**INSTRUCTIONS**

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| General  *Companies (Applicants) wishing to apply for prequalification for Arboriculture with the Department of Planning, Transport and Infrastructure (DPTI) must fill out this Application Form and attach the information requested.*   * *Complete the Application Form and save as a .docx or .pdf file (without these instruction pages).* * *save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 10 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.*   Submitting the Application  *Applications must:*   1. *include all documentation outlined in this Application Form, together with any other supporting technical or financial information.* 2. *include file names which clearly indicate the applicable section numbers of this application that are addressed in the file.* 3. *be marked for the attention of:*   ***Manager Contracting Services Department of Planning, Transport and Infrastructure.***   1. *be complied on a USB memory device or CD and either:*  * *posted to* ***GPO Box 1533, ADELAIDE SA 5001****; or* * *delivered to* ***77 Grenfell Street, ADELAIDE SA 5000****.*   ***Do not*** *submit a hard copy.*  *Enquiries may be directed to* [***DPTI.Prequal@sa.gov.au***](mailto:DPTI.Prequal@sa.gov.au)*or phone (08) 8343 2029.*    Publication of Details  *Once prequalified, the contact details provided in this Application Form will be published on the following internet site:* [*http://www.dpti.sa.gov.au/documents/contractsandtenders/prequalification*](http://www.dpti.sa.gov.au/documents/contractsandtenders/prequalification)*.*  *It is Applicant’s responsibility to ensure that the contact details provided are up to date.*  *Contractors must be registered on the SA Tenders and Contract internet site (*[*https://www.tenders.sa.gov.au*](https://www.tenders.sa.gov.au) *) to receive invitations to tender.* |

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| Company Name | …………………………………………………………………… |
| **Company Numbers:** | **ABN**……………………………**ACN**…………….………..… |
| **Address of Registered Office** | ………………………………………………………………… |
| **Postal Address**  **Email** | …………………………………………………………………  ………………………………………………………………… |
| The above email address should be a company mail box, not a personal email address. To receive invitations to tender, you must be registered with tenders.sa. Please ensure that the contact details submitted to tenders.sa are kept up to date.  **Contact Details for Prequalification Matters** | |
| Contact Person: | ………………………………………………………………… |
| Position in Company | ………………………………………………………………… |
| Telephone | ………………………………………………………………… |
| Mobile | ………………………………………………………………… |
| Email | ………………………………………………………………… |

**Prequalification Class being applied for (please indicate)**

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| --- | --- |
| **** | AB1 |
| **** | AB2 |

**Details supporting this application for Prequalification are attached.**

**In submitting this application I agreed to comply with the DPTI Conditions of Prequalification (refer:** [**https://www.dpti.sa.gov.au/contractor\_documents/prequalification**](https://www.dpti.sa.gov.au/contractor_documents/prequalification)**)**

**Signed:** …………………………………….. **Date:** ………………..……………..