



CONTRACTOR PREQUALIFICATION SCHEME

## SCM0256 Applicant Guidelines

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General construction works up to \$1 million

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#### **More information**

Contact the NSW Procurement Service Centre

- Telephone: 1800 NSW BUY
- Email: [NSWbuy@treasury.nsw.gov.au](mailto:NSWbuy@treasury.nsw.gov.au)

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## What's changed?

This prequalification scheme has been updated to simplify scheme conditions and make it easier for registered and certified suppliers to work with the government. The main changes include:

- Issue of these Applicant Guidelines, mirroring the eTendering application process to assist with completing your application
- Automatic increase in contract financial range for registered contractors from \$150,000 to \$250,000. The contract financial range for certified contractors has been increased to between \$250,000 and \$1 million
- Data collection regarding the applicant's status as a small to medium enterprise, Aboriginal-ownership and regional capabilities has been broadened to enhance business opportunities
- The work category Building Works (multi-trade) has been reclassified as Non-residential building works
- The categories of Building remediation work and Aluminium windows and doors have been deleted. Where possible, existing suppliers in these categories will be relocated to other relevant work categories (such as Residential or Non-residential building works)
- Improved publication to Agencies of scheme participants to meet ongoing business demands.
- Reduction in onerous scheme management processes
- Publication of a scheme contractor profile guide allowing contractors to update their individual business profile online to maintain currency of data
- Additional fields have been added to the online application form to upload licences where required.

## Where to start

### Buy.NSW documents

SCM0256 Applicant Guidelines and associated documents for applicants and agencies are available in Buy.NSW at [https://buy.nsw.gov.au/schemes/general-construction-works-up-to-\\$1-million](https://buy.nsw.gov.au/schemes/general-construction-works-up-to-$1-million)

### Terms and definitions

Refer to terms and definitions used in this document

### Registering and applying

Applicants must be registered on Supplier Hub/eTendering before commencing the application process [Supplier Hub/eTendering](#)

Online application is available at [eTendering](#).

### Enquiries

For enquiries please contact: [construction.suppliers@pwa.nsw.gov.au](mailto:construction.suppliers@pwa.nsw.gov.au)

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# 1 Introduction

The Department of Regional NSW operates this scheme primarily to simplify the process for agencies to engage qualified contactors for construction projects.

The guiding principles for the scheme are:

- Agencies and contractors using the scheme must comply with all Scheme Conditions
- Only information relevant to the eligibility criteria for prequalification is collected during the application process
- Small to Medium entities (SMEs) and Aboriginal-owned businesses, particularly those who have the capacity and capability to deliver projects in regional NSW are encouraged to apply
- Lodging an application evidences the applicant's agreement to comply with the Scheme Conditions, if accepted
- Acceptance to the scheme is not a guarantee that tendering opportunities will be offered. Tendering opportunities are offered individually by Agencies using the e Tender portal
- Prequalified contractors must keep their online profile information up to date, and advise the Department of all material changes to their circumstances
- Agencies may request additional information, such as current financial statements, during the tendering process or at time of contract
- Standard contract terms and conditions will apply to engagements for work, however the contractual agreement between an agency and contractor are outside the scope of this scheme
- Contractors must maintain a satisfactory record of compliance with Scheme Conditions. This includes ensuring that all their sub-contractors, consultants and employees also comply with their legal obligations
- Contractors must comply with government business ethics requirements set out in Procurement Policy documents, including [PBD-2017-07 Conduct by Suppliers](#)
- Failure by a contractor to comply with Scheme Conditions may result in suspension or termination from the scheme and will limit future business opportunities with government agencies.
- False declarations in the application process will automatically void that application and may lead to disqualification from future applications to any of the Governments prequalification schemes

The primary aim of this document is to guide the applicant through the online application process through Supplier Hub/eTendering.

## 2 Pre-registration in eTendering

Before applying for prequalification, an applicant must first set themselves up as a New user in [Supplier Hub/eTendering](#). Existing users can log in from this page.

Information provided as part of new user registration will be saved to your entity's profile. The registered user in this profile will be the default email contact for any applications for qualification lodged in their name.

## 2.1 ABN and ACN

All applicants must provide a valid ABN. Please ensure that the business name and ABN of the entity applying matches the records maintained by the Australian Business Register

<http://abr.business.gov.au/>

We will be able to determine what type of entity your business is by the ABN or ACN you provide.

## 2.2 Aboriginal-owned businesses

The NSW Government provides opportunities for Aboriginal-owned businesses and employees through the supply chain of NSW Government contracts.

Is your entity an Aboriginal business?

