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## Application for Prequalification Registration

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### Submit by

#### Post/hand delivery

Procurement Department  
Civic Centre  
76 McBride Avenue  
(PO Box 118)  
Wonthaggi Vic 3995

#### Fax

Fax 03 5671 2222

#### Email

[tenders@basscoast.vic.gov.au](mailto:tenders@basscoast.vic.gov.au)

**TABLE OF CONTENTS**

- A. CONDITIONS OF REGISTRATION - PREQUALIFICATION .....2**
- B. ORGANISATION DETAILS .....5**
- C. CLASSIFICATION OF WORK .....6**
- D. INSURANCE AND REGISTRATION .....7**
- E. CONTRACTOR WORK HISTORY .....8**
- F. QUALIFICATIONS, REGISTRATIONS, LICENCES AND PERMITS .....9**
- G. OHS MANAGEMENT SYSTEM .....10**

## A. CONDITIONS OF REGISTRATION - PREQUALIFICATION

### A.1 INTRODUCTION

Council's Procurement Policy and Protocols require Council to use, where possible, prequalified suppliers.

Prequalified Contractors are registered in Council's Register of Prequalified Contractors (hereby referred to as the 'Register'). The Register assists the Council in:

- (a) effectively managing its risk, when engaging Contractors;
- (b) effectively managing public resources; and
- (c) rapidly committing to work.

The Register also assists Contractors by reducing their time and cost in preparing quotation submissions for Council.

Council's Procurement Department is responsible for maintaining the Register.

### A.2 REGISTRATION & PREQUALIFICATION

#### A.2.1 Invitation to Register

To apply for prequalification Contractors must meet Council's minimum requirements. The Council invites trade and service Contractors that meet the minimum requirements to apply for prequalified registration. Applications shall be evaluated on the Registrant's capability and capacity to undertake the work (ie specific trades, and/or services) and compliance with relevant regulatory requirements. Successful applicants shall be included in Council's Register.

#### A.2.2 Register of Prequalified Contractors

Registration itself does not guarantee an invitation to quote or an engagement for services. Project specific criteria shall be used to determine the short list of appropriate prequalified Contractors to quote for each project.

Most competitive quotations shall be invited from Contractors included in the Register. The Council, however, may choose to advertise for quotations or expressions of interest for select work and/or projects.

#### A.2.3 Application Forms

Application for Registration forms are available from:

Procurement Department  
Bass Coast Shire Council  
(PO Box 118)  
76 McBride Avenue  
WONTHAGGI VIC 3995

Website: [www.basscoast.vic.gov.au](http://www.basscoast.vic.gov.au)  
Email: [tenders@basscoast.vic.gov.au](mailto:tenders@basscoast.vic.gov.au)  
Telephone: 1300 BCOAST (226 278)

All questions must be addressed to the following person(s):

Procurement Officer  
Telephone 1300 BCOAST (226 278)  
Email [tenders@basscoast.vic.gov.au](mailto:tenders@basscoast.vic.gov.au)

#### A.2.4 Registration Procedure

Contractors may apply to register as prequalified to quote for Council works and/or services by:

- (a) category of work;
- (b) geographical area; and
- (c) the maximum financial limits for their experience and capacity.

A Council Evaluation Panel shall assess applications on:

- (a) Capability - qualifications, registrations, experience and performance history;
- (b) Capacity - resourcing, licenses, business name registration and insurances; and
- (c) Occupational Health and Safety (OHS) performance.

By signing the declaration in B - Organisation Details, applicants grant Council authorisation to verify the information supplied. Applicants shall be notified by letter of the acceptance or non acceptance of their application.

#### A.2.5 Requests for Quotations

Successful applicants shall subsequently be added to Council's Register and, from time to time, shall be invited to quote for particular Council work through a 'Request for Quotation' process. Submitted quotations shall not be necessarily evaluated solely on the bid price. Submissions may also be evaluated on other service/project specific criteria such as OHS (including Road Traffic Management), Environmental Management and methodology amongst others. Health and Safety Plans may also need to be submitted by the successful Contractor prior to commencement of any work, if required.

