

**REGIONAL MAINTENANCE DELIVERY**

**PREQUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR ROAD AND BRIDGE CONSTRUCTION AND MAINTENANCE PROJECTS THROUGHOUT REGIONAL NSW**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CONTENTS** | | **Page No** |
| 1.0 | Background and Context | | 1 |
| 2.0 | Prequalification Process | | 2 |
| 2.1 | Applications and Criteria for Prequalification | | 3 |
| 2.2 | Finance and Insurances | | 4 |
| 2.3 | Lodgement of Application | | 4 |
| 2.4 | Inquiries | | 4 |
| 3.0 | Assessment and Notification | | 5 |
| 4.0 | Amending or Updating an Existing Prequalification | | 5 |
| 5.0 | Prequalification Validity Period | | 5 |
|  | Prequalification Application Form | Attachment | |

**1.0 Background and Context**

Reginal Maintenance Delivery (RMD) is a project delivery arm of Roads and Maritime Services (RMS). RMD is responsible for maintaining and upgrading of around 13,000km of road and bridge infrastructure throughout regional NSW. RMD utilises both internal and external resources when undertaking project and maintenance activities. External suppliers and contractors are frequently used for the supply of materials and provision of specialist works and services.

RMD utilises a prequalification process to enable suppliers and contractors to register interest for opportunities to provide RMD with materials, works and services. In applying for prequalification, in addition to company information, suppliers and contractors provide details on their technical and financial capabilities and management systems in place so that their suitability can be assessed.

Prequalification assessment is undertaken by suitably qualified RMD professionals, with the prequalification register managed by RMDs specialist Procurement Unit. As Sydney is managed through long term contracts it is not part of this prequalification opportunity.

Prequalified suppliers and contractors are preferred for work valued up to $250K (incl GST). In most cases prequalified suppliers and contractors are invited to lodge a tender submission for RMD contracts over $250K (incl GST) where an existing contractual arrangement, such as a panel or supply contract, does not exist.

RMD, RMS and Transport for NSW operate a number of panels and supply contracts for frequently required materials and used works and services. Applications to join existing panels are not within scope of this prequalification opportunity and therefore will not be considered. Where the need arises to supplement the capabilities of an existing panel, such as during times of unforeseen or high work activity, RMD may invite prequalified suppliers and contractors to participate in a tender process.

Notifications of opportunities for either new or renewal of existing panels and supply contracts are published on the NSW Government e-Tender website. RMS recommends that all companies register their interest on the e-Tender website for NSW government tender opportunities.

**Current RMD Panels Date of Expiry**

Asphalt 30 June 2017

Traffic control 31 December 2017

Safety barriers 30 October 2019

Pavement marking 15 December 2018

Road side signs 31 October 2019

Rest area maintenance 30 November 2017

Ground Vegetation clearing 28 February 2017

Scaffolding 31 October 2019

Road resealing 31 January 2018

Bridge maintenance 31 January 2019

**2.0 Prequalification Process**

RMD maintains a register of prequalified suppliers and contractors that have successfully demonstrated that they have the necessary company structure and experience, technical expertise, management systems and financial capacity to undertake particular categories of material supply, works or services.

As prequalification does not create, nor infer, a contractual relationship between RMS and the supplier or contractor and there is no guarantee that prequalified suppliers and contractors will be offered or provided work, nor will they be notified of all tender opportunities. When assessing the best way to source materials, works or services to be provided for a project, RMD selects a number of prequalified suppliers or contractors that may be invited to lodge a tender submission or the tender opportunity may be published on e-Tender.

RMD will prequalify suppliers and contractors for the following categories:

**Category A – Supply of Materials**

|  |  |
| --- | --- |
| * Pre-mixed concrete | * Asphalt |
| * Quarry materials | * Bitumen |
| * Pre-cast drainage components | * Concrete bridge components |
| * Timber components | * Concrete Culverts |

**Category B – Construction and Maintenance Works and Services**

|  |  |
| --- | --- |
| * Road construction & Maintenance | * Roadside furniture and guardrails |
| * Kerb and gutter | * Stormwater drainage |
| * Earthworks | * Slope stabilisation |
| * Bridgeworks | * Retaining walls |
| * Traffic control | * Ground Vegetation clearing |
| * Rest area maintenance | * Demolition and waste disposal |
| * Line marking | * Vegetation management |
| * Low voltage electrical works | * Mechanical works |

For noting is that above categories, and the materials, works and services within, may be reviewed at any time to meet project delivery and operational requirements.

**2.1 Applications and Criteria for Prequalification**

Applications may only be considered from legal entities which is evidenced by an ACN (or ARBN for companies registered outside of Australia) and an ABN, with the entity registered with Australian Securities and Investment Commission (ASIC). Applicants received without this legal entity requirement will not be considered.