- Certified by NSW Indigenous Chamber of Commerce
- an organisation representing Aboriginal owned businesses in another state or territory that is a member of the First Australians Chamber of Commerce and Industry
- Certified by Supply Nation.

Select the most appropriate answer. For more information on why we ask this question, refer to [Aboriginal Procurement Policy](#).

## 2.3 Small and medium enterprises

The NSW Government wants to make it easier for small, medium and regional enterprises to do business with government.

Indicate the number of full time equivalent (FTE) employees that your business declared on its last tax return.

- 1 – 19 (small business)
- 20 – 100 (medium business)
- 101 – 200 (medium business)
- Over 200 (large business).

You may select only one answer. For more information on why we ask this question, refer to [NSW Government Small and Medium Enterprise and Regional Procurement Policy](#).

Please read the Scheme Conditions  
before commencing the application process in eTendering.

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## 3 Online application

Please ensure that the ABN of the entity applying matches the records maintained by the Australian Business Register.

To get started, you can copy details from your personal profile or a previous lodgement by selecting the 'copy details' link.

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### 3.1 Entity detail

Email address for notifications

This field will be pre-populated with the email address of the registered user.

## ABN

Please enter your valid ABN (Australian Business Number), without spaces.

### Aboriginal-owned businesses

Is this an Aboriginal or Torres Strait Islander owned business?

Select yes or no. You will be asked more about how your entity identifies as an Aboriginal-owned business in the questionnaire in Section 4 of the application.

### Small and medium enterprises

How many full-time equivalent employees were reported in your last business activity statement (BAS) or tax return?

Please select one of the options. This will help us to determine if you are a small or medium entity (SME).

[Select 'Continue' to progress to the next page.](#)

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## Details from ABN

You will notice that your entity name, entity type, ABN, ACN, business name, State/Territory and postcode of your registered office will be displayed.

- If there is more than one business name associated with your ABN, select the correct entity from the dropdown list.

## 3.2 Office detail

### Primary location

Enter the primary office location of your business.

### Contact details

The contact person may be different to the registered user who is submitting the application.

- All emails will be sent to the registered user.
- All other forms of communication will be addressed to the contact person.

Ensure the email address of the registered user is actively monitored as this will be the email used by government buyers to contact you. Please ensure that the details of the registered user AND/OR the contact person are amended if they are on leave, or no longer working in the business.

For the contact person, please enter the:

- preferred salutation; e.g. Mr, Mrs, Miss, Ms, Sir, Madam, Dr etc.
- first name, last name and their position in the business
- postal address, including town, city and company
- phone number, mobile number and web address.

### Service area

This question asks you to nominate the area/s in which your company provides its services. You should indicate your primary office location/s in this section. You will be able to select more Service Areas in Section 5 of the application (Capabilities).

The regions available for selection of your primary office location are:

**Northern Region**

- Far North Coast
- Mid North Coast
- New England

**Hunter Region**

- Central Coast
- Hunter

**Metro North Region**

- Cumberland/Prospect
- Nepean
- Northern Sydney

**Metro South**

- Inner West
- South East Sydney
- South west Sydney

**Western Region**

- Central West
- Orana/Far West
- Riverina Murray

**Southern Region**

- Illawarra
- Southern Highlands

### 3.3 Prequalification types

Applicants can apply for prequalification in two categories:

Registered contractor	Certified contractor
General construction works up to \$250,000 (ex GST)	General construction works between \$250,000 and \$1 million (ex GST)

### 3.4 Questionnaire

To complete the following questionnaire:

- Follow the guidance in the templates provided and complete all forms available to the on-line application.
- Refer to Scheme Conditions for more detail, if required.

This information we require for the application prequalification type you are applying for is shown as a ✓ symbol:

#### Management, key personnel and qualifications

	Registered contractor	Certified contractor
<p>Provide evidence that key personnel have relevant qualifications and occupational licences where applicable.</p> <p>Complete the <i>Key personnel form</i>. Upload template in Word or PDF.</p>	✓	✓

#### Financial information

	Registered contractor	Certified contractor
<p>Applicants must declare they are solvent, not subject to insolvency proceedings, and be able to pay all debts when they are due for payment.</p> <p>NSW Government agencies are required to assess a contractor's financial capacity at the time of engagement or tendering.</p> <p>Applicants will be asked if they agree (or do not agree) to the above requirements.</p>	✓	✓

## Experience

	Registered contractor	Certified contractor
<p>Using the <i>Experience form</i>, list the relevant contracts under construction or completed in the last two years and provide a minimum of two examples for each work category (capability) you are applying for.</p> <p>Complete the Experience form and upload the form in Word or PDF.</p>	✓	✓