If invitations for quotation are issued through TenderLink, invited prequalified suppliers will need to be registered with Tenderlink and have the capacity to download quotation documents electronically. If hardcopy documents are requested a fee may be payable. It is free to register with Tenderlink and download electronic quotation documents.

The Contractor must not undertake any work without receipt of an official council purchase order, unless in emergency situations.

#### A.2.6 Review and Updating

Registrations shall be reviewed and updated periodically and Contractors shall be requested to provide current details. Failure to comply with a request from the Procurement Department, for updated information, may result in the Contractor's suspension from the Register.

Contractors must notify the Procurement Department promptly of any change in their:

- (a) technical or financial capacity; or

- (b) business details (such as company name, address or ownership).

### **A.2.7 Performance Evaluation**

Performance evaluation is an essential part of Council's quality plan and risk management strategy. Performance evaluation is dealt with during and/or after work is carried out by a prequalified Contractor. Performance evaluation may be undertaken through inspections and/or audit checks. Information about performance is recorded for review purposes and assists in providing feedback for future selection processes. Council Officers may conduct site inspections to ensure Contractors are complying with OHS regulations and conditions of their prequalification.

If performance is considered unsatisfactory, the Contractor shall be notified and, where appropriate, a meeting shall be arranged to review the performance and finalise the report.

### **A.2.8 Suspension or Deregistration**

Council may suspend or de-register prequalified Contractors that it considers to have:

- (a) performed in an unsatisfactory manner; or
- (b) changed financial or technical capacity significantly; or
- (c) breached any of the registration conditions.

In these cases, the Contractor shall be notified of the reasons for the proposed action and given an opportunity to show why the Contractor should not be suspended, or deregistered, before a determination is made. In all cases, the Contractor shall be notified of the Panel's determination.

## **A.3 GENERAL REQUIREMENTS, CONSTRAINTS & REGULATIONS**

### **A.3.1 Registration of Business Name**

Victorian law requires that a business operating under a trading name must register that business name through the Office of Consumer Affairs ([www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)). Persons trading under their own name are not required to register a business name.

### **A.3.2 Goods and Services Tax**

Council shall require invoices for taxable work, services, supplies provided by Goods and Services Tax (GST) registered Businesses/Suppliers, to be in the form of a Tax Invoice as set out under legislation. Payments shall not be made unless such a Tax Invoice is received as condition of Council's Purchase Orders System. Council allocated Purchase Order Numbers are to be quoted on all Tax Invoices from Suppliers. Where Businesses/Suppliers choose not to register for an Australian Business Number (ABN) Council is required, by law, to withhold 48.5% of any payment for remittance to the ATO.

### **A.3.3 Insurances And Licenses**

The Contractor must at all times be the holder of a:

- (a) current Public Liability Insurance policy, providing a minimum coverage of ten million dollars per event;
- (b) vehicle and/or plant insurance for any vehicles and/or plant used in the performance of the Contractor's obligations; and
- (c) current WorkCover insurance policy in relation to any employee engaged, whether they be full time, casual or part time and relevant licenses particular to their trade.

The Contractor must provide Council with certificates of currency for all insurances required under their prequalification within three (3) days of a written request by Council.

The Contractor is required to comply with the Superannuation Guarantee Scheme, where applicable.

### **A.3.4 Occupational Health and Safety**

Council requires that any Contractors or Sub-Contractors that may be engaged to perform work or a service on its behalf shall, at all times, identify and exercise all necessary precautions for the:

- (a) health and safety of all persons including its employees, Council staff and the members of the public; and
- (b) protection of property.

All Contractors must comply with and ensure that its employees and sub-Contractors comply with any Acts, Regulations, Local laws, Code of Practice and Australian Standards which are in any way applicable to Occupational Health & Safety relevant to their activities and proposed services.

The Contractor shall ensure a risk assessment is completed prior to undertaking any work for Council. Council may request a copy of the risk assessment from the Contractor at any time.

