



Property
NSW

GUIDELINES FOR APPLICANTS

SCHEME NO. SCM7671
Land and Asset Valuation
Prequalification Scheme
2019-2022

Amendment, Distribution & Authorisation Record

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<https://www.procurepoint.nsw.gov.au/scm7671>

Authorisation

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1. Introduction

The Land and Asset Valuation Prequalification Scheme ('the Scheme') provides Government agencies with access to professional prequalified land and asset valuation service providers whose services can be procured and delivered in an efficient and effective manner. Valuation types are both general and specialised, and include statutory, land, asset, financial and infrastructure.

The Scheme creates a framework for the prequalification of businesses ('Service Providers') to provide land and asset valuation services to NSW Government agencies, state owned corporations and Local Government entities.

Service Providers can apply for category types and regions that match their area of expertise, providing opportunities for small to medium sized businesses, particularly in regional areas, to qualify for the Scheme.

2. Policy Requirements

The *NSW Government Procurement Policy Framework* ('Procurement Policy') for NSW Government Agencies outlines how the NSW Government will conduct procurement activities with the private sector. The Procurement Policy establishes standards of behaviour expected from government agencies and suppliers.

<http://www.procurepoint.nsw.gov.au/policy-and-reform/nsw-procurement-board/nsw-procurement-board-policy-framework>

Service Providers on the Scheme must demonstrate a commitment to and consistent application of the standards of conduct outlined in the Procurement Policy and comply with the requirements of the Scheme Rules and Standard Form of Agreement – Terms and Conditions.

3. What services does the scheme cover?

The Scheme has four main category groups as follow:

1. Land value advisory and objection review services
 - These come under the *Valuation of Land Act 1916* ('the VoL Act') and include: Certificates of Land Value, special land valuations, advice in relation to land values and general property advice; and
 - Objection reviews to land values and allowances issued under the *VoL Act*.
2. Compensation recommendation of determination (for the Valuer-General)
 - These come under the *Land Acquisition (Just Terms Compensation) Act 1991* ('the LAJTC Act').
 - They are Independent recommendations.
 - Sub categories may include: residential, commercial (retail/business), industrial and primary production, business, plant and equipment (including fixtures and fittings)
3. Real property and asset valuation advisory services
 - These include land, and anything growing on, affixed to, or built upon land plus plant and equipment
 - Sub categories may include residential, commercial (retail/business), industrial, primary production, plant and equipment

- Specialities may include Crown land, mines and quarries, shopping centres, contamination, infrastructure, licenced premises, heritage, native title, and community property.
 - Financial reporting valuations may include land, buildings, plant and equipment (fixtures and fittings) that form part of a building, non-fixed equipment (e.g. furniture) and rental analysis.
4. Acquisition valuation services (for an acquiring authority)
- These come under the requirements of the *LAJTC Act*.
 - Sub categories may include residential, commercial (retail/business), industrial and primary production, business, and plant and equipment.

Each of these category groups has associated sub categories. Definitions for all categories are with the scheme documents on <https://www.procurepoint.nsw.gov.au/scm7671>.

4. Where are the properties located?

Ongoing and ad hoc services are required for projects of various sizes and complexities across the state. Service Providers from all regions of NSW with experience in residential, rural, industrial and commercial property valuations, particularly small to medium enterprises (SMEs) with regional experience, are encouraged to apply. However, the scheme applies to properties in NSW only, and all other states and territories of Australia are excluded.

5. What services does the scheme not cover?

The Scheme will not cover areas of procurement already addressed by existing NSW Government contracts including panel contracts. It is expected that, as existing contracts expire, the use of the Scheme for subsequent engagement will be investigated.

6. How long will the Scheme operate for?

The Scheme is open for an initial term of three (3) years and may continue beyond the initial term for two (2) additional two (2) year periods on a rolling cycle. Prequalification will remain valid throughout any additional period.

Service Providers may be required to provide updates from time to time and may apply to update their capabilities at any time as their experience grows. New Service Providers may apply throughout the life of the Scheme.

7. How does the scheme differ from previous panels?

The Scheme seeks to ensure an improved user experience for both Service Providers and engaging agencies as set out below.

- The Scheme will be managed entirely online, delivering significant time and cost savings.
- Once prequalified for specific capabilities, Service Providers can be selected by Government agencies to bid for relevant services ensuring opportunities in projects that match their areas of expertise.
- The Scheme is open for the duration of the term allowing Service Providers to apply at a time that suits them. In addition, Service Providers can apply for additional capabilities at any point after they are prequalified if they can provide evidence to substantiate their updated application.

8. Am I automatically eligible for this Scheme if I am prequalified under another scheme or panel?

No. This Scheme does not link with or support any other scheme or panel arrangement. To be eligible to receive requests to quote under the Land and Asset Valuation Scheme you must complete the requirements of the Scheme.

9. Who can apply to join the Scheme?

Individual businesses, franchises and head offices are able to complete separate applications for each entity that wishes to participate in the Scheme. A unique ABN/ACN is required for each.

