

SCM100002 PROCUREMENT LIST

SCM100002 Procurement List – Applicant Guidelines

For Construction Services Valued Over \$9 million

September 2026



Acknowledgement of Country

NSW Public Works acknowledges that it stands on Country which always was and always will be Aboriginal land. We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past, present and emerging.



We are committed to providing places in which Aboriginal people are included socially, culturally and economically through thoughtful and collaborative approaches to our work.

NSW Public Works



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Schedule of Document Amendments

Date	Update Description
September 2026	- Added Acknowledgement of Country - Clarification of eligibility requirements under the Legal Capacity Criteria - Removed Modular Building work category - Added section Allocation of Individual Financial Threshold - Minor wording corrections

What's Changed?

To facilitate procurements valued over \$9 million excluding GST, a separate Procurement List (PL) has been established.

The PL for construction services was originally established in 2020 as part of Scheme SCM1461 to meet the requirements of NSW Procurement Board Direction PBD 2019-05-Enforceable Procurement Provisions (EPP).

With the IT System changeover to the buy.nsw Supplier Hub System in 2023, NSW Public Works, in collaboration with the Department of Customer Service (DCS), has taken this opportunity to streamline the application process and flow of prequalification information to users.

The new online application form for SCM100002 has gone live on the buy.nsw Supplier Hub System and it is available at [SCM100002 Online Application](#).

The existing prequalified suppliers with Individual Financial Thresholds over \$9 million were transferred to the newly created SCM100002 Procurement List in November 2023.

Already prequalified suppliers who want to increase their allocated individual financial threshold or to apply for additional work categories/capabilities must apply through the Supplier Hub System and submit the required information for assessment and approval.

Where to Start?

PL Conditions for Participation and associated documents for applicants and agencies are available at the Procurement List for Construction Services Valued over \$9 million scheme page.

Registering and Applying for Prequalification

Applicants must be registered on the buy.nsw Suppliers Hub before commencing the application process.

PL membership/prequalification is only granted once the online application has been lodged and approved. Prequalification does not extend to related entities, associated entities, or subsidiaries of a prequalified supplier.

The online application form for this PL is available at [SCM100002 Online Application](#).

Each step of the application process is explained in the Application Lodgement section.

Enquiries

For scheme general enquiries please contact: contractorprequal@pwa.nsw.gov.au or contact the NSW Procurement Service Centre at 1800 679 289 or buy.nsw@customerservice.nsw.gov.au.

Table of Contents

What's Changed?	i
Where to Start?	ii
1. Introduction	1
1.1 Procurement List	1
1.2 Guiding Principles for the PL	2
2. Eligibility Checklist	3
3. Application Process	9
3.1 Online Application	9
3.2 Your Supplier Profile	10
3.3 Capabilities	13
4.2.1 Work Categories	13
4.2.2 Contract System	14
3.4 Scheme Specific Questions	14
3.5 Global Terms and Conditions	18
3.6 Review and Submit	18
4. Application Process	19
4.1 Application Assessment	19
4.2 Allocation of Individual Financial Threshold	19
4.3 Application Outcome	21
5. Amending Prequalification Membership	23
5.1 Adding and Removing Capabilities	23
5.2 Increasing Financial Threshold	24
6. Review, Appeals and Complaints	25
7. Frequently Asked Questions	26
Appendix A - Terms and Definitions	29

1. Introduction

1.1 Procurement List

This PL provides a mechanism for the NSW Government, local councils and universities to procure construction services valued over \$9 million. A PL is a list of suitable suppliers who can be used for more than one procurement by one or more agencies, and it is equivalent to a prequalification scheme.

This PL was established in accordance with Part 6 of the EPP and may be used for a procurement to which the EPP applies. NSW Procurement Policy Framework Section of this document describes the EPP and includes the policy framework and legislation applicable.

The NSW Government invites international and domestic suppliers to make an application to be included on this PL. Applications are continuously open, and the period of the PL is indefinite, which means it will continue to operate until suppliers are notified of its termination.

The application process must be completed via the Supplier Hub website, previously called the eTendering system. If the NSW Government is satisfied that the applicant meets the Conditions for Participation, the applicant will be included on the PL as a supplier.

Only suppliers, or a limited number of suppliers, included on the PL may receive invitations from NSW Government agencies to make submissions relating to procurements for which the list was established.

NSW Government agencies may also seek to conduct negotiations relating to any procurements from suppliers included on the PL. This may include post tender negotiations with the preferred tenderer.

The following table lists the key benefits of the PL:

Benefits to NSW Government	Benefits to Suppliers
Easy identification of suppliers to be included in submissions for construction services. This reduces the time, cost and risk to agencies who need to comply with the EPP provisions	Ability to be invited by NSW Government to make submissions for construction services
A centralised prequalification assessment based on objective criteria to appoint suitable suppliers	Continuously open application process including to increase the maximum value for which the supplier is prequalified based on financial capacity and previous experience
Sharing of performance related information and volume allocation to construction suppliers across the NSW Government	A streamlined approach to submit a single application and prequalify for all agencies

1.2 Guiding Principles for the PL

The guiding principles for the PL are:

- Agencies and suppliers using the PL must comply with the PL Conditions. Lodging an application evidences the applicant's agreement to comply with the PL Conditions, if appointed to the PL.
- Domestic and international suppliers are encouraged to apply. Applications will be assessed regardless of location.
- Aboriginal-owned businesses, particularly those who have the capacity and capability to deliver projects in regional NSW, are encouraged to apply.
- Appointment to the PL is not a guarantee that tendering opportunities will be offered. Tendering opportunities are offered individually by agencies using the Supplier Hub system.
- Supplier must keep their online profile information up to date and advise the NSW Government Agency responsible for the PL 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 based on the GC21 Edition-2 contracting suite, will apply to engagements for work, however the contractual agreement between an agency and supplier are outside the scope of this PL.
- Suppliers must maintain a satisfactory record of compliance with PL 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 PL Conditions may result in removal from the list and will limit future business opportunities with government agencies.
- False declarations in the application process may void the application and may lead to disqualification from future applications to any of the Government's prequalification schemes and panel arrangements.

