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| DIT Project Procurement & Contracts  Prequalification Application Form  Supply and Manufacture of Road Signs |

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.

Submitting the Application

Applications must:

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 prequalified, the contact details provided in this Application Form will be published on the following internet site: [https://www.dit.sa.gov.au/contractor\_documents/prequalification](https://www.dpti.sa.gov.au/contractor_documents/prequalification)

It is 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.

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| 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 agreed to comply with the DIT Conditions of Prequalification (refer: https://www.dit.sa.gov.au/contractor\_documents/prequalification)**

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