

Expression of interest –

DHA UPGRADE panel

Defence Housing Australia

**Application Form:**

**CONTACT DETAILS** (to be completed by all Respondents):

|  |  |
| --- | --- |
| Company name | Click here to enter text. |
| Contact person | Click here to enter text. |
| Address | Click here to enter text. |
| Suburb | Click here to enter text. |
| State | Click here to enter text. |
| Postcode | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

|  |  |
| --- | --- |
| Licence No and Type | Click here to enter text. |
| Date of Registration:  *A copy of registration documents must be submitted on initial registration and if name change occurs* | Click here to enter text.  Attached: Yes  No |
| Is company involved in any trust relationships?  *If yes, give full details* | Yes  No  If yes, please provide details:  Click here to enter text. |
| If a subsidiary company, state name of holding company. | Yes  No  If yes, please provide details:  Click here to enter text. |
| If a holding company, state names of divisions, and/or subsidiaries | Yes  No  If yes, please provide details:  Click here to enter text. |

**COMPANY DETAILS** (to be completed by Companies only):

**BUSINESS DETAILS** (to be completed by Sole Traders and Partnerships only):

|  |  |
| --- | --- |
| State whether a Sole Trader, or Partnership | Click here to enter text. |
| State names and address of all members of business. | Click here to enter text. |
| State Trading Names | Click here to enter text. |

**ADDITIONAL DETAILS** (to be completed by all Respondents)**:**

|  |  |
| --- | --- |
| Have you, or any business you have been managing, ever failed to complete a construction contract? | Yes  No  If yes, please provide details:  Click here to enter text. |
| Have you, or any business you have been managing, been declared bankrupt or been subject to repossession proceedings over the past seven years? | Yes  No  If yes, please provide details:  Click here to enter text. |
| Are there any judgement debts or court orders against the Respondent? | Yes  No  If yes, please provide details:  Click here to enter text. |

**Response Statements:**

**Response Statement 1 – Nominated Regions**

Please nominate the EOI region you are interested in working in. Please tick all that are relevant.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Hunter | |  | Brisbane |  | |  |  | | --- | --- | | Perth |  | |  |
| Newcastle |  | Ipswich |  | Adelaide |  |
| Sydney |  | Townsville |  | Victoria |  |
| Wagga, Wagga |  | Cairns |  | Tasmania |  |
| Wodonga |  | Toowoomba |  | Darwin |  |

Albury

Australian Capital Territory

**Response statement 2 – Builder’s Licence**

Applicants are to provide copies of all relevant builders’ licences.

**Please note that applicants who do not have the correct licences for each state may be considered non-compliant.**

Attached: Yes  No

**Response Statement 3 - Financial assessment**

Shortlisted applicants will be required to submit financial information (e.g. annual reports and financial statements) for a formal financial assessment, which may be carried out by DHA’s independent financial consultant. The financial information provided is to be in respect of the legal entity of the respondent, but corporate relationships that may be relevant should be stated. When the respondent is a subsidiary, the information provided is to be in respect of the subsidiary and not its holding company.

**Note:** if a subsidiary does not have sufficient financial capability in its own right, assessment may be sought in the name of the holding company, or in the name of holding and subsidiary companies, joint and severally. It should be noted that pre-qualification of an entity or entities, if achieved, will not extend to other associated or subsidiary entities owned or controlled by the applicant.

**Response statement 4 – Building Code 2016 Compliant**

Are you compliant with the Building Code 2016?

Compliant Yes  No

If compliant, please attach both your code compliant letter and your compliance declaration.

Should you require further information on the Building Code 2016:

* The Building Code 2016 hotline: 1800 003 338
* The Building Code 2016 mailbox: [**enquiry@abcc.gov.au**](mailto:enquiry@abcc.gov.au)
* Visit <https://www.fwbc.gov.au/building-code>

Attached: Yes  No

**Response statement 5 – Qualifications and Experience**

Applicants are to provide details of all staff, showing their qualifications and experience. This includes any membership of relevant professional associations and details of current and anticipated project commitments.

Attached: Yes  No

**Response statement 6 – Key Management Personnel**

Applicants should provide a list of all directors, partners and executives and indicate any relevant   
cross-directorships that could potentially support or be in conflict with a contractual relationship with DHA.

Attached: Yes  No

**Response statement 7 - Subcontractors**

Applicants are to nominate the work proposed to be subcontracted and provide details of the intended businesses to do this work. Details are to include the qualifications and experience of the personnel intended to undertake the DHA projects, including membership of relevant professional/ trade associations.