2. Eligibility Checklist

The NSW Government recommends that international and domestic companies considering applying for inclusion on the PL, should complete the below PL Eligibility Checklist. The checklist provides an indication as to whether the applicant may be eligible for inclusion on the PL.

A positive outcome does not guarantee that the applicant will be successful in its application for the PL. A negative outcome in any criteria will provide an indication as to areas where an applicant may be unable to meet eligibility requirements. Where the applicant is not eligible for inclusion on the PL, the applicant may then implement actions to address eligibility before applying for inclusion on the PL.

Note that once included on the PL, agencies seeking submissions from suppliers may request additional information on financial capability, require the supplier to have an Australian bank account or may request a [Working with Children's Check](#) on nominated personnel.

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
Legal Capacity (3.1.1)	<i>The applicant has the legal capacity to enter into contracts with the NSW Government.</i> - Applicants must have a current Australian Business Number (ABN) and submit its application using the entity name recorded on ABN Lookup. Applications submitted using any other name will not be accepted - A legal entity must apply for prequalification in its own right - If applicable, additional evidence of company registration outside of Australia - Trusts, trustees and sole traders are ineligible for inclusion on the PL - Companies that possess relevant experience in specified fields may be eligible to apply for the PL for particular Categories. - An incorporated joint venture (JV) must meet the criteria for inclusion on the PL in its own right and provide a copy of the joint venture agreement. Where a newly-formed JV may have difficulty satisfying some of the criteria referable to financial capacity, the same principles regarding newly-formed companies may apply.	Yes / No

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
	- An unincorporated joint venture may comprise separate legal entities coming together and combining strengths for the purpose of undertaking specific projects. An unincorporated joint venture is not an entity in its own right and operates under a contractual arrangement between the joint venture parties. Both parties to the joint venture need to be assessed in their own right. The unincorporated joint venture arrangement will need to be assessed in addition to other criteria. Applications will need to include a copy of the joint venture agreement and the structure of the joint venture for consideration. - Newly registered companies, including overseas companies newly registered with ASIC, may not have a trading history in Australia and will therefore be required to provide information about their trading history overseas. - Overseas company must apply for the PL in the name of the entity that they will be entering into contracts in Australia and provide information relevant to that particular entity.	
	Applicants cannot be a Trust or trustee or sole trader.	Yes / No
	Applicants are not applying for the same category of work as any already included supplier who is a related, associated or subsidiary entity of the applicant.	Yes / No
	Applicants are not a joint venture applying for the same category of work as any of the parties to the joint venture.	Yes / No
	Agreement to the NSW Government Supplier Code of Conduct.	Yes / No
	Whether, on reasonable grounds, there is an unacceptable level of risk arising from legal proceedings (including fines) issued or underway against the applicant in the two years preceding the applicant's application.	Yes / No
Financial Capacity (3.1.2)	<i>The applicant has the financial capacity to enter into contracts with the NSW Government:</i>	
	Financial viability of the entity that is the applicant is proven through financial statements for the previous two financial years:	Yes / No

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
	- Applicants must provide audited financial statements where available. If the applicant is not required to prepare audited financial statements, statutory accounts which have been prepared by an external accountant are to be provided - Financial statements for any other organisation than the applicant (e.g. parent company) will not be accepted, except when the applicant is covered by an ASIC Deed of Cross Guarantee - For Australian companies, the financial statement must represent same ABN as provided for the applicant. International companies must demonstrate how the entity that has provided the ABN is the same as the entity for which the financial statements have been provided - Financial statements must be prepared following internationally recognised Accounting Standards, such as IFRS, US-GAAP, or AASB. Financial statements should be provided in US Dollars, Euro or Australian Dollars - The applicant should be able to demonstrate all of the following: - Current Ratio ≥ 1 - Net Tangible Assets must be $\geq 5\%$ of prequalification threshold - Working Capital must be $\geq 10\%$ of prequalification threshold Where NSW Government does not have full confidence in the accuracy of the financial statement, it reserves the right to reject the application.	
	The Directors of the applicant have never been insolvent or bankrupt.	Yes / No
Commercial Ability (3.1.3)	<i>The applicant has the commercial ability to enter into contracts with the NSW Government:</i> Agreement that the applicant is willing to enter into a substantially unamended form of the template contracts that make up the GC21 Edition-2 contracting suite as published at https://buy.nsw.gov.au/resources/gc21 should they be successful in a submission to an agency after being included on the PL. GC21 Edition-2 is the main contracting suite used by NSW Government Agencies and will underpin most contracts offered following a successful tender submission.	Yes / No

