NSW GOVERNMENT | NSWBuy NSW Procurement

# PRE-QUALIFICATION SCHEME ON-LINE APPLICATION FORM

## QUICK REFERENCE GUIDE - FULL PREQUALIFICATION

From your Web Browser

- Type in https://tenders.nsw.gov.au
- Select Tenders & Schemes
- Select › Schemes on left hand side of the screen.

The *Current Schemes List* screen displays.

- Search for the Pre-Qualification Scheme you wish to apply for, then

At the base of the Scheme summary are two links:

- Click **Full Details**

The Full Details link is a read-only version of the application process including templates. Please review the application process before proceeding and, when ready to apply for the Scheme, Click the Start Application link.

- Click **Start Application**

The system will guide you through the application form step by step.

- Click login
- Enter <*your email address*>
- Enter <*your password*>

Note: If you do not have a login and password, you will need to register your details. The system will guide you through the application form step by step.

### Step 1: Entity Details

- Click ? to display help text to guide you.
- Click copy details to copy information from your Personal Profile or a previous lodgment
- Fields marked with an * are mandatory

- Complete the following:

| Field | Instruction |
|---|---|
| Business Name* | Enter <*Business Name*> |
| Trading Name | Enter <*Trading Name*> |
| ABN* | Enter <*ABN*> Note. Must be a valid ABN |
| ACN | Enter <*ACN*> |
| Number of Employees* | Select option from the drop down box |

- Click the relevant option after each step:

| Option | To |
|---|---|
| Continue | Continue to next step |
| Save as Draft | Save as Draft prior to continuing |
| Save & Exit | Save & Exit to complete later. Note *(To access your application if you have exited, go to Home, Action Centre, and click on relevant link.)* |
| Cancel | Cancel application |

## Step 2 - Office Detail

- Click ? against each field displays help text to guide you.
- Click copy details to copy details from your Personal Profile or a previous lodgement
- Fields marked with an * are mandatory

- Complete the relevant fields

**Note:** The **Contact Person** will be the key contact for your organisation in relation to the Scheme.

Click Continue or other option if relevant

---

To edit these details at a later stage, go to

- **Action Centre** (left hand side of screen)

From **Scheme Applications** option

- Click Show/Hide

Under **Draft Applications**

- Click Amend

Make any relevant changes and save.

---

## Step 3 - Pre-Qualification Type

Please select your preferred method of qualification by selecting either:
(Note: This Guide applies to Full Prequalification)

○ Easy Registration List (EARL)

or

○ Full Prequalification

- Click Continue or other option if relevant

## Step 4 - Questionnaire (Full Prequalification)

You will need to complete each section from **A** to **G.**

Note: Click Show/Hide to display details and complete/provide relevant information.

**A - Organisation Details**

**B - General Requirements**

Provide details as requested in the instructions for each of the 3 mandatory fields.

**C - Company Profile**

**Note:** You will need to upload a document, click on Browse...

**D - Insurances**

Applicants are required to maintain policies of insurance for Public Liability and Workers' Compensation where required by law.

Professional Indemnity Insurance is not mandatory but may be required for some engagements. The adequacy of insurance coverage to meet the risk and any monetary limit that is set for the nature of an engagement will be determined by agencies at the time the service provider is engaged.

You will need to declare that your organisation maintains appropriate insurances and specify expiry dates for Public Liability Insurance, Workers Compensation Insurance and if applicable Professional Indemnity Insurance.

Note: You will need to click on to select expiry date.

This information will be made available to Agencies.

**E – Organisational Experience**

**Note:** You will need to download the template to your computer and save. Complete the details, save a copy, then upload to the system.

**F - Rates/Costs of Services**

**Note:** You will need to download the template to your computer and save. Complete the details, save a copy, then upload to the system.

**G - Applicant Referee Reports**

**Note:** You will need to download the template to your computer and save. Complete the details, save a copy, then upload to the system. Please ensure that the template currently posted in the Applicant Referee Reports section is used.

- Click Continue or other option if relevant

## Step 5 - Capabilities

You will need to select the relevant categories you are seeking prequalification.

**Note:** Click Show/Hide to display details.

- Click ☐ against relevant category, and provide details to demonstrate capability
- Click Continue or other option if relevant

## Step 6 - Review Application

You now have the opportunity to review the entire application. Please read carefully and make amendments as required

Once you are satisfied you have completed all relevant fields, and provided the relevant documentation

- Select ☐ to agree to Scheme Term & Conditions
- Click Submit Application

You will receive a system generated Lodgement Receipt and an email confirming your application has been lodged.

## Updating Your Application

From your web browser

Type in https://tenders.nsw.gov.au

- Click login
- Enter <*your email address*>
- Enter <*your password*>
- Select › Scheme Applications

Your successful applications will be listed under **Vendor Details** section.

To update contact details, and/or attach updated documents

| **Click** | **To amend/update** |
|---|---|
| Edit contact details | • No of employees<br>• Office location<br>• Contact person<br>• Office address<br>• Services areas |
| Amend as required then Click Save | |
| Update Profile | • Add new documents e.g. Company Profile. |

Amend as required then Click Submit update for review

To add new capabilities, or reapply for a scheme

- Click Resubmit against the successful application and complete as required.