



Expression of Interest - Upgrades General Information

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DISCLAIMER

Each Respondent, by lodging an Expression of Interest in response to this document, will be deemed to acknowledge and accept that in respect of the information set out in this Request for Expression of Interest and any other information (“the Information”) provided at any time to the applicant by Defence Housing Australia (DHA):

1. It is aware that the Information is not guaranteed with respect to accuracy or completeness and that DHA accepts no responsibility for the Information or any interpretation or reliance placed on the Information by a Respondent.
2. It is aware that neither DHA nor any of its employees, officers or agents is liable for loss of any kind including damages, costs, interests, loss of profits or special loss or damage arising from any inaccuracy or incompleteness in the Information.
3. It has made its own independent evaluation of the suitability of the Information for the purpose of submitting its Expression of Interest prior to using the Information.
4. No representation or warranty (expressed or implied) has been made by DHA (or anyone on its behalf) to the applicant that:
 - a. The Information is suitable for the purpose of submitting its Expression of Interest; or
 - b. Reasonable care has been taken in preparing the Information.

Respondents must carefully and thoroughly consider and check the Information and are requested to notify DHA in writing of any errors, ambiguities, discrepancies, inconsistencies or omissions in the Information. DHA shall not be liable for any such error, ambiguity, discrepancy, inconsistency or omission.

1. BACKGROUND

DHA was established under the Defence Housing Authority Act 1987 to provide adequate and suitable housing for:

- members of the Australian Defence Force (ADF) and their families
- officers and employees of the Department of Defence (DOD) and their families and
- other persons

in order to meet the operational needs of the ADF and the requirements of the DOD.

DHA operates Australia wide through a network of regional offices which are responsible for providing community standard housing for ADF and DOD families within their region.

The Regional Offices are located in the following regions:

- All capital cities with the exception of Hobart
- Cairns
- Ipswich
- Newcastle
- Nowra
- Riverina
- Toowoomba
- Townsville

DHA undertakes property provisioning around Australia through upgrading existing stock, new construction, acquisition and development projects.

DHA commenced the upgrades program in 2009. The program is upgrading houses throughout Australia from major cities to remote Western Australia and Far North Queensland.

Each property in the program will receive a different level of upgrade depending on its current standard. Typical work includes the following:

- full kitchen, bathrooms and laundry upgrades;
- new floor coverings, heating/cooling, fans and window furnishings;
- internal & external repaint;
- electrical & plumbing upgrades; and
- landscaping upgrades including fencing.

The upgrades may also include new works such as additional rooms, provision of en-suites, increased room sizes, changes to configurations and improvements in sustainability attributes. (See Attachment 1 for more details).

In providing these services DHA requires prompt, efficient and reliable turnaround times, due to tight program deadlines.

The pre-qualification panel services will remain in place for a period of 3 years.

2. HOW TO RESPOND TO THIS EOI

2.1 DHA Contact Officer

All enquiries regarding this EOI should be directed to:

Procurement

Telephone: 02 62178555

Email: procurement@dha.gov.au

2.2 Required Information

Respondents are encouraged to include the following information in their EOI:

- 1) Current Builders Licence valid for the regions applied for.
- 2) Code for the Tendering and Performance of Building Work 2016 (Building Code 2016) Compliance.
- 3) Relevant qualifications and experience.
- 4) Details of any Sub-Contractors nominated to perform work.
- 5) Details of Quality Management System.
- 6) Company approach to Risk Management.
- 7) Company approach to Work Health and Safety.
- 8) Details of Current and Completed projects.
- 9) Company approach to Contract Administration.
- 10) Company approach to Defect Management.
- 11) Referee Details

Respondents are required to fully complete and return the following documents:

- a) Application Form and Declaration including Response Statements

Respondents may also provide any information they consider relevant to their application in addition to the above documentation.

3. CONFIDENTIALITY

All information submitted with a Respondent's submission will be treated as confidential to Defence Housing Australia and its consultants.

4. DHA REQUIREMENTS

Housing Demand

Demand varies over time and information will be provided to successful builders if considered relevant by DHA.

5. RESPONDENTS TO NOTE

Any Response to this EOI, does not commit, obligate or otherwise create a legal relationship between DHA and a Respondent in respect of:

- a) an obligation on DHA to issue an RFT to a Respondent
- b) DHA entering into a contract with a Respondent
- c) the process to be followed in handling any responses.

In no event will DHA be liable for any cost, expense, loss, claim or damage arising out of a Respondent's participation in this EOI process or any subsequent RFT.

6. DHA RIGHTS

DHA reserves the right, in its absolute discretion, to do all or any of the following:

- a) require additional information from any Respondent
- b) provide additional information to any or all Respondents
- c) change the structure and timing of the EOI process
- d) vary, suspend or terminate this EOI process

- e) terminate further participation in the EOI process by any Respondent
- f) accept any Response whether or not it complies with this EOI
- g) refuse to accept any Response whether or not it complies with this EOI
- h) vary the scope of the requirements of this EOI
- i) issue or not issue any RFT.

7. EVALUATION

The decision to approve or reject a submission for evaluation is at the absolute discretion of DHA, who shall not be held liable for any costs incurred or damages arising out of such discretion.

The evaluation may involve discussions with some or all Respondents to seek further clarification of their submissions, requests to some or all Respondents to provide written clarification of various aspects of their submissions and discussions with and visits to, customers of some or all Respondents and their subcontractors, whether or not those customers are listed as referees in the Respondent's submission.

DHA may make independent enquiries about any matters that may be relevant to the evaluation of a submission.

7.1 Consultants

To assist DHA with the evaluation process DHA may employ the services of consultants to assist in all or part of the evaluation.

7.2 Evaluation Criteria

Submissions will be evaluated against the following criteria, which are not specified in any order of importance:

- a) *Criterion 1:* Demonstrated capability and capacity to undertake housing construction for DHA.
- b) *Criterion 2:* The suitability of the Respondent's Quality and Risk Management Processes.
- c) *Criterion 3:* The suitability of the Respondent's WHS Processes.
- d) *Criterion 4:* Demonstrated financial capacity and capability to undertake the proposed construction project.
- e) *Criterion 4:* Demonstrated high level of Performance on current and completed projects.

8. ATTACHMENTS

1. Application Form
2. Response Statements
3. Managing WHS
4. General Specification Upgrade and Minor New Work
5. Sample Schedule of Works
6. Sample Minor Works Contract