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
	Note: Some agencies may use amended versions of GC21 Edition-2 when contracting to accommodate the specific needs of the agency.	
	At least two of the organisation's senior staff members have completed GC21 Edition-2 Standard Form Contract training and can provide evidence of the course attended.	Yes / No
	At least two of the key personnel nominated by the applicant have completed training relating to Conflict Resolution and can provide evidence of the course attended.	Yes / No
	At least two of the key personnel nominated by the applicant have completed training relating to Alternative Dispute Resolution and can provide evidence of the course attended	Yes / No
	The applicant can demonstrate its ability to work collaboratively with stakeholders.	Yes / No
	The applicant can demonstrate its ability to manage industrial relations.	Yes / No
	The applicant can demonstrate that adequate Quality Management Systems (QMS) systems are in place, including certification to ISO 9001 by a certification body accredited by JAS-ANZ.	Yes / No
	The applicant can demonstrate that QMS systems are being followed and complied with through the submission of two Inspection and Test Plans (ITP) developed within the past three years, together with evidence that they have been implemented on two contracts.	Yes / No
	- The applicant can demonstrate that adequate Work Health and Safety (WHS) systems are in place, including through accreditation/certifications such as: - Certification to ISO 45001 by a certification body accredited by JAS-ANZ, or - Current accreditation with the Office of the Federal Safety Commissioner.	Yes / No
	- The applicant can demonstrate that WHS systems are being followed and complied with through the submission of one of the following documents for two contracts: - Third party WHS Audit Report, or	Yes / No

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
	▪ Site Safety Inspection Report signed off by WHS Manager, or ▪ Site Corrective Action Report signed off by WHS Manager.	
	• The applicant can demonstrate that adequate Environmental Management Systems (EMS) systems are in place, including certification to ISO 14001 certification by a certification body accredited by JAS-ANZ.	Yes / No
	• The applicant can demonstrate that EMS systems are being followed and complied with through the submission of two Environmental Management Plans developed and used by the applicant on separate contracts. These plans must comply with the applicants EMS certification/accreditation.	Yes / No
	• The applicant can demonstrate that at least one key personnel person holds one of the following project management qualifications: ▪ A university degree in project management ▪ A higher education qualification with a substantial project management component ▪ BSB51407 Diploma of Project Management or equivalent qualification ▪ Certified Practicing Project Practitioner (CPPP) by Australian Institute of Project Management (AIPM) ▪ PRINCE2 Practitioner certification ▪ Project Management Professional (PMP) certification by Project Management Institute, Inc. USA	Yes / No
	• The applicant can demonstrate that project management systems are being followed and complied with through two Project Management Plans developed and used by the applicant on separate contracts. These plans must address the typical elements of a project management plan.	Yes / No
	<i>The applicant has the technical ability to enter into contracts with the NSW Government:</i>	

Conditions for Participation (reference to PL Conditions)	Eligibility criteria	Compliant (Yes or No)
Technical Ability (3.1.4)	The applicant can demonstrate at least three years of relevant organisational experience delivering contracts within the categories nominated, wherever they have occurred. <i>Applicants should demonstrate how experience on overseas projects (if any) is available to the Australian entity applying for inclusion on the PL.</i>	Yes / No
	The applicant must provide two separate client referees or contractor performance reports for fully completed contracts delivered during the past three years for each nominated work category with contracts value valued exceeding \$9 million.	Yes / No
	The applicant can demonstrate experience of key personnel in categories nominated, wherever it has occurred.	Yes / No
Additional information (3.1.5)	<i>The following information will be asked for informational purposes only and do not form part of the conditions of participation</i>	
	The applicant can provide details of an authorised representative who can submit the application for and on behalf of the applicant.	Yes / No
	The applicant can provide information on the organisation's corporate structure, years in operation, number of FTEs and contact details.	Yes / No
	The applicant can provide details on the countries and regions within Australian (if applicable) that it has serviced.	Yes / No
	The applicant can demonstrate its commitment to the Skills and Training Policy.	Yes / No
	The applicant can demonstrate its compliance with the Modern Slavery Act.	Yes / No

3. Application Process

Please read the PL Conditions document before commencing your application.

3.1 Online Application

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.

A Legal Entity must apply for prequalification in its own right. Ensure that the applicant's Entity Name, which is listed on the ABN Lookup, is used when lodging an application for prequalification.

Please refer to [Schemes – Suppliers User Guide](#) for detailed instruction on how to create a Supplier Hub account. For assistance, please email buy.nsw@customerservice.nsw.gov.au or call 1800 679 289.

Applicants should read and understand the PL Conditions for Participation and Applicant Guidelines before applying for membership/prequalification. It is important to complete **all** steps in the application process including answering all mandatory questions.

The online application for the PL membership is available at [SCM100002 Procurement List Application](#). It has the following sections:

- Your Supplier Profile
- Capabilities
- Scheme Specific Questions
- Terms and conditions
- Review and submit

Important Note: Applications must be submitted using the entity name recorded on ABN Lookup. Applications submitted under any other name will not be accepted.