## Performance

	Registered contractor	Certified contractor
<p>Obtain a completed client referee report, or a completed contractor performance report (based on the Department's template). These should be for projects completed within the last two years.</p> <p>One referee report is required for each work category for which you are applying.</p> <p>Combine/zip into one file and upload referee reports in Word or PDF.</p>	N/A	✓

## Work Health & Safety (WHS)

Note: Formal accreditation is not mandatory	Registered contractor	Certified contractor
<p>Provide evidence of accreditation with an industry recognised work health safety assessment body (ISO 48001. If you are not accredited provide a:</p> <ul style="list-style-type: none"> <li>• site safety audit report, or</li> <li>• site-specific Safe Work Method Statement, signed off by all relevant persons.</li> </ul> <p>Provide a WHS Report for a project completed within the last two years (see example <i>Safety report template</i>).</p> <p>Upload proof of accreditation or report in Word or PDF.</p>	N/A	✓

## Quality management

Note: Formal accreditation is not mandatory	Registered contractor	Certified contractor
<p>Provide evidence of accreditation by an industry recognised quality assessment body (eg. ISO9001:2015 certificate), or a quality assurance inspection and test plan (ITP) for a project completed within the last two years with acceptance/endorsement of the report by the client (see example <i>ITP report template</i>).</p> <p>Upload proof of accreditation or report in Word or PDF.</p>	N/A	✓

## Legal

### Legal Proceedings

	Registered contractor	Certified contractor
<p>Use the <i>Fines template</i> to identify all fines, prosecutions and convictions recorded against the entity or key personnel in the two years before the date of application. This should include any ICAC proceedings and other investigations.</p> <p>Upload template in Word or PDF.</p>	✓	✓

### Insurances

	Registered contractor	Certified contractor
<p>You do not need to have insurance when lodging an application. However, the applicant must agree to providing proof of any public liability, workers compensation and professional indemnity insurance if the entity is offered work.</p>	✓	✓

## Aboriginal-owned businesses

	Registered contractor	Certified contractor
<p>An applicant who has identified their business as Aboriginal-owned must indicate if their business is recognised by:</p> <ul style="list-style-type: none"> <li>• NSW Indigenous Chamber of Commerce</li> <li>• An organisation representing Aboriginal-owned businesses in another state or territory that is a member of the First Australians Chamber of Commerce and Industry</li> <li>• Supply Nation.</li> </ul>	✓	✓

## Authorised representative

	Registered contractor	Certified contractor
<p>The registered user must confirm they are authorised to submit this application for and on behalf of the applicant.</p>	✓	✓

