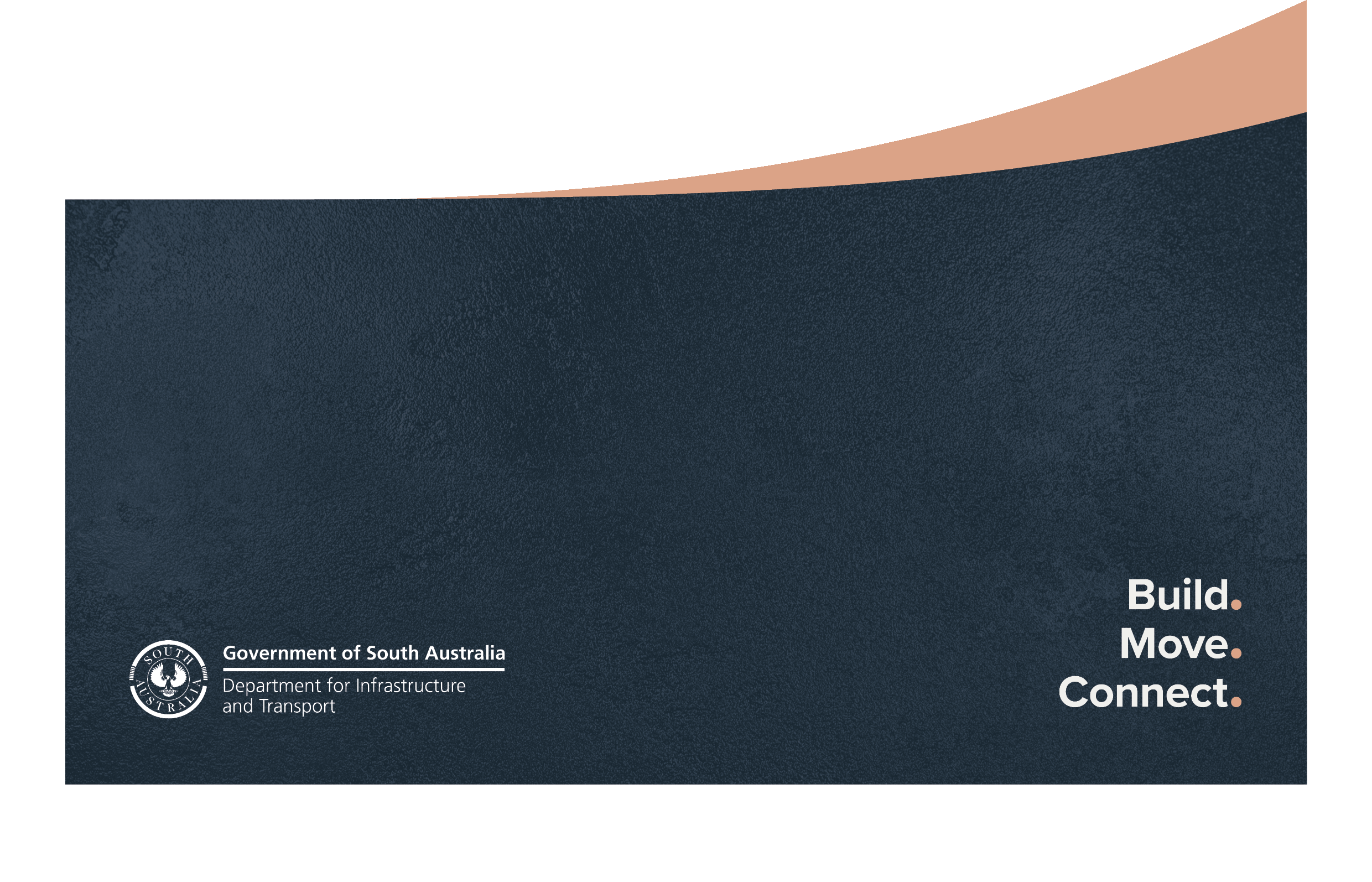
**Prequalification Application Form**

**Supply and Manufacture of Road Signs**

**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 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 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.