The screenshot shows the buy.nsw website interface. At the top, there is a navigation bar with links: Libraries, Plan, Source, Manage, Find a supplier, Supplier guidance, News, and Help. A 'Log in or sign up' button is highlighted with a green box. Below the navigation bar is a large blue banner with the text 'Welcome to buy.nsw'. Underneath is a 'Fast track to' section with four tiles: 'Go to the Supplier Hub', 'Register to sell', 'Register as a buyer', and 'Open opportunities'. Below this is the 'Supplier dashboard' for 'ABC PTY LTD'. The dashboard has a header with the buy.nsw logo and a navigation bar. A dropdown menu is open, showing 'Dashboard', 'My account', and 'Logout'. The 'Schemes' tile under the 'Productivity' section is highlighted with a red circle. The 'Schemes' tile description is: 'Where suppliers apply for, and buyers create and manage schemes'. Other tiles include 'e-Invoicing', 'Opportunities Hub', 'SecureSign', 'eTendering', and 'reporting.buy.nsw'.

Select the Schemes tile under the Productivity Section on your Supplier Hub Dashboard, details about all schemes, your prequalification membership, and previous applications will be displayed.

Select SCM1461 to start your application and go through the following Sections:

3.2 Your Supplier Profile

Information provided by suppliers as part of their Supplier Hub profile will be pre-populated in this scheme application and will form part of the scheme application as shown in the

screenshot below. Any changes to your profile such as company and contact details must be changed through your Supplier Hub account.

Application

☐ To do
Your supplier profile

☐ To do
Capabilities

☐ To do
Scheme specific requirements

☐ To do
Terms and conditions

☐ To do
Review and submit

ABC@gmail.com

Your supplier profile

The following information 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. You can access your account using the icon on the top right of this page.

Company details

- ABN: 12 345 678 912
- ACN: No ACN
- Entity name: ABC Pty Ltd
- Date established: 30-Jul-2018

Contact details and address

Business contact

- Name: ABC
- Email address: ABC@gmail.com
- Position in organisation: CEO
- Contact number: 041123456

Business address

- 1 ABC St
Sydney NSW 2000

Company type and size

- Number of employees: 100-199
- Number of employees in NSW: 2-4
- Number of employees in Australia: 2-4

Business structure

- Sole Trader

Business identifiers

- SME

Company description

My company has a Trust Business Structure with the following details: The Trustee for ABC Trust ABN 12345678999 XYZ Pty Ltd (ACN 345 678 999) as Corporate Trustee

Accreditations and licences

Schemes

[SCM1461: Scheme for construction work between \\$1 million and \\$9 million](#) 



Legal disclosures

Is your organisation in receivership, administration or unable to meet its debts as they fall due?

No

Are any of your organisation's directors or principals currently considered a discharged bankrupt?

No

Has your organisation — or any of its directors or principals — been referred to or investigated by any agency, authority or regulator in connection with improper business practices in the last 5 years?

No

Has your organisation been involved in any action or procedure in a court of law in the last 5 years?

No

☐

I acknowledge that the details above are current and accurate *

< Back

✕ Cancel

 Save

Next >

You must acknowledge that the details provided for your profile are current and accurate by ticking the check box as per the screenshot above.

3.3 Capabilities

4.2.1 Work Categories

Identify the work categories for which your organisation would provide services if included under the Scheme. The category selection should be based on your relevant experience and capabilities.

Select one or more work categories that your organisation is seeking to provide services for if included under the scheme by ticking the corresponding checkbox “Is this one of your capabilities?”

Important Note: Existing prequalified suppliers should not deselect approved capabilities unless they intend to withdraw those capabilities from their prequalification.

Work Category	Description
1A Building Works	Multi-trade building works for new buildings and additions to existing buildings
1B Civil Works	For civil engineering works including excavation and bulk earthworks, minor roads and related works
1C Fitout and Refurbishment	Fitout and refurbishment work, as well as the final preparation of internal areas for occupation by the client in new and existing buildings
1D Heritage Building Works	include restoration and conservation works and or associated stonemasonry, carving & fixing, roofing, carpentry, plastering and painting
1E Water Infrastructure	include reservoirs, dams and or associated pipelines, pumping stations, balance tanks, surge tanks, storage tanks and discharge structures
1F Wastewater infrastructure	include sewage treatment plants and or associated pipelines and pumping stations

4.2.2 Contract System

Identify the type(s) of contract system your organisation provides with its services:

Contract System	Description
2A Construction <i>(Please make sure to manually select 'Construction' when completing your application as failure to select this capability will result in the rejection of the application.)</i>	The supplier may be responsible for completing the Principal's design and carrying out design documentation and design coordination to the extent specified and for construction using designs and documentation prepared by the Principal. The supplier's design obligation may include the preparation of fabrication drawings and may include the completion of other design details. This includes the contract system often called Design Development and Construct.
2B Design and Construct (D&C)	The supplier is responsible for a significant part of the design, design development, and documentation and design coordination, as well as construction.
2C Managing contractor	The Managing Contractor (MC) is engaged to commission and manage design consultants and subcontractors for the delivery of works.

Apart from the Construction, select D&C and/or MC if your entity wishes to prequalify for this capability. This selection should be based on your demonstrated recent experience.

