



CONSTRUCTION PREQUALIFICATION SCHEME

## SCM0256 Applicant Guidelines

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General Construction works up to \$1 Million

July 2023

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#### **More information**

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## SCHEDULE OF DOCUMENT AMENDMENTS

Revision Number	Date	Update Description
1	July 2023	Application Platform Supplier Hub replaced eTendering on 1 June 2023. Reference to eTendering as application platform removed.
2	July 2023	Section 2.3 Small and Medium Enterprise (SME) and Regional Procurement Policy replaced with PBD-2019-03 Access to government construction procurement opportunities by small and medium sized enterprises – applicable to Construction
3	July 2023	Replacement of the term contractor with supplier in relation to scheme application and membership.

## 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:

## 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 buy.nsw Supplier Hub before commencing the application process.

Applicants need to log into their Supplier Hub account to apply.

Please log in to apply at the following link. <https://buy.nsw.gov.au/login>

On your supplier dashboard select the Schemes module tile. Select the scheme that you want to apply for (SCM0256 General construction works up to \$1M. Please refer to the Supplier User Guide on the Help and Support Page at the following link

<https://buy.nsw.gov.au/help/schemes#help-and-support>

### **Enquiries**

For enquiries please contact: [construction.suppliers@pwa.nsw.gov.au](mailto:construction.suppliers@pwa.nsw.gov.au) or contact the NSW Procurement Service Centre (details inside front cover).

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# 1 Introduction

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

The guiding principles for the scheme are:

- Agencies and suppliers 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 eTendering portal
- Prequalified suppliers 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
- Suppliers must comply with government business ethics requirements set out in Procurement Policy documents, including [PBD-2017-07 Conduct by Suppliers](#)
- Failure by a supplier 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.

## 2 Pre-registration on buy.nsw Supplier Hub

Before applying for prequalification an applicant must first create an account for their Entity on Supplier Hub and login.

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 the account.

## 2.1 Entity Details

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

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

Supplier Hub provides you with the opportunity to create a profile using your business name and entity name. Please ensure that if you make an application for scheme membership you make the application under the profile with the entity name of your business as per the Australian Business Register.

The entity that signs into a contract must be the legal entity therefore the prequalification membership requires the “Entity name” to be the applicant and succeeding scheme member.

## 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.?
- Registered with Office of the Registrar of Indigenous Corporations?

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 and medium enterprises to do business with government.

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

- A **small business** is a business with 1-19 full time equivalent (FTE) employees, including sole traders and start-ups.
- An **SME** is an Australian or New Zealand based enterprise with fewer than 200 FTE employees.
- Over 200 (large business).

You may select only one answer. For more information on why we ask this question, refer to [PBD-2019-03 SME Access to government construction procurement opportunities by small and medium sized enterprises..](#)

Please read the Scheme Conditions  
before commencing the application process.

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### 3 Online Application via the buy.nsw Supplier Hub

Please ensure that you have a Supplier Hub account as it is now mandatory for suppliers that want to actively sell to NSW Government or respond to advertised government opportunities to have a buy.nsw Supplier Hub account.

Please refer to section 1.2 of **Schemes User Guide – Suppliers and Scheme Members** for detailed instruction on how to create a Supplier Hub account.

This User Guide is available on the buy.nsw website at:

<https://buy.nsw.gov.au/help/schemes#help-and-support>

The online application for scheme membership has the following sections:

- 1) Your Supplier Profile
- 2) Capabilities
- 3) Scheme Specific Questions
- 4) Terms and Conditions
- 5) Review and Submit

You should read and understand the Scheme Conditions as well as these Applicant Guidelines before submitting an application for membership.

It is important to complete all steps in the application process including answering all mandatory questions.

You will be required to select the level of prequalification being applied for

#### Membership level

Applicants can apply for prequalification in two types as per below.

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

If you wish to apply for both levels two separate applications are required.

#### 3.1 Your Supplier Profile

The information on your supplier profile has been drawn from your Supplier Hub account and will form part of your scheme application. Please review this information. If you wish to change any details you will need to do so in your Supplier Hub account.

#### 3.2 Capabilities

##### Work categories

Select the work capabilities you wish to apply for. There are various capabilities in the work categories of:



- Building services
- Construction works
- Trades

For the capabilities that you apply for you will need to demonstrate your qualification or substantial expertise to be accepted for that particular capability. Some of the work capabilities require mandatory licences. Refer to Scheme Conditions or online application form for a full list of work sub-categories and their detailed descriptions.

