**INSTRUCTIONS**

This application form is in two parts, **Part A and Part B.**

All applicants must fully complete both parts, attaching any supporting documentation as necessary.

**PART A** requires organisational details and business information to be provided

Applicants are required to **sign the declaration** at the end of Part A regarding the accuracy of information and accepting VicRoads Conditions of Pre-qualification.

**PART B** is about pre-qualification details, company experience and management systems.

Applicants are required **to insert the Pre-qualification Group/ Categories/ Competency Levels** being sought by the organisation with reference to the relevant eligibility criteria for the category/categories being applied for.

***Send the completed forms and attachments to:***

 **Director - Procurement & Contract Management**

**VicRoads**

**60 Denmark Street**

 **KEW VIC 3101**

**NOTE:** All information provided will be treated as confidential in accordance with the **VicRoads Conditions of Pre-qualification.**

**Organisation Details [*Please tick:*** New Application ( ) **or** Update Existing Application ( )**]**

|  |  |
| --- | --- |
| Company Name: | Australian Company Number (ACN): |
| Business or Trading Name: (if applicable) | Australian Business Number (ABN): |
| State whether business is; an Individual, a Partnership or a Company: | Company Contact Information:Tel. No. ( …. ) ………………………...Fax No. ( …. ) ………………………... |
| Business Address:………………………………………………………………………………………………………………………………………...Postcode: ……………………… | Company Contact Person:Title: Mr, Mrs, Ms, Miss, Dr *(Please circle)*Name:………………………………………….Position:……………………………………….Mobile No. ………………………...…... |
| Postal Address: (if different from above)………………………………………………………………………………………………………………………………………….Postcode: ……………………… | Email/Web Address:………………..…………….………...………………………………………………….. |

|  |
| --- |
| Provide details of current directors, company secretary or other senior managers |

|  |  |  |
| --- | --- | --- |
| Persons Full Name | Position Held | Address |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |
| --- |
| Provide names and addresses of all associated, subsidiary and holding companies, including trusts |

|  |  |
| --- | --- |
| Business/Company Name | Address |
|  |  |
|  |  |
|  |  |

How many years has the organisation operated:

(a) Under its present business name ………………. years

(b) Under a former business name …….…………. years

State former name(s): ……………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………

|  |
| --- |
| Provide names and addresses of all businesses or companies in which the applicant/organisation has a financial interest: |

|  |  |
| --- | --- |
| Business/Company Name | Nature of interest |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Business Information**

(a) Has your organisation or any prior organisation similarly managed and/or controlled ever failed in the last five years to complete a contract, had a contract partially or fully taken over or had a contract varied to delete substantial work to overcome poor performance under the contract?

 Yes / No If yes, when, where and why?

……………

……………

……………

……………

……………

(b) Has any director or responsible officer in the business ever been associated with any other organisation that has failed in the last five years to complete a contract?

Yes / No If yes, state name of individual or organisation and reason for failure:

……………

……………

……………

……………

……………

(c) Has your organisation or any prior organisation similarly managed and/or controlled, in the last five years been declared bankrupt, entered into receivership, management agreement, scheme or composition pursuant to the Bankruptcy Act or Companies Code?

Yes / No If yes, give details:

……………

……………

……………

**Work Cover Insurance**

Contractors/Consultants that are engaged by VicRoads on contracts must be able to provide evidence that the company is registered as an employer for the purposes of the Accident Compensation Act 1985.

WorkCover Employer Registration Number(s): …………………………………………………………………………

Relevant details if self insured……………………………………………………………………………………………

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|  |
| --- |
| **Publication of Information** |
| I acknowledge that it is a Condition of Pre-qualification that details of my company / business name and pre-qualification category details will be published in the following locations.: |
| (a)(b) | VicRoads Internet web-site, which is available to the public VicRoads Pre-qualification Register, which will provide other interested Victorian Government departments with access to pre-qualification details |
| **Name of contact person who will be in a position to answer queries about this application**Name: ……………………………………………….……………………….Position: ………………………….…………………….……………………..Contact Phone No. ……………………. |
| **DECLARATION** (to be made by a Director / Partner or other authorised person representing the applicant)I accept the *VicRoads Conditions of Pre-qualification* and declare that the particulars shown herein in Parts A and Part B are true and correct in every detail.Signed: ……………………………………………………………………….. Date: ………………………………….Print Name: ………….……………………………….……………………….Position: ………………………….…………………….…………………….. |

**CONDITIONS OF PRE-QUALIFICATION**

**General**

VicRoads maintains a register of pre-qualified contractors and consultants that have demonstrated they possess the necessary expertise, management systems and financial capacity to undertake particular categories of works and services.

Only pre-qualified contractors and consultants are eligible to tender for the supply of works and services covered by these particular pre-qualification categories.

Pre-qualification does not assure a Request for Tender or an engagement for services. VicRoads may select pre-qualified tenderers from the register, or may choose to advertise for tenders or expressions of interest in particular projects.

**Applications for Pre-qualification**

Contractors and Consultants applying for pre-qualification must be incorporated.

Applications for pre-qualification or upgrading of pre-qualification may be submitted at any time. Applications must provide sufficient supporting documentation to demonstrate compliance with the specified eligibility criteria for the level of pre-qualification sought.

Where third party certified management systems are required, the applicant will be required to provide evidence of recent audits by an independent body possessing the accreditation requirements set out in the eligibility criteria for the level of pre-qualification. Applications that are not accompanied by the specified information will not be considered.

Applications for upgrading of pre-qualification will be considered where the applicant has demonstrated a consistent high level of performance/technical competence, and is able to demonstrate the required organisational capacity and management systems required for the higher level of pre-qualification.