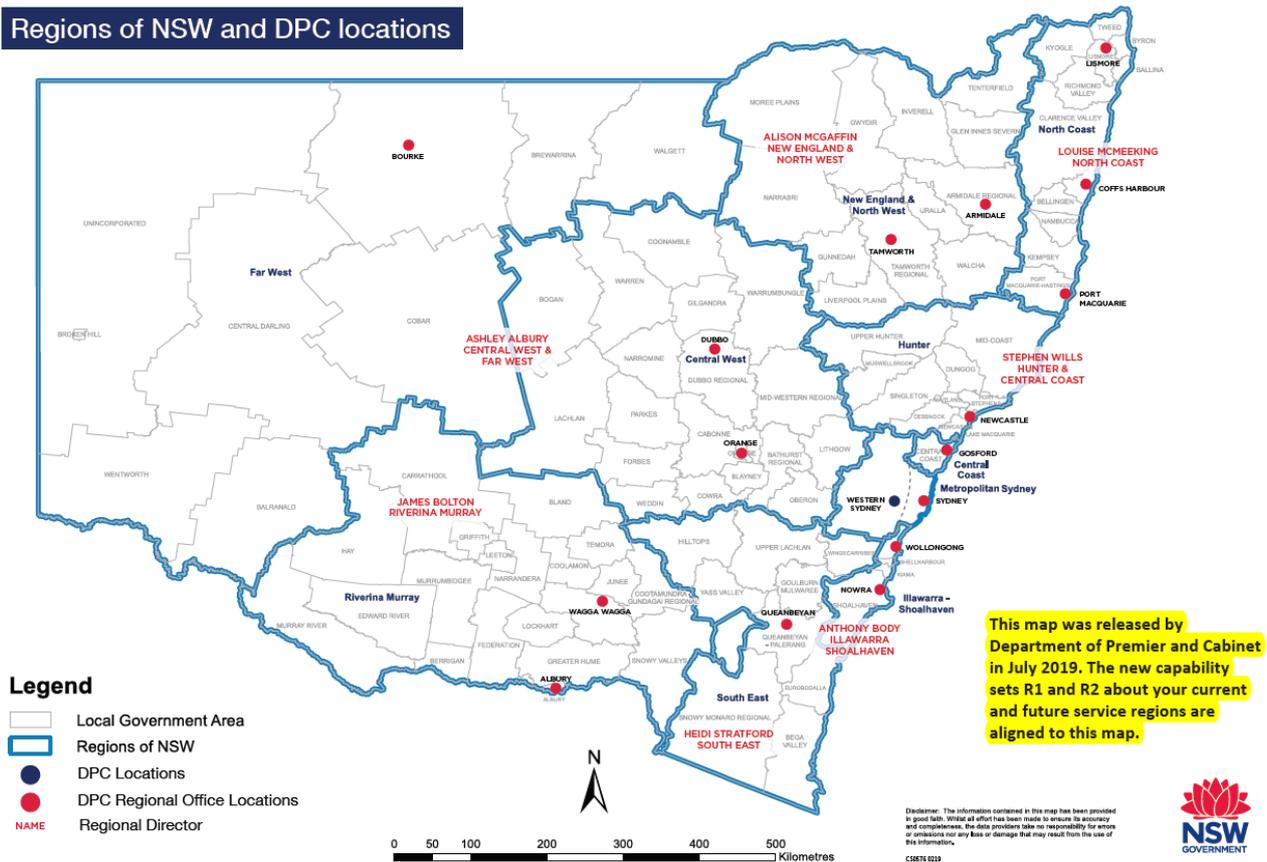
## 3.5 Capabilities

### Regions

This question will determine if you have capacity and capability to operate in other regions beyond your primary office location specified in the Office Detail section.

Refer to Map for R1 and R2 Regional Capabilities (a link is provided in the online application form).

Regions of NSW and DPC locations



(R1) You MUST select at least one region where you have existing capacity and capability to operate in.

(R2) You MAY select additional regions that you would be willing to expand into other regions if the right opportunities arise for your business.

Work categories

Identify the work categories for which you are seeking prequalification. There are various sub-categories in the primary categories of:

- Construction Area services
- Building services
- Trades.

Some of the work categories require mandatory licences. Refer to Scheme Conditions or online application form for a full list of work sub-categories and their detailed descriptions.

Contract system

There are two contract systems to choose from.

- Construct
- Design and construct.

Select one only. If you prequalify for 'design and construct', you will automatically qualify for 'construct'.

## 4 About the scheme

### Assessing your application

The Department will:

- determine whether the applicant meets all requirements
- request further information, if required
- advise the applicant by email of the outcome of its application, i.e. whether they have achieved or not yet achieved prequalification
- if applicable, provide reasons for denying an application and suggest actions for any future application.

### Maintaining your prequalification

The contractor must continue to meet Scheme Conditions on an ongoing basis. This includes:

- maintaining appropriate management systems
- remaining solvent
- keeping licences and insurances up to date
- meeting performance requirements
- meeting good conduct requirements as required by <https://arp.nsw.ov.au/pbd-2017-07-draft-conduct-suppliers>
- supporting cooperative relationships for work undertaken
- continually monitoring the criteria for prequalification, and
- contacting the Department should any significant aspect of its capability change.

## 5 Terms and definitions

Term	Definition
ABN or ACN	Australian Business Number or Australian Company Number as recorded in the Australian Business Register.
Agency	NSW Government agencies, and other clients using the scheme. This includes State owned corporations, universities, local councils etc. (agencies).
Applicant	An entity that has applied for prequalification for the Scheme.
Construction services	Services relating to construction of buildings or works, including <ol style="list-style-type: none"> <li>a) pre-erection works</li> <li>b) construction works</li> <li>c) repairs, alterations and restorations.</li> </ol>
Contract system	A system for managing contracts, based on the type of services provided by the contractor.
DRNSW, or the Department	Department of Regional NSW.
Supplier Hub/eTendering	The NSW Government's repository for past, current and future tenders. Contractors can apply for prequalification schemes, manage their scheme application and change contact details. Agencies use the site to select prequalified contractors for tendering opportunities.
Government	New South Wales Government.
Prequalified contractor (or contractor)	An entity that has been approved under the scheme to provide construction works up to \$1 million (ex GST).
Scheme	A list of prequalified contractors intended to be used more than once for procurements by one or more agency.
SCM0256	Contractor prequalification scheme for construction works up to \$1 million (ex GST).
Work categories (capability)	A system to classify similar types of work, e.g. building works, civil works and fitout.