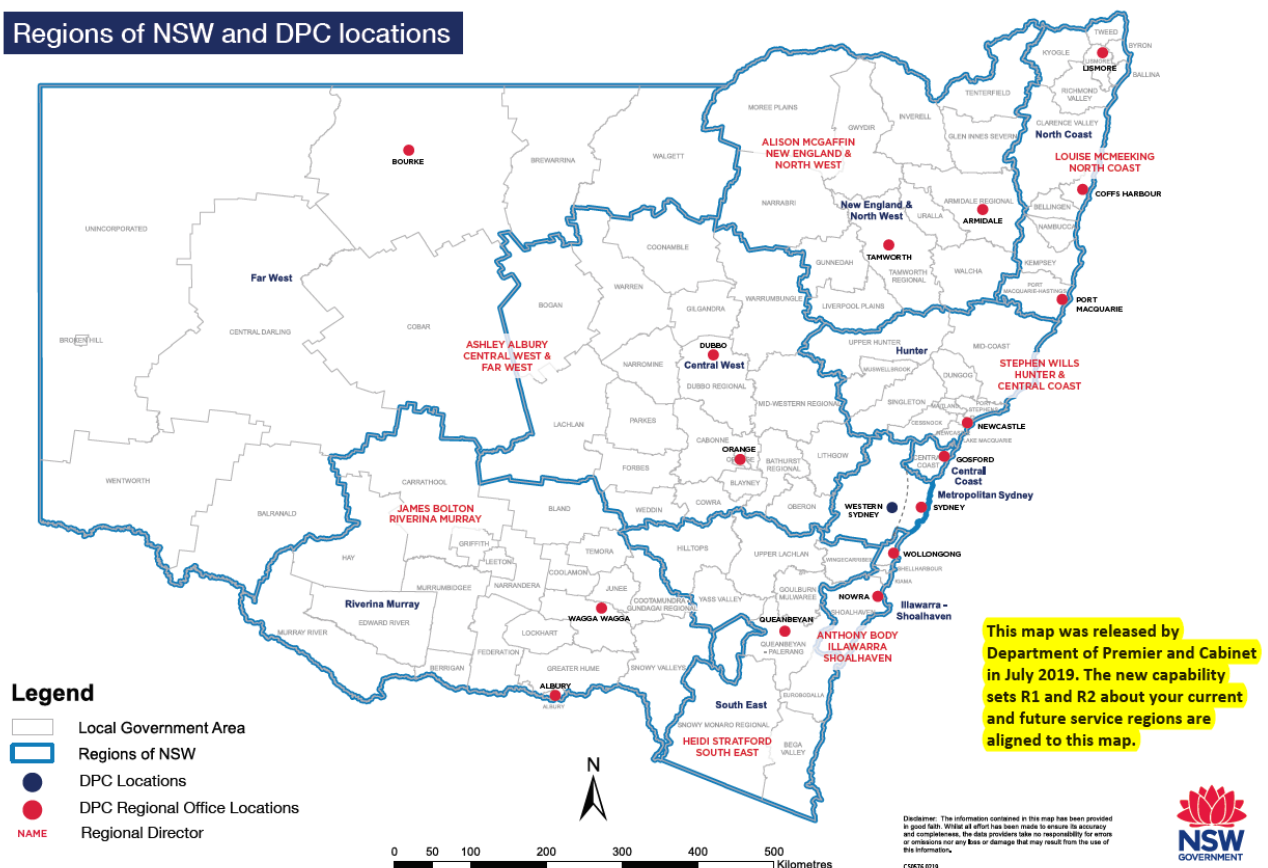
Your response should address each specific capability you are applying for and provide evidence of competency as required at the membership application level.

## Regions

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

## Contract system

There are two types of contract systems to choose from.

- Construction only
- Design and construct.

All applicants should select “Construction only” as the standard contract type. If you have experience with ‘Design and construct’ type contracts you will be required to provide evidence depicting this in the experience section and for the certified level applicants, also in the referee report.

### 3.3 Scheme Specific Requirements

Scheme specific questions are not capabilities and are general requirements specific to this scheme. They are mandatory for completion.

We accept .pdf, .doc, .docx, .jpg, .png, .xlsx, .xls and .csv file uploads. Maximum file upload size is 50mb.

Refer to Scheme Conditions for more detail, if required.

The information required for the application prequalification level you are applying for is shown as a ✓ symbol:

#### Key contacts

	Registered supplier	Certified supplier
Provide the details of key business contacts for enquiries regarding this application	✓	✓
<ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Phone</li> <li>• Email</li> <li>• Office address</li> </ul>		

#### Scheme membership

Answer if you have ever had a contract or scheme membership terminated.

