

# DPTI Building Prequalification System Trade / Subcontractors: Fire Protection



Guidelines



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

# DPTI Building Prequalification System Trades / Subcontractors: Fire Protection

## Contents

1	INTRODUCTION .....	3
	1.1 Background.....	3
	1.2 Prequalification Categories .....	3
	1.3 Conditional Prequalification.....	3
	1.4 Tendering.....	4
2	APPLICATION AND ASSESSMENT PROCESS.....	5
	2.1 Applications.....	5
	2.2 Assessment Criteria .....	5
	2.3 Assessment of Applications .....	5
	2.4 Notification .....	6
	2.5 Maintenance of Prequalification .....	6
3	TERMS AND CONDITIONS OF PREQUALIFICATION.....	7

# DPTI Building Prequalification System

## Trades / Subcontractors: Fire Protection

### 1 INTRODUCTION

#### 1.1 Background

The Department of Planning, Transport and Infrastructure (DPTI) Prequalification System for Fire Protection Trade / Subcontractors is used for all DPTI projects that includes a fire protection system.

Suitably experienced companies (“Applicants”) are invited to apply for prequalification with DPTI in accordance with these Guidelines.

The purpose of the prequalification scheme is to:

- achieve consistency, fairness and transparency in DPTI’s tendering and selection processes;
- minimise the work being undertaken by companies who do not have sufficient capability and capacity;
- reduce the cost of tendering and tender assessment for both industry and Government; and
- encourage high standards and continuous improvement that will contribute to a sustainable building and construction industry in South Australia.

The system applies regardless of whether the company undertaking the electrical work is contracting directly with DPTI or working as a sub-contractor.

#### 1.2 Prequalification Categories

Prequalification is available in a single category (FP1), which will be applicable to any DPTI project which includes a fire protection system . A company’s financial capacity is not considered in the prequalification system. However, DPTI reserves the right to undertake an assessment of financial capacity at any time, particularly prior to the award of a contract.

#### 1.3 Conditional Prequalification

Where an Applicant does not meet every specified eligibility criteria, the Applicant may be granted “Conditional” Prequalification. For example, where 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 DPTI considers that the company is competent to undertake the work.

The granting of Conditional Prequalification is at the absolute discretion of DPTI. 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 categories and financial level they are conditionally prequalified in.

# DPTI Building Prequalification System

## Trades / Subcontractors: Fire Protection

### 1.4 Tendering

DPTI may stipulate the use of a prequalified sub-contractor when calling tenders for a general building contract. If DPTI intends to contract directly with companies who are prequalified under this trade / subcontractor system, DPTI will either:

- issue a restricted tender call to selected prequalified companies; or
- publish tenders on [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au) as an open call to all prequalified companies at the appropriate level.

# DPTI Building Prequalification System

## Trades / Subcontractors: Fire Protection

### 2 APPLICATION AND ASSESSMENT PROCESS

#### 2.1 Applications

Companies are invited to apply for prequalification by completing and submitting the application form, which may be downloaded from:

[http://www.dpti.sa.gov.au/contractor\\_documents/prequalification](http://www.dpti.sa.gov.au/contractor_documents/prequalification).

The application must be submitted in accordance with the instructions on the front of the Application Form. Do not submit a hard copy.

Enquiries may be directed to [DPTI.Prequal@sa.gov.au](mailto:DPTI.Prequal@sa.gov.au) or the phone number on the above internet site.

#### 2.2 Assessment Criteria

Listed below is an overview of the assessment criteria that will be used to assess Applicants. Full details of the information to be submitted and the minimum criteria for each level are included in the Application Form.

##### Criteria 1: Company experience

Applicants are required to demonstrate satisfactory performance on past and current relevant projects. A relevant project can be in the level below the level being applied for (eg. if applying for Level 3, Level 2 projects can be submitted as relevant projects). At least 2 Performance Reports are also required.

##### Criteria 2: Personnel

Applicants must have suitably experienced & qualified key personnel. Also, procedures and policies for staff competency assessment, training & development and evidence of implementation.

##### Criteria 3: Management Systems

The Applicant must have management systems which are appropriate for the category applied for which cover:

- safety; and
- quality.

#### 2.3 Assessment of Applications

DPTI may take into account information from any of the following sources:

- Information submitted with the application;
- documented evidence held by DPTI or other government agencies regarding the Applicant's previous performance;
- information that was submitted in a previous prequalification application (where appropriate);
- any other valid information relevant to the Application, notwithstanding that the information has not been submitted by the Applicant.

# DPTI Building Prequalification System

## Trades / Subcontractors: Fire Protection

Performance reports will be a key consideration for determining whether an Applicant meets the minimum requirements for company experience. Where the Applicant submits a Performance Report from a DPTI project, it must be on the DPTI Performance Report proforma. If the project is a non-DPTI project, the performance report must cover the same elements as the DPTI Performance Report.

DPTI is not obliged to accept a non-DPTI Performance Report if DPTI forms the reasonable opinion that it is biased, inadequate or not representative of the Applicant's actual performance on that project.

The referee must have a technical role in and knowledge of the contract and, in consultation with other team members, must be capable of making impartial technical assessments of the contractor's performance. The referee must be independent of the company.

Where a Performance Report indicates that the company's performance is marginal or unsatisfactory, the Applicant must demonstrate that it has successfully implemented corrective action to prevent a re-occurrence of the issue.

DPTI may use internal and / or external assessors when considering an application.

### 2.4 Notification

Applicants will be notified in writing regarding which, if any, prequalification category it has achieved within 6 weeks of lodgement of their application. However, if the information provided is not sufficient to complete the assessment, this time may be extended.

Applicants that are not satisfied with the outcome of the assessment may lodge a request for a review or appeal, as detailed in Section 4 of these Guidelines.

### 2.5 Maintenance of Prequalification

Prequalification is for a notional 3 year period. However, if a company is subject to adverse performance reports, undergoes a restructure or its competency is materially reduced, DPTI may request a new application. At any time, DPTI may seek confirmation that the information submitted with an application remains relevant or request an update of the information.

DPTI will monitor and assess the ongoing performance of each prequalified company. A company's ongoing prequalification is subject to it maintaining a satisfactory level of performance in its delivery of contracts. A failure to comply with the requirements for maintenance of prequalification may result in the prequalification being withdrawn or the level downgraded in accordance with the DPTI Building Conditions of Prequalification (refer Section 3 of these Guidelines).

# DPTI Building Prequalification System

## Trades / Subcontractors: Fire Protection

### 3 TERMS AND CONDITIONS OF PREQUALIFICATION

Applicants and prequalified contractors are required to comply with the Building Conditions of Prequalification, available from:

[http://www.dpti.sa.gov.au/contractor\\_documents/prequalification](http://www.dpti.sa.gov.au/contractor_documents/prequalification)

Details of the review and appeal process are also included in the above document.