As applicants for prequalification must demonstrate suitability to meet the assessment criteria complete information must be provided for an assessment to be made. Nil responses, or responses in the form of “to be advised”, will likely result in the application not being considered. The assessment criterion includes:

**Company Profile**

Provide background information on the applicant’s company in the following areas:

* Organisational structure.
* Stability of organisation.
* Management systems.

**Company Experience**

Applicants are required to provide details in the following areas:

|  |  |
| --- | --- |
| Past and current activity | Details of material supply, works, services currently being provided, and has been provided, over the past two (2) years. |
| Past Performance | Supply any Performance Reports, completed by a Client or Contracting Principal, on material supply, works or services completed within the past two (2) years in the categories for which prequalification is being sought. |
| Compliance record | Provide details of any fines, prosecutions and convictions against the company or its Directors for WHS or Environmental non-compliance in the past two (2) years. Details are to include action taken in response to the fines, prosecutions or convictions. |

**Technical Capacity**

Demonstrate technical capacity to undertake works in the sought prequalification categories, including:

|  |  |
| --- | --- |
| Experience in relevant work | Senior management experience including details of successful material supply, works, services or outcomes. |
| Suitably experienced and qualified staff | That the applicant has sufficient key personnel with the appropriate training, tertiary/technical qualifications, licences and experience. |
| Plant and equipment | Where applicable, availability of sufficient plant with operators. |

**2.2 Finance and Insurances**

**Financial Capacity**

Company's financial viability and sustainability is established through provision of:

* Projected Balance Sheet for the current year and independently prepared or audited Balance Sheet for the last two financial years;
* Profit and Loss Statement for the current year and independently prepared or audited P&L statements for the last two financial years;
* Turnover for the current and last two financial years; and
* Working Capital for the current and last two financial years.

The financial prequalification threshold for Working Capital is a minimum of 20%, and turnover at least 50%, of the prequalification value.

**Insurances**

It is a NSW Government requirement that all suppliers and contractors have current statutory and specific insurances, through an APRA registered company.

**2.3 Lodgement of application**

New applications for prequalification, or requests to update or review an existing prequalification, may be submitted at any time.

In addition to the fully completed application form, applications must include all information and supporting documents to enable full assessment against the Prequalification Criteria.

Unrelated information, readily available marketing material and the like, and submissions containing self-extracting or executable files will not be considered.

Applications may only be electronically submitted to RMD.prequalification@rms.nsw.gov.au with the subject title **“Prequalification RMD – Contractor Name**”. The maximum size of any submission is 8MB. Larger files should use readily available ZIP file compression technology.

All genuine applications received will be acknowledged.

**2.4 Enquiries**

Any enquiries may only be made by email to: [RMD.prequalification@rms.nsw.gov.au](mailto:RMD.prequalification@rms.nsw.gov.au).

The subject of the email should be “Prequalification Inquiry”. Please include a contact name, phone number and email address. Unsolicited emails will not be considered.

**3.0 Assessment and Notification**

As RMD assess applications against the specified prequalification criteria, by submitting an application for prequalification suppliers and contractors are deemed to authorise RMD to undertake relevant enquiries and seek verification of the information supplied.

Applicants will be notified in writing of their acceptance or not of prequalification. Details will not be provided in the case of non-acceptance.

**4.0 Amending or Updating an Existing Prequalification**

This prequalification process supersedes RMDs previous EOI registration process.

As detailed in section 2.3, requests to update or review an existing prequalification, may be submitted at any time during the prequalification validity period.

RMD welcomes enquiries from prequalified suppliers and contractors who seek to expand their prequalification, for example having new works or services capabilities, or to have the prequalified value of materials, works or services increased.

It remains the responsibility of prequalified suppliers or contractors to advise RMD of any changes to company, technical, financial or management systems details that may affect their prequalification status. This includes any changes to company ownership arrangements including any Trust Deeds or Directors.

In the event of a change, in the first case, the prequalified supplier or contractor is to notify RMD of the details of the change by email to: [RMD.prequalification@rms.nsw.gov.au](mailto:RMD.prequalification@rms.nsw.gov.au). Please include a contact name, phone number and email address. RMD will reply on its reasonable requirements for the prequalification status to be updated and continuity maintained.

Where RMD becomes aware of an organisational, financial or operational change, for which it has not been made aware of, the prequalification status will be suspended. Until resolved, the company will not be issued notifications of tender opportunities and tender submissions will not be considered.

**5.0 Prequalification Validity Period**

Unless circumstances warrant an earlier review, the prequalification status will remain valid for a period of three (3) years from the date of approval or the date of any review that confirms the status.

