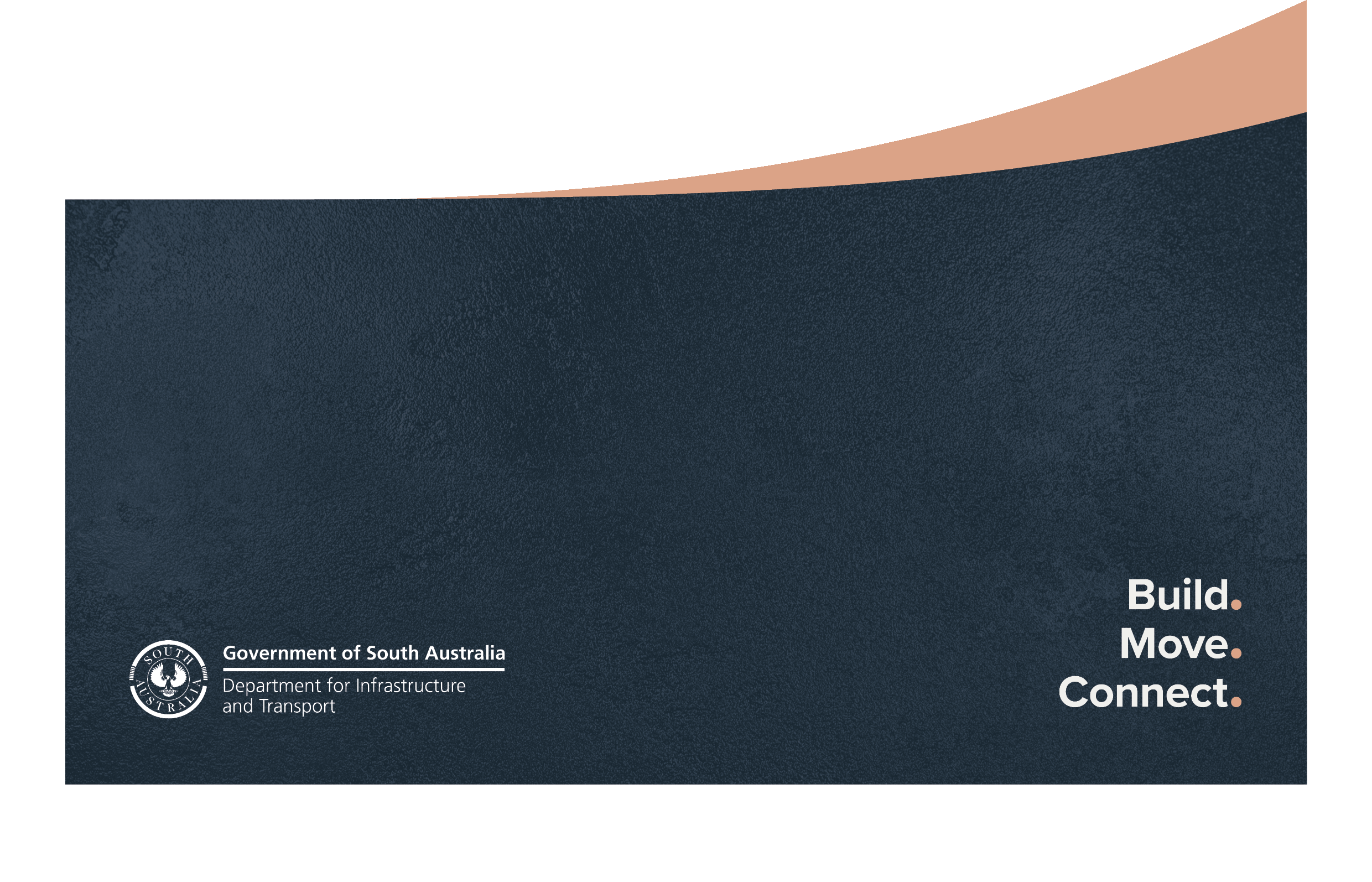
**Prequalification Application Form**

**Directional Boring**

**Enquiries:**

**Email:** [**DIT.Prequal@sa.gov.au**](mailto:DIT.Prequal@sa.gov.au)

**Telephone: (08) 7133 1263**



A close-up of a kite

Description automatically generated

Prequalification Application Instructions

**General**

Companies (Applicants) wishing to apply for prequalification for the Supply of Pavement Materials 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 information.
2. include file names which clearly indicate the applicable section numbers of this application that are addressed in the file.
3. Electronic Applications only (Do not submit hard copy) and can be submitted by any of the following methods:

|  |  |  |
| --- | --- | --- |
| **Email** | **Postal** | **Delivery Address** |
| [DIT.Prequal@sa.gov.au](mailto:DIT.Prequal@sa.gov.au) | **Compiled application on a USB memory** | |
| GPO Box 1533 Adelaide SA 5001 | 83 Pirie Street Adelaide SA 5000 |

1. 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.

**Publication of details**

* Once prequalified, the contact details provided in this Application Form will be published on the following internet site: <http://www.dit.sa.gov.au/documents/contractsandtenders/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 Contract internet site (<https://www.tenders.sa.gov.au> ) to receive invitations to tender.
* Applicants must nominate an authorised person as a single point of contact and provide contact details for prequalification matters on behalf of 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.

|  |  |
| --- | --- |
| **Agree to always comply with the DIT Master Specification:** | **YES / NO** |
| **Refer:** [https://dit.sa.gov.au/contractor\_documents/masterspecifications](https://dpti.sa.gov.au/contractor_documents/masterspecifications) | |

|  |  |
| --- | --- |
| **Company Details for Prequalification Matters** | |
| **Company Name:** |  |
| **Company Numbers:** | **ABN** |
| **ACN** |
| **Address of Registered Office:** |  |
| **Postal Address:** |  |
| **Email:** | *(A company mailbox is preferred, not a personal email address)* |
| **Contact Details for Prequalification Matters** | |
| **Contact Person:** |  |
| **Position in Company:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Quarry Name:** |  |