The Contractor shall ensure that the Contractor's plant complies with all applicable Acts, Regulations, Local laws and by-laws.

### **A.3.5 Environmental Management**

Council requires that any Contractors or Sub-contractors that may be engaged to perform work or a service on its behalf shall:

- (a) ensure the work site is operated and maintained in an adequate and environmentally responsive manner, as can be reasonably expected;
- (b) take measures necessary to avoid environmental damage or pollution or chemicals entering any drain, watercourse or ground water;
- (c) ensure any spillage shall be treated immediately to the satisfaction of the Contract Supervisor or its representative;
- (d) ensure all work shall be carried out so that inconvenience and loss of amenity to residents is kept to a minimum. The Contractor shall use its

best endeavours to minimise dust, vibration, noise and any other nuisance; and

- (e) comply with any relevant obligations and duties under the Environment Protection Act 1970.

#### **A.4 ACCEPTANCE OF CONDITIONS**

Any decision made by Council will be at the Council's absolute discretion. The Contractor, by signing the application form and applying for registration, agrees to accept the conditions for registration.

#### **A.5 CONFIDENTIALITY**

The information provided to the Council will be treated as "Commercial in Confidence". Council undertakes not to disclose information to any persons except those having rights of access to it and in accordance with requirements of the Information Privacy Act 2000.

**B. ORGANISATION DETAILS**

Ensure you have read A - Conditions of Registration before you complete and sign B - Organisation Details.

<b>Organisation details</b>	
COMPANY NAME	ACN
BUSINESS OR TRADING NAME (IF APPLICABLE)	ABN
IF THE CONTRACTOR IS AN INDIVIDUAL, A PARTNERSHIP OR UNINCORPORATED ASSOCIATION PROVIDE THE FULL NAME OF SUCH PERSON.	
POSTAL ADDRESS	FAX NO
	BUSINESS PHONE:
EMAIL:	MOBILE PHONE:
NAME AND POSITION OF PERSON WHO MAY BE CONTACTED FOR FURTHER INFORMATION	
NAME:	CONTACT NUMBER:
DATE WHEN COMMENCED OPERATIONS AS A CONTRACTOR	/ /
<b>Declaration</b>	
I accept the Conditions of Registration and declare that the particulars shown herein are true and correct in every detail.	
NAME:	SIGNED:
POSITION:	DATE: / /

**IMPORTANT:** Complete your details carefully to avoid delays in processing your application. Please print neatly in BLOCK LETTERS with a black or blue ballpoint pen only.

Where there is insufficient space, provide responses on additional paper.

### C. CLASSIFICATION OF WORK

Application for registration shall not be considered unless you can demonstrate your previous experience relevant to the categories and project sizes you have nominated in this Schedule.

#### C.1 Category of Work

Indicate the type of projects for which you would like to be considered:

(Cross only those boxes your organisation has the demonstrated experience and capacity to undertake and can meet the minimum requirement set out in the minimum requirements checklist)

1. Arborist	<input type="checkbox"/>	2. Registered Builder	<input type="checkbox"/>
3. Building Maintenance/Handyman	<input type="checkbox"/>	4. Concreting	<input type="checkbox"/>
5. Consultants/Design Services (please specify):	<input type="checkbox"/>	6. Electrical	<input type="checkbox"/>
<hr/>			
7. Gardening/Landscaping/Mowing	<input type="checkbox"/>	8. Glaziers	<input type="checkbox"/>
9. Grass Slashing	<input type="checkbox"/>	10. Painting	<input type="checkbox"/>
11. Pest Control	<input type="checkbox"/>	12. Plumbing	<input type="checkbox"/>
13. Road, Concreting & associated works	<input type="checkbox"/>	14. Traffic Management	<input type="checkbox"/>
15. Tree Maintenance	<input type="checkbox"/>	16. Weed & Vegetation Control	<input type="checkbox"/>
17. Other Services (please specify):	<input type="checkbox"/>	18. Other Trades (please specify):	<input type="checkbox"/>