3.4 Scheme Specific Questions

Scheme specific questions are mandatory for applicants to complete and follow the instructions in the table below:

Questions	Instructions
Modern Slavery	It is understood that you have read the Modern Slavery-related provisions applicable in NSW. For more information about the Guidance and the Shared Implementation Framework, please visit the Due Diligence and Reporting page available from the Office of the NSW Anti-slavery Commissioner (OASC) website below: https://dcj.nsw.gov.au/legal-and-justice/our-commissioners/anti-slavery-commissioner.html Is your business willing to work with the NSW Government to address modern slavery risks in its operations and supply chains? Response: Yes/No

Questions	Instructions
Aboriginal Participation	You acknowledge the importance of supporting opportunities for Aboriginal and Torres Strait Islanders people of NSW and will aim to meet key targets as identified through the APP and will comply with it. Please visit the APP page on the buy.nsw website: https://www.info.buy.nsw.gov.au/policy-library/policies/aboriginal-procurement-policy Is your business willing to work with the NSW Government to comply and support the implementation of this Policy? Response: Yes/No
NSW Government Skills and Training	It is understood that you have reviewed the NSW Government Infrastructure Skills Legacy Program (ISLP) and will support the implementation of this program. Please visit the ISLP page on the Training Services NSW website: https://www.nsw.gov.au/education-and-training/vocational/vet-programs/infrastructure-skills Is your business willing to work with the NSW Government to address the NSW Government Skills and Training requirements? Response: Yes/No
Fines	Complete and upload the attached template. The applicant is to identify all fines, prosecutions and convictions in the last two years in any country as well as the action taken by the applicant to address these matters including work health and safety and environmental matters. Response: Upload the completed form in Word or PDF.
Key personnel	Complete the Key Personnel form nominating staff who have attended relevant training (evidence to be provided in the below questions) Applicant must nominate at least 2 key personnel. Applicant must complete both Table 1 and Table 2. Response: Upload Key Personnel Form.
Financial Details	Complete the financial details table for the past two financial years. Upload Financial Details Table
Financial Statements	Upload a copy of your annual financial statements for the past two years. Response: Upload Financial Statements

Questions	Instructions
Cooperative Based Contracting	Upload a copy of GC21 Standard Form Contract certificates completed by 2 nominated staff as listed in the Key Personnel form. Response: Upload GC21 certificates.
Conflict Resolution Training	Upload a copy of Conflict Resolution certificates completed by 2 nominated staff as listed in the Key Personnel form. Response: Upload Conflict Resolution certificates.
Alternative Dispute Training	Upload a copy of Alternative Dispute Resolution certificates completed by 2 nominated staff as listed in the Key Personnel form. Response: Upload Alternative Dispute Resolution certificates.
Quality Management System (QMS)	Upload certification to ISO 9001 by a certification body accredited by JAS-ANZ. This registration must cover the Quality Management System for the relevant work category(ies) being applied for. Response: Upload ISO 9001 certificate.
Quality management reports	Provide two inspection and test plans (ITP) developed in the past three years and evidence that they have been implemented on separate contracts. Upload as a Word or PDF or zip file.
Work Health Safety (WHS) Management System	Upload certification to ISO 45001 by a certification body accredited by JAS-ANZ. Response: Upload ISO 45001 certificate.
WHS management reports	Provide for two separate contracts completed in the past three years, evidence of one of the following site-specific WHS documents: • third party WHS audit report, or • site safety inspection report signed-off by WHS manager, or • site safety corrective action report signed-off by WHS manager. Response: Upload as a Word or PDF or zip file.
Collaboration with stakeholders	How have you demonstrated your ability to work collaboratively with stakeholders? Provide examples. Response: Text area

Questions	Instructions
Cooperative-based contracting declaration	The Applicant agrees to the standard terms and conditions that make up the GC21 suite and is willing to enter into a substantially unamended form of the template contracts should the Applicant be engaged to provide their services once included on the procurement list. Response: Agree/Disagree
Project management systems	Please upload evidence that your key personnel have qualifications relating to project management: • a university degree in project management, or • a higher education degree in project management BSB51407 Diploma of Project Management, or • equivalent qualification Certified Practising Project Practitioner (CPPP) by Australian Institute of Project Management, certified Project Management Professional (PMP) by Project Management Institute, Inc. USA, or • Prince2 practitioner. Response: Upload qualifications
Project management plans	Upload two project management plans developed and used by the applicant on separate contracts. These plans must address the typical elements of a project management plan. Response: Upload project management plans
Environmental management system (EMS)	Upload a copy certification to ISO 14001 through an organisation listed by JAS-ANZ. Response: Upload ISO 14001 certificate
Environmental management plans	Upload two environmental management plans developed and used by the applicant on separate projects. These plans must comply with the EMS certification/accreditation. Response: Upload environmental management plans
Company experience	Use the current Experience form to provide at least 2 contracts in the past three years relevant to the work category in which you are applying. This experience will need to be based on contracts, each with a contract price above \$9 million. Response: Upload Company Experience Form

Questions	Instructions
Referee/performance reports	Provide two client referee reports, using the current Scheme template, or contractor performance reports from an agency that contain all information required by the Scheme template, for fully completed contracts delivered within the previous three years for each nominated work category. Each referee report must relate to the relevant work category and demonstrate a contract value exceeding \$9 million. Where a referee report is submitted for multiple work categories, it must include a relevant description of the construction activities undertaken and a clear breakdown of the contract value attributable to each work category. Response: Upload as a Word or PDF or zip file.

3.5 Global Terms and Conditions

The final section before completing your application is for you to review and agree to the scheme's Terms and Conditions. You can download copies of all scheme terms and conditions for your records.