It remains the responsibility of the prequalified supplier or contractor to keep their prequalification current. Applications to be re-prequalified can occur anytime during the 3 year prequalification validity period.

**PREQUALIFICATION APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Profile** | | | | | | |
|  | Business name in full (as used on tender submissions) | | | |  | |
|  |  | | | |  | |
|  | Business type |  | | |  | |
|  | Note: Applications from sole traders or unincorporated partnerships will not be considered. | | | |  | |
|  | Please provide the ACN or ARBN, and ABN. | | | |  | |
|  | ACN/ARBN: | | ABN: | |  | |
|  |  | |  | |  | |
|  | Postal and email address for correspondence: | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |
|  | Office address (if different from postal address): | | | |  | |
|  |  | | | |  | |
|  | Website: | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |
|  | **Contact details:** | | | |  | |
|  | Contact person for tender or sales inquiries | | Contact person for invoicing & payment inquiries | |  | |
|  | Name: | | Name: | |  | |
|  |  | |  | |  | |
|  | Telephone: | | Telephone: | |  | |
|  |  | |  | |  | |
|  | Mobile: | | Mobile: | |  | |
|  |  | |  | |  | |
|  | E-mail: | | E-mail: | |  | |
| Note: | Nominate a single person for contract enquiries irrespective of the region. | | | |  | |
|  | **Stability of organisation** | | |  | |
|  | How many years has your business been operating under its present name and ACN? | | |  | |
|  |  | | |  | |
|  | Is your business currently providing materials, works or services to RMS? If YES, provide details including the name of the RMS business unit and the full name of the RMS officer. | | |  | |
|  |  | | |  | |
|  | Does your business hold current prequalification or registration with RMS? If YES, provide relevant details. | | |  | |
|  |  | | |  | |
|  |  | | |  | |
| **Management systems - WHS, Environment and Quality.**  Please detail the company WHS, environment and quality policies and management systems currently in use. Details should include whether the systems are to the standards listed below and, if so, whether they have been independently assessed and/or certified by a JAS-ANZ Auditor :   * WHS Management Plan (7 element system in accordance with NSW Gvt WHS Management Systems and Auditing Guidelines 5th Edition). * WHS Management System (12 element system in accordance with NSW Gvt WHS Management Systems and Auditing Guidelines 5th Edition) is or AS/NZS 4801 or Office of the Federal Safety Commission. * Corporate in accordance with the NSW Gvt Environmental Management Systems Guidelines 3rd Edition or an audit report by an Approved Assessor attesting that the Corporate Environmental Management System complies with the documentation requirements of AS/NZS 14001:2004 Environmental management systems. * Quality Management System ISO9001 2008 or 2015.   Copies of current certification, company policies and the contents page of the management systems are to be provided.  **Other applicable management systems**  Please detail any other relevant policies and management systems currently in use, eg Aboriginal and Industrial Relations, Chain of Responsibility (Heavy Vehicle National Law) | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RMD operates throughout regional NSW** | | | | | | | |  | |
|  | Please indicate below, by ticking the appropriate boxes, which Regions and/or Districts you are able to supply materials or provide works or services. | | | | | | |  | |
|  | **Region** | **Districts (in each Region)** | | | | | |  | |
|  | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | | |  | | --- | |  | | | |  | |
|  | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | | |  | | --- | |  | | | |  | |
|  | |  | | --- | |  | | |  | | --- | |  | | | | |  | | --- | |  | | | |  | |
|  | |  | | --- | |  | | |  | | --- | |  | | | | |  | | --- | |  | | | |  | |
|  | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | | |  | | --- | |  | |  | |

In completing

* If your company has state-wide capabilities, please tick every Region.
* By ticking a Region, it will be read that your company has capabilities in all Districts of that Region.
* Any combination of Districts can be ticked across multiple Regions.

**Category A – Supply of Materials**

Please tick () the boxes for the material types

|  |  |
| --- | --- |
| * Pre-mixed concrete | * Asphalt |
| * Quarry materials | * Bitumen |
| * Pre-cast drainage components | * Concrete bridge components |
| * Timber components | * Concrete Culverts |
| Please detail other relevant construction materials that can be provided |  |
|  |
|  |

**Category B – Construction and Maintenance Works and Services**

Please tick () the boxes for the works and services that you seek prequalification.

