Part A - Traffic Management Services Contractors Group

**Road Prequalification Register - Traffic Management Services Contractors Group Application**

Application process

This application is for new applicants and existing applicants seeking to renew their prequalification status.

The application consists of two parts, Part A (this document) and Part B.

* **Part A** outlines company information required. It includes a checklist and a company declaration form, that must be completed when submitting this application.
* **Part B** outlines the eligibility requirements of the prequalification level(s) and includes an excel spreadsheet to be completed and supporting evidence requirements.

Applicants can apply for multiple prequalification levels; noting that each level has its own distinct eligibility criteria. When applying for multiple levels, please submit Part A for the Group once and a separate Part B for each level sought.

Submitting your application

* Upload your application (Part A and Part B) and supporting documents to a cloud-based storage service and email the link to [prequal@transport.vic.gov.au](mailto:prequal@transport.vic.gov.au)

***\*\* Applications will only be accepted from cloud-based storage services***

* Ensure the link has no expiry date, no password protection, and full download rights have been granted.

***Applications that do not comply with the requirements outlined in Part A   
and Part B including the required supporting material requested,   
may not be considered.***

What happens after I apply?

Applications are initially assessed for completeness and then assessed against the competencies set out in the eligibility criteria document.

If the requirements are satisfied, an independent financial assessment will be undertaken.

The company will be notified, in writing, of the outcome of the assessment and where the application is successful, the information and prequalification level(s) will published on the [Prequalification Register](https://www.vic.gov.au/dtp-tender-prequalification-scheme).

**Part A:**

Roads Prequalification Register - Traffic Management Services Contractors Group Application Form

**Company Information**

|  |  |  |
| --- | --- | --- |
| Company/entity name: |  |  |
| Trading name (if different to above): |  |  |
| ACN or ARBN |  |  |
| ABN |  |  |
| Business address: |  |  |
| Postal address (if different from above): |  |  |
| Registered office address (if different from above): |  |  |
| Telephone number: |  |  |
| Company email address: |  |  |
| Company website: |  |  |
|  |  |  |

How many years has the organisation operated:

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

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

State former name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a First Peoples Business registered with

Kinaway Chamber of Commerce or Supply Nation? Yes/No

Are you a Social Enterprise registered with Social Traders Ltd? Yes/No

**Contact details**

Contact for Register enquiries:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Email: |  |
| Telephone: |  |

Company director/CEO:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Email: |  |
| Telephone: |  |

**Management systems**

You must have established management systems in Quality, Occupational Health and Safety (OH&S), Environmental Management (EMS). Please refer to the Management Systems document for requirements and provide the required documents detailed in Part B of the application.



**Industrial relations**

Applications are required to submit documents to support compliance with the Industrial Relations policies. Refer to the attached information document and provide the required documents detailed in Part B of the application.



**Public liability insurance**

Applicants are required to submit a copy of the current certificate of Public Liability Certificate with insurance of $20m, as detailed in Part B of the application.

**WorkCover Insurance**

Applicants are required to provide evidence that the company is registered for WorkCover Insurance to cover its liabilities under the *Workplace Injury Rehabilitation and Compensation Act 2013 (and amendments),* as detailed in Part B of the application*.*

**Supplier Code of Conduct**

The Victorian Government is committed to ethical, sustainable and socially responsible procurement. The Supplier Code of Conduct ensures that contracted government services are provided by suppliers that meet a set of minimum ethical standards.

Applicants are required to confirm in Part B of the application, they have reviewed the Supplier Code of Conduct available at [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct)

**What levels are you applying for?**

Use this section to indicate which prequalification level(s) you are applying for. Please indicate if you are applying for new or renewing an existing prequalification level(s).

**Traffic Management Services Contractors Group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Level** | **New Registration** | **Renewal registration** | **Existing Registration** |
| Traffic Control  System Supply and Maintenance | Traffic Signals (STS) |  |  |  |
| Traffic Control Equipment (STCE) |  |  |  |
| Closed Circuit Television (SCTV) |  |  |  |
| Vehicle Detect Loop (SVDL) |  |  |  |
| Street Lighting & Conduit Installation (SSLC) |  |  |  |

**Application checklist**

Applicants **must** complete the checklist and certify the application below. Incomplete or incorrect applications may not be considered.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I have read and understood the [Conditions of Prequal Register](https://www.vic.gov.au/dtp-tender-prequalification-scheme) |  |  |
| I have removed password protection and expiry dates from all documents provided via a cloud-based storage service. |  |  |
| I have completed the Part B application for the respective levels applied for. |  |  |
| I have included all supporting materials required in Part B. |  |  |
|  |  |  |

**Declaration**

In submitting this application for the Register, I declare that the information in this application is true and correct and fully complies with the [Conditions of Prequalification Register](https://www.vic.gov.au/dtp-tender-prequalification-scheme).

I agree that, if successfully prequalified, my company name and Register levels will be published on the department’s website Register.

Signed: …………………………………..………………….………………..

Name: ………………………………..……………….……………………..

Company Secretary / Director