Read the scheme Conditions. Once you have read these, tick the checkbox to confirm that, as the authorised representative for the applicant, you agree to the terms and conditions if your application is successful. Applicants must agree to these terms and conditions.

Please note you will not be able to submit your scheme membership application until you agree to the terms and conditions.

3.6 Review and Submit

Review your responses. If you need to make any amendments, click on the arrow to expand the corresponding section and click 'Edit details'.

Once you are back at the Review page and happy with your responses, click 'Submit application'.

4. Application Process

4.1 Application Assessment

Applications are assessed based on four main criteria are used (but not limited to) to verify that the applicant satisfies the conditions of participation.

Examples (but not limited to) are listed below:

- Legal Capacity – e.g., a current ABN listed on the ABN Lookup and ASIC website for the entity name (not the business name) lodging the application.
- Financial Capacity – e.g., the applicant's financial capacity is determined by an independent financial assessment.
- Commercial Ability – e.g., certificates provided (qualifications, licenses, certifications, and accreditations).
- Technical Ability – e.g., two separate client referee Reports/CPRs for fully completed contracts for each work category, with each contract value exceeding \$9 million.

The following methods may be used to verify that the applicant satisfies these conditions of participation:

- A search of the ABN Lookup and ASIC website to validate information provided by the applicant, including the ABN, entity name, business address.
- For international entities, a search of equivalent registers or databases that allow validation of the applicant's company registration and business information.
- Engagement of an independent financial assessor to verify the financial viability of the applicant, regardless of where the business activities occurred.
- Evaluation of the applicant's commercial and technical abilities based on the information provided by the applicant regarding its business activities, wherever they have occurred.
- Referee checks to validate the nominated contract experience and the key personnel experience.
- Checks to validate the authenticity and accuracy of any certificates provided, including qualifications, licenses, certifications, and accreditations.

4.2 Allocation of Individual Financial Threshold

An individual financial limit is allocated to an applicant based on its financial capacity and contract performance capability.

Financial Capacity

A financial assessment report will be prepared by an external service provider engaged by the NSW government as per the SCM2491-Financial Assessment Services Scheme requirements.

Contract Performance Capability

An applicant's Contract Performance Capability will be determined based on the contract values of two client referee reports based on the scheme template or CPRs from an agency that contain all information required by the scheme template.

These reports must relate to two largest fully completed contracts successfully delivered by the applicant within the past three years, for the same work type and contract system for which prequalification is being sought.

Prequalification Financial Limit Allocation

Based on its demonstrated financial capability and contract performance capability, the NSW Government will allocate the maximum individual financial threshold. This threshold determines the maximum contract value for which the supplier may be eligible to be invited to tender under the PL, subject to agency procurement requirements.

The maximum individual financial threshold will be the lesser of:

- the applicant's financial capability, as determined through an independent financial assessment; and
- the value of the highest value contract evidenced by the referee reports submitted by the supplier for contracts completed within the previous three years.

Example 1:

- ✓ Financial Capacity assessed by an external service provider = \$100 million
- ✓ Contract 1 = \$80 million
- ✓ Contract 2 = \$60 million

The applicant will be included on the PL with a maximum financial threshold of \$80 million.

Example 2:

- ✓ Financial Capacity assessed by an external service provider = \$50 million
- ✓ Contract 1 = \$70 million
- ✓ Contract 2 = \$100 million

The applicant will be included on the PL with a maximum financial threshold of \$50 million

It should be noted that the maximum financial threshold is determined based on the applicant's financial capacity at the time of assessment and is therefore indicative only. NSW Government will require updated financial assessments while a supplier is included on the PL, during the term of a contract, or before the award of a contract to confirm the supplier's current financial capacity.

4.3 Application Outcome

If the applicant meets the Scheme Conditions requirements, it will be approved to be included on the scheme. An automated outcome notification will be issued to the applicant via the buy.nsw Supplier Hub System.

If an application is unsuccessful, detailed reasons for rejection will be available in the Notes to Supplier in the Capabilities/Scheme Specific Questions Section of the online application.

To access the feedback listed on your rejected scheme application, please follow these steps:

- Log into <https://suppliers.buy.nsw.gov.au/login>
- Scroll down the page to **buy.nsw apps** and select **'Schemes'**
- Below the **Applications** select the rejected application

Schemes

ABC-PTY-LTD

From your schemes dashboard you can view details of your scheme memberships and applications. You will also receive all schemes related notifications for your review.

 You do not have any recent notifications.

Applications

Select the application to track progress, continue your draft or resubmit a rejected application. Applications created by other team members are shown for reference only.

ID	Title	Membership type	Application created	Status	
SCM1461	Scheme for construction work between \$1 million and \$9 million		02-Sep-2024	Rejected	>
SCM1191	Scheme for Consultants in Construction up to \$9M Consultancy Fee	Certified Consultant	08-Aug-2024	Rejected	>
SCM0256	General construction works up to \$1M	Certified contractor	08-Nov-2023	Rejected	>
SCM0256	General construction works up to \$1M	Registered contractor	13-Oct-2023	Rejected	>

SCM100002 Procurement List for Construction Services valued over \$9 million

Application

Application details

History

Past applications

Past applications/reviews

A list of applications and reviews for this membership.