Contractors and consultants applying for pre-qualification or upgrading of pre-qualification must allow at least six weeks for review of their application after they have submitted all information required by VicRoads for the assessment.

VicRoads will not accept a tender from a contractor or consultant that does not possess the specified level of pre-qualification for the work, and will not accept any responsibility for not assessing applications that are submitted less than six weeks prior to closing of tenders.

**Related and Subsidiary Companies**

Pre-qualification of a contractor or consultant does not extend to related or subsidiary companies owned or controlled by the contractor or consultant.

Any such company should apply to register for pre-qualification in its own right.

**Conditional Pre-qualification**

VicRoads may place conditions on a contractor’s or consultant’s pre-qualification in a particular category. These conditions may relate to the nature or scale of work to which the pre-qualification applies, or a requirement to use nominated specialist staff.

**Assessment and Notification**

VicRoads will assess applications against the specified eligibility criteria. Applicants may be required to attend an interview to clarify details of their application or may be requested to provide any necessary authority to enable relevant enquiries to be carried out.

By submitting an application for pre-qualification contractors and consultants are deemed to authorise VicRoads to seek verification of the information supplied.

Applicants will be notified in writing of their acceptance or non-acceptance for pre-qualification. (VicRoads will provide details in the case of non acceptance).

Unless circumstances warrant an earlier review a contractor's or consultant's pre-qualification status will remain valid for a period of 2 years from the date of approval or the date of any review that confirms the status.

**Updating of Register Details**

Pre-qualified contractors or consultants must notify VicRoads of any significant change to their financial or technical capacity, address, ownership or holding.

**Performance Assessment**

Pre-qualified contractors and consultants will be required to participate in regular reviews to assess performance against the eligibility criteria for pre-qualification. Such reviews will focus on outcomes and process and will be structured to obviate comment about individuals or personalities. The information obtained may be used as a basis for reviewing pre-qualification status.

Where Performance Reviews are undertaken contractors and consultants will be invited to assess VicRoads' management processes and contract documentation. VicRoads will consider and implement any changes if appropriate.

**Review of Pre-qualification**

VicRoads reserves the right to review any pre-qualification at any time. A review may be initiated by VicRoads or by the pre-qualified contractor or consultant.

The contractor or consultant must provide any details required for the review upon request. Failure to comply with any request by VicRoads for such information may result in suspension of pre-qualification.

VicRoads may at its absolute discretion suspend or reclassify the level of pre-qualification. Before such action is taken, the contractor or consultant will be given an opportunity to show cause why the pre-qualification should not be suspended or reclassified. The contractor or consultant will also be given details of the matters prompting the request to show cause. These matters may include:

* a period of more than 2 years since the date of approval or the date of a review that confirmed the status of pre-qualification;
* unsatisfactory performance;
* perceived changes to financial or technical capacity;
* breaches of these pre-qualification conditions.

Where pre-qualification is suspended, the contractor or consultant will be entitled to make application for reinstatement within a nominated period. Such applications will be required to demonstrate that any matters that lead to suspension have been rectified. If pre-qualification is not reinstated within the nominated suspension period it will be rescinded and removed from the register.

Where a decision is taken to downgrade or rescind a contractor’s or consultant’s pre-qualification, the contractor or consultant may request access to, and an opportunity to respond to material relied on by VicRoads in making its decision.

**Determination**

A determination by VicRoads of any application for pre-qualification or for reclassification, suspension or rescission is at VicRoads absolute discretion.

VicRoads will not be liable for any costs or damages incurred in the exercise of such discretion.

**Right of Review**

Contractors or consultants may seek a review of VicRoads’ decision to:

* refuse to accept an application for pre-qualification;
* accept an application for pre-qualification at a lower level than the level applied for;
* downgrade the pre-qualification; or
* rescind the pre-qualification.

A request for review of a decision will only be accepted if it is submitted within 20 business days of VicRoads notification of the decision. Requests should be submitted in writing to:

 Director – Procurement & Contract Management

 VicRoads

 60 Denmark Street

 KEW VIC 3101

VicRoads will establish a review panel to consider the contractor’s or consultant’s request for review. The panel members will be appointed by VicRoads and will include a member of the VicRoads Corporate Management Group (as Chairperson) nominated by the Chief Executive, an independent probity auditor and one other person nominated by a relevant industry association.

The review panel’s consideration of the matter will be limited to whether, in making the decision, VicRoads followed the procedures set out in these Conditions of Pre-qualification; and whether VicRoads gave the contractor or consultant an adequate opportunity to present material in support of its application.

The review panel may recommend either that VicRoads’ initial decision be confirmed; or that VicRoads reconsider the matter taking into account any further information, circumstances or documents that the panel specifies.

VicRoads decision in response to the review panel’s recommendation will be final and binding on the contractor or consultant.

**Confidentiality and Publicity**

VicRoads will publish the names, addresses and pre-qualification categories of registered contractors or consultants on the Internet. No responsibility is accepted by VicRoads for any consequences arising from the publication of any such information.

Pre-qualified contractors or consultants may not advertise, promote or publish their pre-qualification status.

Other information provided with applications will not be disclosed to any other party except where necessary for the assessment of the application.

Contractors or consultants may designate commercial information as confidential in their applications or in any review. VicRoads will require that individuals dealing with such information enter into confidentiality agreements.

**Tender and Contract Conditions**

Pre-qualification entitles a contractor or consultant to tender for eligible works but does not obviate the need for a contractor or consultant to fully comply with the Conditions of Tendering of any Request for Tender issued by VicRoads.

All contractors and consultants must comply fully with the Victorian Government's *Code of Practice for the Building and Construction Industry*.

**Acceptance of Conditions**

By applying for pre-qualification, contractors and consultants agree to accept these VicRoads Conditions of Pre-qualification.