**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: ……………….…………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** | |
| 1. **COMPANY STRUCTURE** | 1. Outline of company structure and ownership. 2. Organisational Chart showing key personnel, including Company Directors, managers, professional staff, site supervisors and field personnel. | | For information. | |  | |
| 1. **COMPANY**   **PERSONNEL AND COMPETENCY** | CV’s for key staff, clearly setting out levels of experience & qualifications in the industry. | | Company and / or Operations Manager have more than 2 years experience at manager level in this industry.  Key Managerial / Supervisory Staff Adequate experienced staff available commensurate with size of organisation. | |  | |
| 1. **COMPANY EXPERIENCE & TRACK RECORD** | 1. Number of years experience that the company has in the industry.  2. Details of relevant current and recently completed contracts, including:   * Project Name & Description, * Description of work (e.g. under road or rail, boring technique, site access, traffic constraints, dealing with unforeseen conditions), * Client, * Value of Contract and duration of contract, * length, depth & diameter of bore(s); * Name and contact details of a referee. | | Successful completion of contracts to the client’s time, cost, and quality requirements.  Experience with, or demonstrated knowledge of, DIT Specifications or equivalent. | |  | |
| **ASSESSMENT CRITERIA** | | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** |
| 1. **RESOURCES AND PLANT CAPABILITY** | Detailed description of plant & equipment. | | Equipment of appropriate type and capacity. | |  | |
| 1. **QUALITY MANAGEMENT SYSTEMS** | Copy of certification of quality management system (to either Civil Contractors Federation Integrated Management System, AS / ISO 9001 or equivalent);  or  If not third party certified, the following information:   1. Details of the level of involvement of the Senior Management in the company’s Quality program. 2. The name, contact details and CV of the person in the company responsible for managing Quality. 3. A copy of the company quality manual, or at a minimum, the company quality policy. 4. A full index of the company’s quality procedures including current status & last revision date of each. | | Certified Quality System.  *or*  If not third party certified, evidence demonstrates satisfactory performance for the following:   * Involvement of the Chief Executive in the company’s Quality program (eg management review meeting minutes, policy statement by CEO) * The person responsible for managing Quality has moderate experience (evidence of training & competency in QA, min 2 years QA expected) * Data collection, monitoring / review, and actioning of key targets, such as reports on data gathered to Management & / or items shown, with actions agreed and taken in Management Review, etc. | |  | |
| **ASSESSMENT CRITERIA** | | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** |
| **QUALITY MANAGEMENT SYSTEMS** | Please provide a copy of Quality Procedures covering the following:   * Control of non-conforming product * Process Control. * Document & Data Control * Corrective & Preventative Action * Inspection & Testing * Product Identification & Traceability * Control of quality records * Internal Quality Audits * Contract Review  1. Evidence of use of the System for continuous improvement through appropriate data collection, monitoring and review of the data, including actions allocated and taken on any un-desirable outcomes for at least the following ‘minimum’ goals / targets:    * Internal Reviews (at least 6 monthly)    * Random ‘on-site’ inspections (at least quarterly)    * Management Review (at least annually)    * Central Yard inspection (at least quarterly WHS/EMS Area Audits) | | * Company quality policy is suitable * Company quality manual includes policy statements for each system element * Company Quality Procedures, and frequency of review as required by the Australian Standard, are adequate * Recent Audit Reports - Internal (min 2) * Recent Audit Reports - External * Corrective Action Reports (min 2) * Non-conformance reports (min 2)   *Note: An interview with the company’s nominated person responsible for managing Quality may be required after the application has been received. DIT reserves the right to conduct an Audit if deemed necessary or seek additional evidence that the system is being effectively implemented.* | |  | |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** | |
|  | * + Checks of Major and Minor Plant (at least quarterly – for continuing operational capability)   + Subcontractor & supplier performance (at least 6 monthly).  1. Provide two most recent examples of each of the following:    * Internal Audit Reports    * Project Quality Plans    * Non-conformance reports 2. Provide two most recent examples of each of the following: •    * External Audit Reports    * Corrective Action Reports | |  | |  | |
| 1. **ENVIRONMENTAL MANAGEMENT** | 1. Copy of certification of Environmental Management System (to either Civil Contractors Federation Integrated Management System, AS / ISO 14001 or equivalent);   *or*  If not third party certified, the following information:   * + The defined responsibilities / accountabilities for management and other staff responsible for activities effecting the environment.   + The company’s Environmental Management Policy | | Certified Environmental Management System.  *or*  If not third party certified, evidence demonstrates satisfactory performance for the following:   * Level of involvement of the Chief Executive in the company’s Environmental Management program: Evidence of involvement (e.g. management review meeting minutes, policy statement by CEO). * At least one person must be identified with responsibilities for activities effecting the environment. | |  | |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** | |
| **ENVIRONMENTAL MANAGEMENT** | * + Environmental procedures and instructions   + Outline of company’s awareness of relevant Codes of Practice and legislation. | | * The policy demonstrates an understanding of the nature, scale and environmental impacts of the organisation’s activities, products, and services * Company demonstrates awareness and understanding of relevant Codes of Practice and legislation.   The organisation’s commitment to environmental improvement, prevention of pollution, compliance with relevant environmental legislation and regulations; and is signed off by senior management. | |  | |
| 1. Details of any breaches of legislation and reportable incidents; i.e any EPA notices issued on the company in the last 2 years. | | Either:   * no reportable incidents; or * evidence of effective corrective action and management review of any reportable incidents. | |  | |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | | **Meets Criteria**  **(Yes / No)** | |
| 1. **WORK HEALTH & SAFETY (WHS)** | 1. Copy of certification of WHS Management System (to either Civil Contractors Federation Integrated Management System, AS / ISO 45001 or equivalent);   *or*  Evidence of Implementation of an WHS Management System   1. Return to Work - Workcover Registration Number and Certificate of Currency for Workers Compensation. 2. 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. | | Certified WHS system.  *or*  If not third party certified, evidence demonstrates satisfactory performance for the following:   * minutes of Safety Committee meetings * Audit Reports * Action Plans.   Workcover levee rate within an acceptable range for the industry.  Evidence that the issue has been properly addressed and appropriate action taken to prevent reoccurrence | |  | |
| 1. **INSURANCE** | Evidence of Insurance Policies and certificates of currency. | | $10,000,000 Public Liability insurance. | |  | |