## Scheme Specific questions

### Experience

	Registered supplier	Certified supplier
Complete and upload the experience template provided. You must provide a minimum of two examples listing the relevant contracts under construction or completed during the last two years for each work category (capability) applying for.	✓	✓

### Referee and/or contractor performance reports for certified suppliers

	Registered supplier	Certified supplier
<p>Complete and upload the referee report template provided. For contracts completed in the last two years provide one of the following:</p> <ul style="list-style-type: none"> <li>• a completed client referee report, or</li> <li>• a completed contractor performance report</li> </ul> <p>Ensure you answer all questions contained in the template.</p> <p>You need to provide a referee report for each capability you apply for. A single referee report can be used for more than one capability provided it contains the relevant information about construction activities related to the capabilities being applied for.</p>	N/A	✓

## Work Health & Safety (WHS) assurance for certified suppliers

Note: Formal accreditation is not mandatory	Registered supplier	Certified supplier
<p>Please provide evidence of ISO 45001 Certification by an organisation listed by JAS-ANZ or one of the following for a contract completed in the last 2 years:</p> <ul style="list-style-type: none"> <li>a site-specific safety audit report that meets the requirements of a WHS management plan signed off by the auditor</li> <li>a site-specific safety inspection report that meets the requirements of a WHS management plan signed off by the authorised person</li> <li>a site-specific safe work method statement signed off by all relevant persons.</li> </ul> <p><b>Your internal WHS manual/procedures/plan will NOT satisfy the requirements of this section.</b></p>	N/A	✓

## Quality assurance for certified suppliers

Note: Formal accreditation is not mandatory	Registered supplier	Certified supplier
<p>Please provide evidence of Certification to ISO 9001 by an organisation listed by JAS-ANZ or a site-specific quality inspection and test plan (ITP) for a contract completed during the last two years, with evidence of acceptance of the ITP by the Client.</p>	N/A	✓

## Key personnel

	Registered supplier	Certified supplier
<p>Using the attached template provide details of your organisation's:</p> <p>Directors</p> <p>Partners</p> <p>Managers</p> <p>and key senior staff.</p> <p>You will need to include: name, organisational position, qualifications/accreditations/licences, office locations, years of experience, office address, contact phone, contact email.</p>	✓	✓

## Insurances

	Registered supplier	Certified supplier
<p>You do not need to have insurance when lodging an application. However you are required to agree to provide proof of the following relevant insurances at the time of tendering or engagement.</p> <p>Public liability insurance</p> <p>Workers compensation</p> <p>Professional indemnity insurance.</p> <p>Works insurance</p>	✓	✓

## Fines, prosecutions and convictions

	Registered supplier	Certified supplier
<p>Use the provided template to document all fines, prosecutions and convictions in the last two years as well as action taken to address health, safety and environmental matters.</p>	✓	✓

## 3.4 Terms and Conditions

Under this section you are required to check the SCM0256 Scheme Conditions and agree to them.

## 3.5 Review and Submit

Review your documents to ensure you have provided all of the required information prior to submitting the application.

# 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 an automated email of the outcome of its application, i.e. whether they have achieved or not yet achieved prequalification
- an applicant will be able to log into their Supplier Hub account and see the assessment outcome along with the reasons for the non-compliance for the individual questions.

## Maintaining your prequalification

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

- maintaining appropriate management systems
- remaining solvent
- keeping licences and Aboriginal Owned Business registers, where applicable and insurances up to date
- Keeping profile record up to date
- meeting performance requirements
- supplier code of conduct requirements as required by <https://info.buy.nsw.gov.au/policy-library/policies/supplier-code-of-conduct>
- 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 <ul style="list-style-type: none"> <li>a) pre-erection works</li> <li>b) construction works</li> <li>c) repairs, alterations and restorations.</li> </ul>
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.
eTendering	The NSW Government's repository for past, current and future tenders.
Government	New South Wales Government.
Prequalified supplier (or supplier)	An entity that has been approved under the scheme to provide construction works up to \$1 million (ex GST).
Scheme	A list of prequalified suppliers intended to be used more than once for procurements by one or more agency.
SCM0256	Prequalification scheme for construction works up to \$1 million (ex GST).
Supplier Hub	A place for NSW Government buyers and supplier to connect. Supplier Hub is now mandatory for suppliers that want to actively sell to NSW Government or respond to advertised government opportunities. Suppliers can apply for prequalification schemes, manage their scheme application and change contact details. Agencies use the site to select prequalified suppliers for tendering opportunities.
Work categories (capability)	A system to classify similar types of work, e.g. building works, civil works and fitout.