#### C.2 Location of Work

Indicate the areas of the Shire where you are willing to work:



1. Phillip Island / San Remo	<input type="checkbox"/>	2. Inverloch	<input type="checkbox"/>
3. Grantville / Corinella / Bass District	<input type="checkbox"/>	4. Entire Municipality	<input type="checkbox"/>
5. Wonthaggi / Cape Paterson	<input type="checkbox"/>		

#### C.3 Size Of Work

Indicate The Largest Size Project Your Firm Is Able To Undertake: (Cross One Box Only)

1. Up To \$5000	<input type="checkbox"/>	2. Up To \$10,000	<input type="checkbox"/>
3. Up To \$25,000	<input type="checkbox"/>	4. Up To \$50,000	<input type="checkbox"/>

**D. INSURANCE AND REGISTRATION**

Please provide details of the insurance cover carried and any registrations relevant to your category of work

**Evidence** Copies of your certificates of currency are required with your registration form. If you do not have a certificate of currency please ask your insurer to provide one.

**1. WORKCOVER INSURANCE**

Insurance Company \_\_\_\_\_  
 WorkCover Employee Registration No \_\_\_\_\_

**2. PUBLIC LIABILITY INSURANCE**

Insurance Company \_\_\_\_\_  
 Policy No \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Amount of Cover \_\_\_\_\_

**3. MOTOR VEHICLE/PLANT INSURANCE**

Insurance Company \_\_\_\_\_  
 Policy No \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Amount of Cover \_\_\_\_\_

**4. PROFESSIONAL INDEMNITY INSURANCE**

Insurance Company \_\_\_\_\_  
 Policy No \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Amount of Cover \_\_\_\_\_  
 Activities covered \_\_\_\_\_

**5. BUILDING ACT 1993 INSURANCE (Commercial Policy)**

Name of insured \_\_\_\_\_  
 Insurance Company \_\_\_\_\_  
 Policy No \_\_\_\_\_  
 Expiry Date \_\_\_\_\_  
 Amount Insured \_\_\_\_\_

**6. BUILDING PRACTITIONER REGISTRATION**

Are your directors/partners/sole traders registered as builders with the Building Practitioners Board? Yes/No

If Yes, what type \_\_\_\_\_ Commercial/Domestic/Both

Please give details below

Practitioner name	Class/category	Registration no.	Expiry Date



**E. CONTRACTOR WORK HISTORY****E.1 Details of previous experience, relevant to each category of work applied for.**

The experience listed should not be restricted to work carried out in Bass Coast Shire only. Please include work for both this Council and other clients for all categories of work you would like to be considered for.

DESCRIPTION OF PROJECT & LOCATION	CATEGORY	YEAR & VALUE	CLIENT	REFEREE NAME AND TELEPHONE NO

## F. QUALIFICATIONS, REGISTRATIONS, LICENCES AND PERMITS

### F.1 Qualifications \*

Provide details of any qualifications held by the individuals who shall provide the Service.

**Evidence** Copies of your qualification are required with your registration form. If your company has a training register, a copy of the register is sufficient evidence. Your application cannot be assessed without sufficient evidence.

INDIVIDUALS NAME, QUALIFICATION & NAME OF ISSUING ORGANISATION / INSTITUTION.	YEAR GAINED

### F.2 Registrations, Licences and Permits \*

List any relevant and current trade registrations, licenses and permits you or your staff hold relating the categories of work applied for. Specify holders name.

**Evidence** Copies of your registrations, licences and permits are required with your registration form. If your company has a training register, a copy of the register is sufficient evidence. Your application cannot be assessed without sufficient evidence.

If have a current Working with Children Check please include the details below.

TYPE REGISTRATION / LICENSE / PERMIT & CLASS / CATEGORY	REGISTRATION NO	ISSUING AUTHORITY	EXPIRY DATE

## **G. OHS MANAGEMENT SYSTEM**

Please provide one of the following to show your capabilities in the management of OHS risks. Consultancy firms are not required to complete this section.