10. My company is a Trustee Company. What entity do I apply under?

You must apply under the ABN of the trustee as opposed to the trust. This is because, should you be engaged at RFQ stage, the engaging agency cannot legally contract with a trust. The ACN of the trustee is also required. This must be entered in the ACN field (which appears after the ABN field) under "Entity Detail."

11. How do I become a Service Provider for the Scheme?

You must apply online via the NSW Government eTendering application.

<https://tenders.nsw.gov.au/?event=public.registereduser.new&redirectString>

Once account setup is complete, Scheme Applications are completed via the NSW eTendering website.

<https://tenders.nsw.gov.au/?event=public.login.form>

12. Can I apply for multiple categories within one application?

Yes. You can select any relevant regions and valuation categories provided you can demonstrate capability and experience and meet all specified requirements.

13. Can I utilise one work example across multiple capabilities?

Yes, each recent valuation report example may address multiple capabilities.

14. What information must I provide in my application?

All forms are located on <https://www.procurepoint.nsw.gov.au/scm7671>.

Company Profile form - Provide an organisational chart and a clear and concise description of the key valuation services offered by the organisation.

Key Personnel form - Provide the contact details of the Valuer in Charge and other key valuer and organisation personnel relevant to the Scheme. Valuer qualification and industry body registration is also required.

Experience and Capability form – Provide details and examples of completed valuations.

Financial and Legal Declaration form – Provide statutory declarations(s)

Scheme Categories PDF (printable) – select categories based on capabilities for each application.

15. Do I need to provide reference material to support my application?

Yes. The online process requires you to use either radio buttons or free text to select responses. The questionnaire section has templates to download, complete, and attach in each relevant area. Supporting documents should be limited to no more than three additional pages.

16. Which evaluation criteria are used for assessing application?

All applications will be assessed according to the following evaluation criteria:

- eligibility based on mandatory Scheme qualification and business requirements and, when accepted,
- demonstrated capability and experience in the applicable locality and categories.

17. If my application is rejected, when can I reapply?

You may reapply immediately after your application is rejected, but you must provide evidence of rectification of the non complying responses in your new application.

18. Which agreement applies to the Scheme?

The Scheme Rules and Standard Form of Agreement - Terms and Conditions apply to all engagements.

The Standard Technical Specifications apply to each applicable category.

Within any RFX, an Engaging Agency may amend the standard agreement and/or specifications. Unless explicitly stated otherwise, the standard agreement and specifications apply.

19. Does the Scheme allow for additional or flow on engagement?

Occasionally, a Service Provider's engagement will require related 'flow-on' work. Where possible, engaging agencies will give notice to Service Providers at the time they are invited to submit proposals that flow-on work may be required.

Regardless of whether or not notice is given, a Service Provider who has undertaken an initial engagement may be invited by the engaging agency to submit a proposal for further work provided the Service Provider meets the following criteria:

- satisfactory performance to date;
- demonstrated knowledge and expertise developed during the initial engagement; and
- value for money for additional related engagements.

The total value of the first and related flow-on engagements must not exceed:

- three (3) times the value of the first engagement or
- the Scheme value cap (being \$500,000, with all costs including GST), where there has been a competitive process.

20. How is performance monitored and reported on?

Quality assurance, value for money, and performance improvement are key objectives of the Scheme. To help meet these objectives, engaging agencies are required to submit a Performance Report in circumstances where a Service Provider's performance is considered unsatisfactory.

Where a Performance Report is submitted, the Service Provider will be kept informed and given an opportunity to show cause as to why it should not be rated 'unsatisfactory'.

The Performance Report will be provided to the Service Provider and the scheme administrator. A copy of the Performance Report template is located on

<https://www.procurepoint.nsw.gov.au/scm7671>.

21. Can a supplier be removed from the Scheme?

Yes. A Service Provider's membership may be revoked at any time for reasons including but not limited to the following:

- where it has provided false or misleading information in its application to the scheme;
- where it has breached any term of the Scheme Rules, including not updating contact details;
- where it has breached the *NSW Government Procurement Policy Framework*;
- where It has been the subject of one or more adverse Performance Reports submitted by an engaging agency;
- when it is not considered to be suitable for future work;
- when it has frequently declined tendering opportunities without providing valid reasons, or lodged late tenders, or lodged unsatisfactory tenders;
- where it has experienced an adverse change in expertise or capacity; or
- where it has experienced an adverse change in business status.

22. Where can I find additional information?

The scheme is outlined on the ProcurePoint website:

<https://www.procurepoint.nsw.gov.au/before-you-supply>

All enquiries should be sent to ValuationScheme@property.nsw.gov.au.

23. I am having technical issues with the eTendering system. Who do I contact?

If you are experiencing technical issues while trying to submit your application, contact the NSW Procurement Service Centre on **1800 679 289** or email

nswbuy@treasury.nsw.gov.au.

24. Can I provide feedback about the Scheme?

Yes. Please send any feedback to ValuationScheme@property.nsw.gov.au