

# DPTI Building Prequalification System Trade / Subcontractors: Electrical



Guidelines



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

# DPTI Building Prequalification System

## Trades / Subcontractors: Electrical

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# DPTI Building Prequalification System

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### 1 INTRODUCTION

#### 1.1 Background

The Department of Planning, Transport and Infrastructure (DPTI) Prequalification System for Electrical Trade / Subcontractors is used for all DPTI projects that include electrical work valued in excess of \$500,000.

Suitably experienced companies (“Applicants”) are invited to apply for prequalification with DPTI in accordance with these Guidelines.

The purpose of the prequalification scheme is to:

- achieve consistency, fairness and transparency in DPTI’s tendering and selection processes;
- minimise the work being undertaken by companies who do not have sufficient capability and capacity;
- reduce the cost of tendering and tender assessment for both industry and Government; and
- encourage high standards and continuous improvement that will contribute to a sustainable building and construction industry in South Australia.

The system applies regardless of whether the company undertaking the electrical work is contracting directly with DPTI or working as a sub-contractor.

#### 1.2 Prequalification Categories

The following categories, which relate to the complexity, risk and value of the work are available:

E1: Electrical Medium	Typically valued \$0.5 to \$2.0 million. Medium scale work of moderate risk & complexity
E2: Electrical Complex:	Typically valued more than \$2.0 million. Large scale work, high risk & complexity

For straightforward work typically valued less than \$500,000, prequalification is not required.

A more comprehensive description of each category is included in Appendix A.

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To become prequalified, a company must demonstrate that they have the experience, resources and management systems to successfully undertake the work for projects in the category that they have applied for. Prequalification in a higher category automatically prequalifies that company in the lower categories.

A company's financial capacity is not considered in the prequalification system. However, DPTI reserves the right to undertake an assessment of financial capacity prior to the award of a contract.

### 1.3 Conditional Prequalification

Where an Applicant does not meet every specified eligibility criteria, the Applicant may be granted "Conditional" Prequalification. For example, where a newly formed company, which has suitably experienced personnel and satisfies the requirements for systems and other resources, is unable to satisfy all of the past experience criteria, but DPTI considers that the company is competent to undertake the work.

The granting of Conditional Prequalification is at the absolute discretion of DPTI. Providing the conditionally prequalified contractor continues to comply with the nominated conditions of their prequalification, they will be eligible to tender for contracts in the categories and financial level they are conditionally prequalified in.

### 1.4 Tendering

DPTI may stipulate the use of a prequalified sub-contractor when calling tenders for a general building contract. If DPTI intends to contract directly with companies who are prequalified under this trade / subcontractor system, DPTI will either:

- issue a restricted tender call to selected prequalified companies; or
- publish tenders on [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au) as an open call to all prequalified companies at the appropriate level.

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## 2 APPLICATION AND ASSESSMENT PROCESS

### 2.1 Applications

Companies are invited to apply for prequalification by completing and submitting the application form, which may be downloaded from:

[http://www.dpti.sa.gov.au/contractor\\_documents/prequalification](http://www.dpti.sa.gov.au/contractor_documents/prequalification).

The application must be submitted in accordance with the instructions on the front of the Application Form. Do not submit a hard copy.

Enquiries may be directed to [DPTI.Tenders@sa.gov.au](mailto:DPTI.Tenders@sa.gov.au) or phone (08) 8343 2029.

### 2.2 Assessment Criteria

Listed below is an overview of the assessment criteria that will be used to assess Applicants. Full details of the information to be submitted and the minimum criteria for each level are included in the Application Form.

#### Criteria 1: Company experience

Applicants are required to demonstrate satisfactory performance on past and current relevant projects. Details of the nominated projects must be provided, along with Performance Reports and Referee details.

#### Criteria 2: Personnel

Applicants must have procedures and policies for staff competency assessment, training & development and evidence of implementation.

#### Criteria 3: Management Systems

The Applicant must have management systems which are appropriate for the category applied for which cover:

- safety; and
- quality.