Created On	Submitted By	Application Type	Receipt #	Status
3-Sep-2024	Saif Rehman	Amendment	24106	Rejected

- On the menu to the left, click the **'Past applications'** tab
- Then click on the date of the rejected application

SCM100002 Procurement List for Construction Services valued over \$9 million

Application

Application details

History

Past applications

← Back to Application history

ABC PTY LTD

GABN-12-34-567-890

Application - 24106

rejected

by KCM

3-Sep-2024

Notes to supplier

Supplier profile note:
Test application.

Global questions note:
Test application.

Capabilities note:
Test application.

Scheme questions note:
Test application.

Supplier details note:
Test application.

Terms and condition note:
Test application.

Rejection note:
Test application.

Capabilities applied for

1 - Work categories

- Building works
- Civil works

2 - Contract system

- Construction

View application

This page will show an outline of your application with the full feedback notes for each section.

NSW Public Works| DOC20/710973 | 22

5. Amending Prequalification Membership

Amendment of prequalification membership must be made through the online application process via the Supplier Hub System.

It is important to note that all prequalified suppliers must resubmit a full online application along with updated supporting documentation for assessment, so it is important to provide compliant and up-to-date information.

5.1 Adding and Removing Capabilities

Prequalified suppliers can apply for additional capabilities or remove a capability from their membership.

On the Supplier Dashboard, click on the Scheme Tile then your Applications and Memberships appear as per the screenshot below:

Schemes

ABC PTY LTD

From your schemes dashboard you can view details of your scheme memberships and applications. You will also receive all schemes related notifications for your review.



You do not have any recent notifications.

Applications

Select the application to track progress, continue your draft or resubmit a rejected application. Applications created by other team members are shown for reference only.

ID	Title	Membership type	Application created	Status	
SCM1461	Scheme for construction work between \$1 million and \$9 million		02-Sep-2024	Rejected	>
SCM1191	Scheme for Consultants in Construction up to \$9M Consultancy Fee	Certified Consultant	08-Aug-2024	Rejected	>
SCM0256	General construction works up to \$1M	Certified contractor	08-Nov-2023	Rejected	>
SCM0256	General construction works up to \$1M	Registered contractor	13-Oct-2023	Rejected	>

Memberships

Select the name of the scheme to view, amend or suspend your membership and review scheme history.

ID	Title	Membership type	Approval date	Status	Alert	
SCM1461	Scheme for construction work between \$1 million and \$9 million		21-Jun-2023	Active		>
SCM0256	General construction works up to \$1M	Registered contractor		Suspended		>
SCM1191	Scheme for Consultants in Construction up to \$9M Consultancy Fee	Registered Consultant		Suspended		>

From Membership select the scheme then update the membership as per the screenshot below:

SCM100002 Procurement List for Construction Services valued over \$9 million

The screenshot shows the 'Membership details' page for ABC Pty Ltd. The page is divided into two main sections: 'Membership details' on the left and 'Scheme details' on the right. The 'Membership details' section includes links for 'Manage membership', 'Membership history', 'Past applications', and 'Membership application'. The 'Scheme details' section displays information about the 'NSW Public Works' scheme, including its type ('Whole of government'), category ('Construction'), ID ('SCM1461'), and owner ('Saifur Rehman'). It also shows dates for the start and end of the scheme and intake. A 'Capabilities' section at the bottom indicates that the user is currently approved for 2/11 capabilities. The 'Update membership' button is highlighted with a red box.

Membership details	
Manage membership	
Membership history	
Past applications	
Membership application	

ABC Pty Ltd

Approved

[Update membership](#)

Scheme details

Managed	NSW Public Works
Type	Whole of government Recommended
Scheme category	Construction
Scheme ID	SCM1461
Scheme owner	Saifur Rehman contractorprequal@pwa.nsw.gov.au

Start date:	End date:
21-Apr-2015 12:00 AM	31-Dec-2025 11:59 PM
Start intake date:	End intake date:
21-Apr-2015 9:00 AM	31-Dec-2025 5:00 PM

Capabilities

Currently approved for 2/11 capabilities.

Additionally, for each new capability, two work examples and two referee reports that align with the capability are required. The referee reports should pertain to contracts completed within the past three years each with a contract price exceeding \$9 million.

5.2 Increasing Financial Threshold

Prequalified suppliers can apply to increase their financial threshold by submitting:

- A full online application along with the updated information and documentation
- Two compliant referee reports with at least one that exceeds the current approved financial threshold.

A new financial assessment will be conducted by an independent financial assessor based on the up-to-date financial information.

6. Review, Appeals and Complaints

If an applicant is not satisfied with the decision made by the NSW Government regarding its application, the applicant may request a formal review, appeal the outcomes of the review or make a formal complaint.

Complaints may include covered procurement complaints which refer to alleged breach(es) of the EPP which must be managed by the NSW Government in accordance with Part 11, Divisions 5 to 7 of the Public Works and Procurement Act (as amended by the Public Works and Procurement Amendment Act).

For further information about review, appeals and complaints refer to the PL Conditions for Participation.

7. Frequently Asked Questions

1) My organisation is an overseas company, can we apply?

Yes. The application will be assessed regardless of where the applicant is located and where previous experience occurred. You do not need experience providing your services in Australia or contracting with its agencies to be included on the PL. This is in alignment with the [Enforceable Procurement Provisions](#) as well as the NSW Government's [ten-point plan](#) to better enable suppliers, including international suppliers, to work with the NSW Government.

