

CONTRACTOR PREQUALIFICATION SCHEME

PRECAST CONCRETE PRODUCTS

GUIDELINES, CONDITIONS AND APPLICATION FORM



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Companies wishing to supply precast concrete products in the categories listed below to the Department of Planning, Transport and Infrastructure (DPTI), or to roadworks contractors who are building roads for the department, must first be prequalified.

Prequalification is available in the following categories:

PC1: Precast Reinforced Products

* + - Traffic barriers
		- Bridge parapets
		- Wall panels (flat panels), RSS wall panels
		- Noise barriers
		- Wing walls and head walls (one piece or multi-piece)
		- Arches
		- Piles (not pretensioned)
		- Large box culverts

PC2: Pretensioned Products - Routine

* + - Piles
		- Deck units
		- Bridge planks

PC3: Pretensioned Products - Complex

* + - Trough Girders
		- Match cast girder segments
		- Other pretensioned components

PC4: Poles

* + - Centrifugally spun, cast or prestressed concrete poles

Once prequalified, companies are subject to ongoing review by DPTI 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 DPTI 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.

Prequalification granted for a precasting and does not extend to any other facility owned/operated by the Applicant unless this has also been assessed under these guidelines. Also, it does not extend to any related/subsidiary companies, which must apply for prequalification in their own right if seeking prequalification.

Where a prequalified company is suppling precast concrete products for use on DPTI roads, the company must provide detailed drawings and design calculations (including reinforcement / prestressing drawings) directly to DPTI, if these have not been provided through the contract. These drawings and calculations are required for asset management purposes only. DPTI undertakes that it will maintain the confidentiality of the documents and will sign a confidentiality agreement if requested by the company.

Companies are invited to apply for prequalification by completing the application form (available from <http://www.dpti.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:

DPTI.Prequal@sa.gov.au or

Technical Services

Phone: (08) 8343 2495.

**Please provide the information listed in the column “INFORMATION TO BE SUBMITTED BY APPLICANT” in the following table:**

|  | ***These columns for DPTI use only*** |
| --- | --- |
| **SUBJECT** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENTS** | **Meets Requirement?****(Yes / No)** |
| 1. **ORGANISATIONAL STRUCTURE**
 | * 1. Diagram showing the relationship between the Applicant and any parent and subsidiary companies (where relevant) including names of principals, directors and partners.
 | For information only. | - |
| 1. **COMPANY EXPERIENCE**
 | * 1. Details of current and completed projects that are relevant to the category for which prequalification is being sought. Details should include:
* Description of products manufactured;
* Dates of supply;
* Contract value; and
* Client – name and contact details to act as referee.
	1. Has the applicant, under any business name, ever failed to complete a contract? If yes, give details.
 | The nominated projects:1. demonstrate that the Applicant is competent to undertake projects in the category requested;
2. have been manufactured at the Nominated Facility;
3. have generally been completed with the last 4 years; and
4. demonstrate:
	* product suitability;
	* technical competence;
	* sound relationship with clients; and
	* meeting completion dates & budget.

Client reports provide evidence supporting the above. |  |
| 1. **COMPANY PERSONNEL**
 | * 1. Organisational Chart with sufficient supporting information to demonstrate that the key personnel and qualified welders meet the specified minimum requirements.
	2. Names, position titles and CV’s for senior key personnel (including senior managers, supervisors and qualified welders), clearly setting out levels of experience, qualifications in the industry and delegations / role in the organisation.
 | General1. The Nominated Facility is staffed by sufficient personnel with the appropriate skills, experience and qualifications.
2. The Facility Manager:
3. Is active in operations
	* Has at least five years’ relevant experience for PC1, PC2, and PC4; and 10 years relevant experience for PC3.
	* For PC1, PC2 and PC4 has knowledge of relevant specifications, manufacturing processes and/or plant and a capability to manage such plant, and to plan and supervise processes relevant to the products being manufactured.
	* For PC3 has knowledge and experience of relevant specifications, manufacturing processes and/or plant and a capability to manage such plant, and to plan and supervise processes relevant to the products being manufactured.
4. The key supervisory personnel have at least five years’ relevant experience as a supervisor of a manufacturing facility relevant to the prequalification category.
5. Competent personnel are available to certify product design (where appropriate).
6. Key personnel have knowledge of and experience working with State Road Authority specifications or equivalent.
 |  |
| 1. **PLANT AND EQUIPMENT**
 | * 1. The following information about the plant/equipment available at the Nominated Facility:
* description of plant item and quantity available;
* NATA endorsed calibration report for equipment used for measurement and calibration purposes;
* ownership and leasing details;
* condition of plant including year of manufacture; and
* maintenance / replacement programs.
 | Plant and equipment at the Nominated facility are: 1. capable of manufacturing the relevant products in a safe and efficient manner;
2. maintained in accordance with manufacturer’s recommendations;
3. replaced or reconditioned in accordance with a program to ensure that non-compliant equipment is not used; and
4. regularly calibrated / verified using equipment which is traceable to a NATA accredited inspection centre.