### 2.3 Assessment of Applications

DPTI may take into account information from any of the following sources:

- Information submitted with the application;
- documented evidence held by DPTI or other government agencies regarding the Applicant's previous performance;
- information that was submitted in a previous prequalification application (where appropriate);
- any other valid information relevant to the Application, notwithstanding that the information has not been submitted by the Applicant.

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Performance reports will be a key consideration for determining whether an Applicant meets the minimum requirements for company experience. Where the Applicant submits a Performance Report from a DPTI project, it must be on the DPTI Performance Report proforma. If the project is a non-DPTI project, the performance report must cover the same elements as the DPTI Performance Report.

DPTI is not obliged to accept a non-DPTI Performance Report if DPTI forms the reasonable opinion that it is biased, inadequate or not representative of the Applicant's actual performance on that project.

The referee must have a technical role in and knowledge of the contract and, in consultation with other team members, must be capable of making impartial technical assessments of the contractor's performance. The referee must be independent of the company.

Where a Performance Report indicates that the company's performance is marginal or unsatisfactory, the Applicant must demonstrate that it has successfully implemented corrective action to prevent a re-occurrence of the issue.

DPTI may use internal and / or external assessors when considering an application.

### 2.4 Notification

Applicants will be notified in writing regarding which, if any, prequalification category it has achieved within 6 weeks of lodgement of their application. However, if the information provided is not sufficient to complete the assessment, this time may be extended.

Applicants that are not satisfied with the outcome of the assessment may lodge a request for a review or appeal, as detailed in Section 4 of these Guidelines.

### 2.5 Upgrading Prequalification Status

A prequalified contractor may apply for an upgrade of its prequalification status after having successfully completed several projects at the current level.

To be eligible for an upgrade, a Contractor must be able to demonstrate that its circumstances have changed sufficiently since its last prequalification application was assessed. As such, it may not be necessary to complete the entire application form and Applicants should confirm the requirements for the application with DPTI before submitting an upgrade application. Temporary upgrades for specific projects will not be issued.

### 2.6 Maintenance of Prequalification

Prequalification is for a notional 3 year period. However, if a company is subject to adverse performance reports, undergoes a restructure or its competency is materially reduced, DPTI may request a new application. At any time, DPTI may seek confirmation that the information submitted with an application remains relevant or request an update of the information.

DPTI will monitor and assess the ongoing performance of each prequalified company. A company's ongoing prequalification is subject to it maintaining a satisfactory level of performance in its delivery of contracts. A failure to comply with the requirements for maintenance of prequalification may result in the prequalification being withdrawn or the level downgraded in accordance with the DPTI Building Conditions of Prequalification (refer Section 3 of these Guidelines).

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### 3 TERMS AND CONDITIONS OF PREQUALIFICATION

Applicants and prequalified contractors are required to comply with the Building Conditions of Prequalification, available from:

[http://www.dpti.sa.gov.au/contractor\\_documents/prequalification](http://www.dpti.sa.gov.au/contractor_documents/prequalification)

Details of the review and appeal process are also included in the above document.

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### APPENDIX A –CHARACTERISTICS AND EXAMPLES OF BUILDING PROJECTS IN EACH CATEGORY

The following characteristics are indicative for each category. However, it is not expected that any one project will include all of the following characteristics.

#### E1: Medium

- Electrical work typically valued between \$0.5 and \$2 million.
- General Electrical work
- Education facilities
- Commercial buildings
- Solar installations
- Energy management
- General communications/security work

#### E2: Complex

- Electrical work typically valued more than \$2 million.
- Extensive usage and application of Electrical Standards
- Work in Medical Centres/Hospitals
- Specific medical experience (eg emergency departments)
- Work in high security facilities (eg detention centres)
- Generation/HV specialisation
- Infrastructure (water/gas/electrical)

The DPTI Project Team, through a risk assessment process that includes consideration of contractors who can provide evidence of sufficient experience in the complexity of the project work, will determine the applicable category for the project delivery.