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| --- | --- |
| **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:** |  |

|  |  |
| --- | --- |
| **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) | |

**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>**)**

Name: …………………….………………… Signature: ……………….…….….… Date……….

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| **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. | | | For information. |  |
| 1. Organisational Chart showing key personnel, including company directors, managers, professional staff, site supervisors and field personnel. | | | For information. |  |
| **2. COMPANY PERSONNEL AND COMPETENCY** | 1. Job and Personal specifications for senior staff. 2. CV’s for senior staff including:   • Role / job title within company and associated responsibilities.  • Levels of experience (including start date with the company).  • Relevant skills.  • Copies of qualifications achieved (qualifications must be relevant to the work being offered).  • Knowledge and history of working with State Road Authority specifications | | | Job and Personal specifications available and appropriate for activities undertaken by managers and supervisors.  1. Manager has more than 5 years experience in sign manufacture or related industry.  2. Key personnel have appropriate experience and technical knowledge. |  |
|  | |  | | |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | **Meets Criteria**  **(Yes / No)** |
| **3. COMPANY EXPERIENCE & TRACK RECORD** | 1. Details of relevant contracts commenced or completed in the last 2 years, including:  * Contract name and client (include contact details) * Description of signs provided * Contract sum * Date * Evidence that delivery timeframes were achieved * Contracts provides evidence of the company’s understanding of DIT or other State Road Authority specifications  1. Names of at least 3 referees | | | 1. Experience in successfully manufacturing road signs (or signs of an equivalent technical standard) to meet customers’ requirements. 2. Contracts demonstrate knowledge of DIT or other SRA equivalent Specifications. |  |
| 1. Contracts demonstrate a track record of being able to deliver signs to the customers’ timeframes.   Referee reports confirm the above |
| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | | | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | **Meets Criteria**  **(Yes / No)** |
| **4. RESOURCES AND EQUIPMENT** | 1. Evidence that the company is an approved converter of retro reflective sheeting for road signage by the manufacturer of the sheeting 2. Description of manufacturing facility and its output capacity 3. System in place to ensure timely deliveries | | Approved converter of retro reflective sheeting for road signage by the manufacturer of the sheeting.  Equipment and facilities with capacity to manufacture the signs in adequate quantities  Satisfactory procedures, resources and ability to resolve technical issues.  Demonstrated understanding of the issues associated with the manufacture of road signs.  Processes in place to ensure timely manufacture and delivery of signs. | |  |
| **5. INSURANCE** | Evidence of Insurance Policies and certificates of currency. | | $10,000,000 Public Liability insurance. | |  |
| **6. WORK HEALTH & SAFETY (WHS)** | 1. Evidence of certification of the company’s WHS System to AS / ISO 45001 or an equivalent system. | | Satisfactory certification | |  |
| 1. Return to Work - Workcover Registration Number, Certificate of Currency for Workers Compensation and a copy of the annual Workcover renewal notification. | | Satisfactory registration | |
| 1. 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. | | A satisfactory response to any an Infringement Notice under the WHS Act and evidence that Corrective Action has been implemented | |

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| **ASSESSMENT CRITERIA** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENTS**  ***These columns for DIT use only*** | **Meets Criteria**  **(Yes / No)** |
| **7. QUALITY MANAGEMENT** | 1. Evidence of certification of the company’s Quality System to ISO 9001 or an equivalent system. 2. If the company is not certified, provide the following:    1. Procedures and evidence of implementation regarding:       * Purchasing materials       * Process description and control       * Identification and control of non- conforming product       * Inspection and testing of product       * Product Identification and Traceability       * Management of Subcontractors       * Management of contract records       * Training    2. A copy of the company quality policy | Satisfactory certification  or *(if not certified to AS / NZS / ISO 9001)*  Satisfactory polices / procedures in place and evidence of implementation. |  |