- OHS Management System certified by a recognised independent authority (eg.SafetyMap, NSCA 5 Star etc).
- OHS Management System, Manual or Plan.
- Written process undertaken before the commencement of each job to ensure it can be completed without injury or risk of injury, to yourself or others eg safe work method statement, job safety analysis.

## Prequalification Checklist - Trades

Below is a list of minimum requirements Contractors must meet order to be considered for prequalification. **Your application for prequalification will not be processed if proof and/or reference to demonstrate that you meet these requirements is not provided.**

Some trades require additional experience or more specific requirements. These are listed in Q.7 under the individual trade heading.

### 1. Experience/Training/Licensing

Minimum of 3 years experience specific and relevant to the trade you are applying for prequalification in

Appropriate licensing specific and relevant to the trade you are applying for prequalification in

Relevant Trade/Tertiary certificate specific and relevant to the trade you are applying for prequalification in (if applicable)

### 2. Construction Induction Card

You & staff are 'registered' under the OHS Regulations 2007 (eg Construction Induction Card/Redcard)

### 3. OHS Management Systems

OHS Management System certified by a recognised independent authority (eg.SafetyMap, NSCA 5 Star etc)

**OR**

OHS management System, Manual or Plan.

**OR**

Written process to undertake before the commencement of each job to ensure it can be completed without injury or risk of injury, to yourself or others eg safe work method statement, job safety analysis.

### 4. Insurance

Public Liability Insurance (minimum of \$10,000,000)  
Professional Indemnity Insurance, if applicable   
Workcover  
Motor Vehicle/Plant Insurance and registration

### 5. Plant & Equipment

Tools and equipment that are adequate, safe and include appropriate electrical tags and comply with Australian Standards where applicable.

### 6. Traffic Management

Traffic Management training is required if you are working on the road or road reserves.

In addition to the above requirements some trades will need to meet additional requirements. These additional requirements are listed below by trade. Only complete if your trade is listed below.

**7. Additional Requirements for Specific Trades**

**Weed & Vegetation Control**

Safe Chemical Handling Training

**Plumbing/Electrical**

Electrical/Plumbing Licences - please list licences held on the Registration Form

**Pest Control**

Accredited Member of the Australian Pest Controllers Association and licensed under the Guidelines of the Health (Pest Control) Regulations (Vic) 2002

**Carpentry/Building Maintenance/Handyman**

Registered Commercial or Domestic builder

**OR**

Completion of apprenticeship or minimum 5 years experience specific & relevant to your trade.

**Arborist**

Completion of Apprenticeship/Diploma  
Arborist Licence

Professional Indemnity Insurance minimum of \$2,000,000

If you believe you meet Councils minimum requirements please complete the registration for prequalification. Please return this minimum requirements checklist with your application for registration.

Business Name: \_\_\_\_\_

## Prequalification Checklist - Consultancy and Services

Below is a list of minimum requirements you must meet in order to be considered for prequalification. **Your application for prequalification will not be processed if proof and/or reference to demonstrate that you meet these requirements is not provided.**

**Experience/Training/Education** Please provide copies

Minimum 3 years experience specific and relevant to your profession.  
Appropriate Certificate/Diploma (if applicable)  
Appropriate Licences (if applicable)

**Insurance** Please provide certificates of currency as proof of insurance cover

Public Liability Insurance minimum of \$5,000,000 (minimum \$10,000,000 if working on roads/road reserves)  
Professional Indemnity minimum of \$2,000,000 (if applicable)  
Workcover  
Motor Vehicle Insurance and registration (if applicable)

**Plant & Equipment** Please submit proof if applicable

Tools and equipment that are adequate, safe and include appropriate electrical tags and comply with Australian Standards where applicable.

**Traffic Management** Please submit proof of training if applicable

Traffic Management training is required if you are working on the road or road reserves.

If you believe you meet Councils minimum requirements please complete the registration for prequalification. Please return this minimum requirements checklist with your application for registration.

Business Name: \_\_\_\_\_