Attached: Yes  No

**Response statement 8 – Quality Management Systems**

Applicants are to provide details, and where possible examples, of their quality management system and the status of implementation.

Attached: Yes  No

**Response statement 9 – Risk Management**

Applicants are to provide details, and where possible examples, of their risk management policies and approach to risk management, together with details and copies of current insurance coverage. Insurance policy details should include the type of policy, the name of the insurer, the amount of cover and the expiry date as a minimum. Successful Contractors (following subsequent tendering processes) will be required to carry current Builder’s Indemnity Insurance, Public Liability ($20M) and Workers Compensation with a reputable and secure insurance provider.

Attached: Yes  No

**Response statement 10 – Work Health and Safety**

Applicants are to provide details, and where possible examples, on the establishment and implementation of Work Health and Safety (WHS) plans both generally and on specific projects.

Applicants are also to provide details of any of the following to which it is a party or for which it has arrangements in place:

* Enterprise agreements, together with expiry dates
* Superannuation agreements,
* Redundancy schemes, and
* Long service leave.

Should you require assistance or further information regarding the *Work Health & Safety (WHS) Act 2011* please visit: <http://www.comlaw.gov.au/Details/C2011A00137>

Applicants should complete and submit the “Managing WHS” proforma attached.

Attached: Yes  No

**Response statement 11 – Projects**

Current projects—applicants are to provide details of all **upgrade/building work** currently in hand, providing:

* Project name and description
* Contract sum, and
* State dates and expected completion dates.

Completed projects—applicants are to provide the following details of upgrade construction projects completed within the last 12 months. DHA is particularly interested in details of multiple concurrent housing upgrades contracts. Please include:

* Initial contract sum
* End contract sum
* An explanation of any variation in the contract sum (e.g. client-initiated variations, disputes leading to claims etc.)
* Details of any claims (other than progress claims) of more than $50,000.00 made by either party to the contract
* Details of any issues that arose and how they were resolved, and
* Any added value for money achieved on those projects.

**Applicants are also encouraged to supply final photos of completed upgrade/building works if available.**

Attached: Yes  No

**Response statement 12 – Contract Administration**

Applicants should provide details, and where possible examples, of their approach to contract administration, including quality control, risk management, cost control, programming, timely completion and standards compliance.

Attached: Yes  No

**Response statement 13 - Managing Defects**

Applicants should provide details, and where possible examples, of their approach to defect and warranty performance during warranty periods and contract finalisation.

Attached: Yes  No

**Response statement 14 - Referees**

Applicants are to nominate and provide contact details of at least three referees who can verify or provide information from a client perspective regarding previous experience, quality of work, performance and timely completion of projects. DHA’s preference is for referees related to multiple/concurrent housing upgrades or constructions.

**Please note:** only clients who the applicant have completed upgrade works for will be accepted. Applicants should also note that the works must have been completed by the entity they are applying as. Failure to provide this information may result in the applicant being considered   
non-compliant.

|  |  |
| --- | --- |
| **Referee one** | |
| **Name:** | Click here to enter text. |
| **Residential project completed:** | Click here to enter text. |
| **Company (where applicable):** | Click here to enter text. |
| **Position (where applicable):** | Click here to enter text. |
| **Mobile:** | Click here to enter text. |
| **Phone number:** | Click here to enter text. |
| **Referee two** | |
| **Name:** | Click here to enter text. |
| **Residential project completed:** | Click here to enter text. |
| **Company (where applicable):** | Click here to enter text. |
| **Position (where applicable):** | Click here to enter text. |
| **Mobile:** | Click here to enter text. |
| **Phone number:** | Click here to enter text. |
| **Referee three** | |
| **Name:** | Click here to enter text. |
| **Residential project completed:** | Click here to enter text. |
| **Company (where applicable):** | Click here to enter text. |
| **Position (where applicable):** | Click here to enter text. |
| **Mobile:** | Click here to enter text. |
| **Phone number:** | Click here to enter text. |

**DECLARATION BY RESPONDENT**

I/We have noted and accept all the conditions contained in this Request for expression of interest.  
I/We hereby submit the expression of interest with Defence Housing Australia and declare that to the best of my/our knowledge the particulars shown herein are true and correct

Date: Click here to enter a date.

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Signed for the applicant by: Click here to enter a date.

In the officer bearer capacity of: Click here to enter a date.

Name (IN BLOCK LETTERS):Click here to enter a date.