Lifting operations are carried out with adequately sized overhead cranes. |  |
| 1. **MANAGEMENT SYSTEMS and COMPLIANCE CAPABILITY**
 | * Evidence of a quality management system in place that meets the requirements of AS/NZS ISO 9001.
 | Certification in accordance with the AS/NZS ISO 9001.The ‘Scope of Certification’ must clearly state the types of products, services and processes (as well as the specific sites) covered by the certification.If any of the work is carried out by subcontract, the subcontractor must also fully comply with the above requirements. |  |
| * 1. Copy of recent quality management system / technical compliance audits.
 | Results of compliance audits show system demonstrate that the system is working and any non-conformances have been dealt with effectively. In particular, the results should demonstrate the ability of the quality management system to:1. control, document and ensure traceability of the products manufactured and/or distributed
2. ensure adequate records of testing data from actual products produced are maintained
3. identify and isolate non-conforming products and identify the cause(s) of the non-conformance
4. identify, isolate and correct non-conforming processes
5. advise appropriate parties e.g. contract superintendents of the non-conformances
6. prevent further supply of non-conforming products.
 |  |
| * 1. Copy of relevant procedures
 | Procedures are appropriate for certification against the relevant Australian Standards and schemes.At a minimum, the procedures satisfactorily address:1. Ensuring materials conform to specified requirements;
2. preparation, assembly and fabrication of reinforcing cages and moulds;
3. placement, vibrating and curing of concrete;
4. prestressing (where relevant);
5. transportation, handling, and storage / packaging;
6. geometric tolerance;
7. inspection and testing; and
8. repair of non-conforming product.

The procedures ensure that:1. the roles, responsibilities and delegations of personnel are properly defined;
2. documentation is reviewed to confirm relevance, accuracy and completeness;
3. work and materials are traceable as well as identifiable;
4. Inspection and test procedures are prepared that address the requirements of contract documents (e.g. drawings, standards and specifications);
5. any subcontracted work fully complies with the system requirements.
 |  |
| * 1. Example Quality Plan and Inspection and Test Plan.
 | The Quality Plan is in accordance with AS/NZS ISO 10005 and is appropriate for the prequalification category. The Inspection and Test Plan:1. is adequate for the prequalification category;
2. includes references to the relevant specifications for the products supplied; and
3. includes references to any relevant work method statements.
 |  |
| 1. **WORK HEALTH & SAFETY (WHS)**
 | * 1. Copy of certification of WHS Management System (to AS / ISO 4801 or equivalent);

*or*Evidence of Implementation of a WHS Management System broadly based on AS / ISO 4801 or equivalent. This may include:* details of responsibilities and reporting relationships for WHS.
* how the company consults with employees, sub-contractors and clients on WHS matters.
* how the company addresses hazard identification, risk assessment and hazard control, including
	+ the supply of goods and sub-contractor services
	+ the supply and management of plant
	+ hazardous substances
	+ dangerous goods
* how the company ensures staff are properly trained in WHS matters and links to the training plan.
* how the company ensures/provides/maintains emergency preparedness.
 | JAS-ANZ Certified WHS system; *or*If not third party certified, evidence that demonstrates the implementation of a WHS Management System broadly based on AS / ISO 4801 which also meets the requirements of the applicable Work Health and Safety Legislation and to be able to demonstrate evidence of a safe workplace, including chain of responsibility.  |  |
| * 1. Examples of the following
* Safety Plans
* Minutes of Safety Committee meetings
* Audit Reports
* Action Plans.
 | Satisfactory evidence of implementation of safety systems and safe work method statements. |  |

Note: where an Australian Standard is specified, systems / certification must be based on the current edition of that standard.

**1. Introduction**

These Conditions of Prequalification prescribe the rules by which an application will be assessed by DPTI 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.

**2. Applications**

Companies may submit applications for prequalification at any time. Applications must be submitted in accordance with Part 2 “Application” of this document. Prequalification only determines a company’s eligibility to submit tenders.

**3. Assessment and Notification**

Applications for prequalification will be assessed in accordance with DPTI’s internal procedures for management of its prequalification systems. DPTI 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 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.

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

**4. Prequalification Period**

The prequalification system is reviewed at least every three years. However, DPTI, 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).

**5. Reviewing, Rescinding or Downgrading Prequalification**

At any time, DPTI 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 DPTI’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.

**6. Conditional Prequalification**

Where an Applicant does not meet every specified eligibility criterion, but DPTI considers that there will be benefits by allowing that company to produce precast concrete at a particular facility, the Applicant may be granted ‘Conditional Prequalification’. An example of this could be where a company establishes a new precasting facility, which has suitably experienced personnel and satisfies the requirements for systems and other resources, but it does not yet have a proven track record.

Providing the conditionally prequalified facility continues to comply with the nominated conditions of prequalification, it will be eligible to tender for contracts in the categories for which it is conditionally prequalified.

1. **Contractor to Advise**

 A prequalified company must immediately advise the Director, Contracting and Procurement, DPTI 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.

**8. Confidentiality**

Except as required by law, DPTI will ensure the confidentiality of all information supplied by companies is maintained and will sign an appropriate confidentiality agreement if requested.

**9. Publication of Prequalification Status**

A list of the prequalified companies will be disclosed to others on the following web site: [http://www.dpti.sa.gov.au/documents/contractsandtenders/prequalification](%20http%3A//www.dpti.sa.gov.au/documents/contractsandtenders/prequalification).

While a company may communicate its DPTI prequalification status to others, it must not represent that this prequalification necessarily means that they are competent to undertake work for organisations other than DPTI. No responsibility is accepted for any consequences arising from the use of the prequalification scheme other than for DPTI contracts.

**10. Disclaimer**

The decision to approve or reject, with or without conditions, any application for prequalification is at the absolute discretion of DPTI. DPTI 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, DPTI:

* 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-DPTI 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.