The NSW Government recognises there will be difficulties for overseas based applicants in establishing operations within Australia. Some of the challenges and difficulties typically faced by overseas applicants include the following:

- the cost of establishing operations with no guarantee of immediate work
- the need to mobilise staff quickly after contracts are awarded in order to meet contractual time obligations
- a lack of knowledge and experience with local conditions
- having no established relationships with local suppliers (materials & plant) and subcontractors
- a lack of knowledge of local legislation including environmental and work health & safety legislation
- a lack of familiarity with NSW Government's standard forms of contract and specifications.

We invite overseas suppliers that are confident they can address the above points to submit an application.

2) My organisation only undertakes work in a specific field e.g. engineering, roofing etc. How can I be included on the PL?

The PL covers Work Categories as specified in this document. If your organisation's capabilities fit within the category descriptions, you can apply to become prequalified.

3) What type and how many referee reports do I need?

Two (2) separate referee reports per category of work for which the organisation seeks to submit an application. The separate referee reports must be for projects completed within the last three (3) years with engagement fees valued over \$9 million.

4) Can I use referee reports for partially completed jobs in my application?

Only referee reports for completed works are acceptable.

5) Can I use a single referee report for multiple work categories in my application?

A referee report for multiple work categories can be used and it must include a relevant/detailed description of the construction activities performed, including a detailed breakdown of the contract price for each of the work categories.

6) Can I use referee reports for work that was completed when I was working in or managing another organisation?

Only referee reports for the applicant entity are acceptable.

7) Once I am included on the PL – am I guaranteed work?

The organisation is eligible to be considered for government work as it arises, based on agency needs. There is no guarantee of work.

8) Is the government agency responsible for the PL is also the Client on construction services that is procured through this PL?

The Client is almost always another NSW Government Agency rather than the government agency responsible for the PL. The government agency responsible for the PL only very rarely initiates construction services for its own limited needs. The government agency responsible for the PL does have a role to operate the PL to support the project delivery needs of NSW Government Agencies.

9) To what value of work can I considered once included on the PL?

Based on the information provided by the applicant to demonstrate its financial capacity, the NSW Government will determine a maximum financial threshold to which the supplier will be considered for participating to agencies tendering opportunities once included on the PL.

10) What do I need to do to remain included on the PL?

Suppliers need to continue to meet the requirements of the PL on an ongoing basis including retaining certifications and accreditations of Management Systems, meeting financial assessment requirements as well as meeting performance score benchmarks on Contractor Performance Reports. The organisation will need to continually monitor its ability to remain on the PL and contact the government agency responsible for the PL should any significant aspect of its capability or profile information change.

11) What do I need to increase my maximum financial threshold?

If you wish to increase your financial threshold, you will need to resubmit your application with work examples and two separate referee reports for fully completed contracts within the last 3 years for with engagement fees above the current threshold. Client Referee Reports from private sector clients are acceptable.

Note that:

- Existing suppliers approved through eTendering system are required to submit new applications through the Supplier Hub System for assessment and approval. New documents will be re-assessed as part of this application process. Therefore, it is crucial to provide compliant and up-to-date information.
- A mandatory third-party financial assessment based on your company's up-to-date financial statements will be performed.

Appendix A - Terms and Definitions

Term	Definition
ABN	Australian Business Number (ABN) is a unique number issued by the Australian Business Register (ABR) which is operated by the Australian Taxation Office (ATO) Under the A New Tax System (Australian Business Number) Act 1999. It identifies the business and is used in commercial transactions and dealings with the ATO.
ACN	Australian Company Number (ACN) is a unique number issued by the Australian Securities and Investments Commission (ASIC) to every company registered under the Commonwealth Corporations Act 2001 as an identifier.
Agency	NSW Government agencies, and other clients using the PL. This includes State owned corporations, universities, local councils etc.
Applicant	An entity that has applied for inclusion on the PL.
Application	Refers to the online application form and responses within it to produce a formal request to be considered for inclusion on the PL.
buy.nsw	The central repository for all NSW Government procurement, https://buy.nsw.gov.au
Construction Services	Services relating to construction of buildings or works, including a) pre-erection works b) construction work c) repairs, alterations and restorations.
Contract system	A system for managing contracts, based on the type of services provided by the supplier.
Contractor performance report (CPR)	A report completed using the NSW Government's CPR template or accepted method.
Enforceable Procurement Provisions (EPP)	The Procurement (Enforceable Procurement Provisions) Direction 2019 under the Public Works and Procurement Act 1912.
Framework	NSW Procurement Policy Framework - the suite of legislation, policies, Board Directions and other rules that apply to procurement in NSW (including construction procurement).

Term	Definition
Procurement List (PL)	A list established in accordance with Part 6 of the EPP that includes suppliers who have met the conditions of participation. A PL is intended to be used more than once for procurements by one or more agency.
Regional NSW	Includes all areas within NSW outside the Newcastle, Sydney and Wollongong metropolitan areas.
Small or Medium Enterprise	An Australian or New Zealand based enterprise with fewer than 200 full time equivalent (FTE) employees.
Supplier	An entity that has been included on the Procurement List to provide construction services valued over \$9 million (ex GST).
Supplier Hub (formerly eTendering)	The NSW Government's repository for past, current and future tenders. 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.
The NSW government agency responsible for the PL	NSW Public Works.
Work categories	A classification of different types of construction work, e.g. Building Works, Civil Works, Fitout and Refurbishment, etc.