|  |  |
| --- | --- |
| * Road construction & Maintenance | * Roadside furniture and guardrails |
| * Kerb and gutter | * Storm water drainage |
| * Earthworks | * Slope stabilisation |
| * Bridgeworks | * Retaining walls |
| * Traffic control | * Ground Vegetation clearing |
| * Rest area maintenance | * Demolition and waste disposal |
| * Line marking | * Vegetation management |
| * Low voltage electrical works | * Mechanical works |
| Please detail other relevant works or services capabilities |  |
|  |
|  |
|  |

**Company Experience**

**Current and Completed Projects**

**Current:** Please details where materials are being supplied or works or services are currently being provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials, Works or Services** | **Final Contract Value** | **Contract Period** | **Client/ Principal**  **Contact details** | **Client/ Principal**  **Telephone Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Completed:** Please details where materials were supplied or works or services provided during the past two (2) years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials, Works or Services** | **Final Contract Value** | **Contract Period** | **Client/ Principal**  **Contact details** | **Client/ Principal**  **Telephone Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: The above tables may be replicated and completed in a Word and included as an attachment*

**Company performance**

Attach any Performance Reports, completed by a Client or Contracting Principal, on materials supplied or works or services completed, in the categories for which prequalification is being sought during the past two (2) years.

**Compliance record**

Provide details of any fines, prosecutions and convictions against the company or its Directors for WHS or Environmental non-compliance in the past two (2) years. Details are to include action taken in response to the fines, prosecutions or convictions.

**Technical Capacity**

**Senior Management**

Please detail the experience of senior management including successfully completed material supply, works or services. An organisation chart may be attached to support the detail.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position Title** | **Number of years with the applicants company** | **Number of years with in the industry** | **Qualifications, Registrations, Accreditation (include dates and issuing institutions/ organisation)** | **Successful works, services or material supply outcomes.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Staff Capabilities**

Please detail key personnel who have the appropriate training, tertiary/technical qualifications, licences and experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position Title** | **Number of years with the applicants company** | **Number of years with in the industry** | **Tertiary / technical qualifications, licenses** | **Relevant experience** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: The above tables may be replicated and completed in a Word and included as an attachment*

**Proposed plant and equipment**

Please complete details of plant and equipment available (excluding hand tools) and how soon can it be mobilised.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Equipment** | **Capacity** | **Name of equipment** | **Time for Mobilisation (in days from date of award notification)** | **Registration no.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Financial Capacity**

Please provide the following financial chart of accounts

* Balance Sheet: Projected for the current year and independently prepared or audited Balance Sheets for the last two financial years;
* Profit and Loss Statement: for the current year and independently prepared or audited P&L statements for the last two financial years;
* Turnover for the current and last two financial years; and
* Working Capital for the current and last two financial years.

Please complete below from the chart of accounts provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Financial Summaries** | **Last Two Financial Years** | | **Current Financial Year** |
| ***Enter year*** | ***Enter year*** | ***Enter year*** |
| **AUD** | **AUD** | **AUD** |
| 1 | Turnover / Revenue / Sales |  |  |  |
| 2 | Earnings Before Interest and Tax (EBIT) |  |  |  |
| 3 | Current Asset |  |  |  |
| 4 | Current Liabilities |  |  |  |
| 5 | Working Capital (Item 3 minus 4) |  |  |  |
| 6 | Fixed Assets |  |  |  |
| 7 | Non-Current Liabilities including Owners Equity |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Details of Insurance Policies** | | | | | | | |  | **Does your business carry NSW Workers Compensation Insurance?** | | | | |  | |  | |  |  | | --- | --- | | |  | | --- | |  | | | | | | |  | |  | Policy Number: | |  | Issued By: |  |  | |  | Amount of cover: | |  | Expiry date: |  |  | |  | **Detail other applicable insurances held eg Motor vehicle, marine, professional indemnity** | | | | |  | |  | Type 1: | |  | | |  | |  | Amount of cover: | |  | Expiry date: |  |  | |  | Type 2: | |  | | |  | |  | Amount of cover: | |  | Expiry date: |  |  | |  | Type 3: | |  | | |  | |  | Amount of cover: | |  | Expiry date: |  |  | |  |  | | | | |  | |  |  | | | | |  | |  | Note 1: | Depending on the materials to be provided of type of work or service, proof of Insurance cover in the form of a Certificate of Currency will be required. | | | |  | |  | Note 2: | In most instances public liability insurance and contract works insurance will be provided by RMS as the Principal (Principal Arranged Insurance or PAI) with suppliers and contractors responsible for the excess. | | | |  | |  | Note 3: | Motor vehicle includes all Mobile Plant. | | | |  | |  |  | | | | |  |   **Declaration** | | |
|  | I have checked the information provided in this application and, to the best of my knowledge, it is accurate.  In signing, I warrant that I am an authorised officer of the company. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Signature |  | Name |  | Title/Position |  | Date |