**

1. be emailed to [DIT.Prequal@sa.gov.au](mailto:DIT.Prequal@sa.gov.au) or be compiled on a USB memory device and posted to **GPO Box 1533, ADELAIDE SA 5001.**
2. Applicants must nominate an authorised person as a single point of contact on the application for the business seeking to become prequalified. The authorised person must be capable of acting on behalf of the business to provide all information required for the application.  
   The Department will not liaise with anyone who is not authorised to act for the Applicant.

**Do not** submit a hard copy.

Enquiries may be directed to [**DIT.Prequal@sa.gov.au**](mailto:DPTI.Prequal@sa.gov.au)or phone (08) 7133 1263.

Publication of details

Once accepted in the Supply and Manufacture of Road Signs, the contact details provided in this Application Form will be published on the following internet site: <https://dit.sa.gov.au/contractor_documents/prequalification>.

It is the Applicant’s responsibility to ensure that the contact details provided are up to date.

Contractors must be registered on the SA Tenders and Contracts internet site (<https://www.tenders.sa.gov.au> ) to receive invitations to tender.

Template version control

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| Date | Version No. | Amendments | Approved by |
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This document is the property of the Department for Infrastructure and Transport (the Department) and contains information that is confidential to the Department. It must not be copied or reproduced in any way without the written consent of the Department. This is a controlled document and it will be updated and reissued as approved changes are made.

|  |  |
| --- | --- |
| Company Name | …………………………………………………………………… |
| **Company Numbers:** | **ABN**……………………………**ACN**…………….………..… |
| **Address of Registered Office** | ……………………………………………………………… |
| **Postal Address**  **Email** | …………………………………………………………………  ………………………………………………………………… |
| The above email address should be a company mailbox, not a personal email address. To receive invitations to tender, you must be registered with SA Tenders and Contracts. Please ensure that the contact details submitted to SA Tenders and Contracts are kept up to date.    Contact Details for Prequalification Matters | |
| Contact Person: | ………………………………………………………………… |
| Position in Company | ………………………………………………………………… |
| Telephone | ………………………………………………………………… |
| Mobile | ………………………………………………………………… |
| Email | ………………………………………………………………… |

**Details supporting this application for Prequalification are attached.**

**In submitting this application I agree to comply with the DIT Conditions of Prequalification (refer: https://www.dit.sa.gov.au/contractor\_documents/prequalification)**

**Signed: ……………………………………….. Date: ……………………….**