


This form is for interested parties seeking pre-qualification to DHA upgrade panels.

Section 1 – Applicant details

1	Company/business details	Company/business name	<input type="text"/>
2	Company/business address	Location address	<input type="text"/> <input type="text"/> <div>State <input type="text"/> Postcode <input type="text"/></div>
		Postal address (if different to location address)	<input type="text"/> <input type="text"/> <div>State <input type="text"/> Postcode <input type="text"/></div>
3	Contact details	Name of primary contact	<input type="text"/>
		Telephone number	(<input type="text"/>) <input type="text"/>
		Mobile	<input type="text"/>
		Email	<input type="text"/>

Section 2 – Company/business details

4	Builders licence details	Number	<input type="text"/>
		Type	<input type="text"/>
5	Date of company/business registration	<input type="text"/>	 A copy of registration documents must be attached on initial registration if name changes occurs.
6	Is the company/business involved in any trust relationships?	No <input type="checkbox"/> Yes <input type="checkbox"/> Give details of trust	<input type="text"/> <input type="text"/>
7	Is the company/business a subsidiary company?	No <input type="checkbox"/> Yes <input type="checkbox"/> Names of divisions and/or subsidiaries	<input type="text"/> <input type="text"/>
8	Is the company/business a holding company?	No <input type="checkbox"/> Yes <input type="checkbox"/> Name of holding company	<input type="text"/> <input type="text"/>

Sole traders and partnership details – to be completed by sole traders and partnerships ONLY

- 9 Type of company/business: Sole trader ☐
Partnership ☐

10 Trading name(s) of the company/business

11 Name and address of all members of the company/business	1. Name	<input type="text"/>	
	Address	<input type="text"/>	
		<input type="text"/>	<input type="text"/>
	State	Postcode	
	2. Name	<input type="text"/>	
	Address	<input type="text"/>	
		<input type="text"/>	<input type="text"/>
	State	Postcode	
	3. Name	<input type="text"/>	
	Address	<input type="text"/>	
		<input type="text"/>	<input type="text"/>
	State	Postcode	

- 12 Is the company/business a registered Indigenous company/business? No ☐
Yes ☐
Information is available on the website www.supplynation.org.au/

- 13 Is the company/business small, medium or large? Small (0–19 employees) ☐
Medium (20–199 employees) ☐
Large (200 or more employees) ☐

- 14 Is the company/business Australian owned? No ☐
Yes ☐

Additional details

- 15 Have you, or any company/business you have been managing, ever failed to complete a construction contract? No ☐
Yes ☐ Give details

- 16 Have you, or any company/business you have been managing, been declared bankrupt or been subject to repossession proceedings over the past 7 years? No ☐
Yes ☐ Give details

- 17 Are there any judgement debts or court orders against the applicant? No ☐
Yes ☐ Give details

Section 3 – Response statements

Response statement 1 – Nominated regions

- 18 Indicate the region(s) you are interested in working in:
Tick **all** that apply.

Hunter	<input type="checkbox"/>	Brisbane	<input type="checkbox"/>	Perth	<input type="checkbox"/>	Australian Capital Territory	<input type="checkbox"/>
Newcastle	<input type="checkbox"/>	Ipswich	<input type="checkbox"/>	Adelaide	<input type="checkbox"/>		
Sydney	<input type="checkbox"/>	Townsville	<input type="checkbox"/>	Victoria	<input type="checkbox"/>		
Wagga, Wagga	<input type="checkbox"/>	Cairns	<input type="checkbox"/>	Tasmania	<input type="checkbox"/>		
Wodonga	<input type="checkbox"/>	Toowoomba	<input type="checkbox"/>	Darwin	<input type="checkbox"/>		
Albury	<input type="checkbox"/>						

Response statement 2 – Builders licence

Attach copies of all relevant builders' licences. If you do not hold relevant licences, please attach for applicable subcontractor.
Note: If you do not have the correct licences for each state you may be considered non-compliant.

- 19 Have you attached all relevant builders' licences?
- No ☐
- Yes ☐

Response statement 3 – Building Code 2016 compliant

If you are compliant with the Building Code 2016, attach a copy of your code compliant letter **and** your compliance declaration.
If you need information about the Building Code 2016:

- Call the Building Code 2016 hotline: **1800 003 338**
- Email the Building Code 2016 mailbox: **enquiry@abcc.gov.au**
- Go to the website **www.fwbc.gov.au/building-code**

- 20 Are you compliant with the Building Code 2016?
- No ☐
- Yes ☐
- Have you attached a copy of your code compliant letter **and** your compliance declaration?
- No ☐
- Yes ☐

Response statement 4 – Qualifications and experience

Attach details of all staff, showing their qualifications and experience, including any membership of relevant professional associations, and providing details of current and anticipated project commitments.

- 21 Have you attached details of all staff?
- No ☐
- Yes ☐

Response statement 5 – Key management personnel

Attach 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.

- 22 Have you attached a list of all directors, partners, and executives?
- No ☐
- Yes ☐

Response statement 6 – Subcontractors

Attach details of 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.

- 23 Have you attached details of the work to be subcontracted?
- No ☐
- Yes ☐

Response statement 7 – Quality management systems

Attach details, and where possible provide examples, of your quality management system and the status of implementation.

- 24 Have you attached details of your quality management system? No ☐
Yes ☐

Response statement 8 – Insurance

Attach details and copies of current insurance coverage. Insurance 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.

- 25 Have you attached details and copies of current insurance? No ☐
Yes ☐

Response statement 9 – Work Health and Safety

Please provide a sample Work Health and Safety Management Plan demonstrating how you manage WHS both generally and on specific projects.

If you need assistance or further information regarding the *Work Health and Safety (WHS) Act 2011*, go to the website

www.comlaw.gov.au/auDetails/C2011A00137

This is a mandatory requirement.

- 26 Have you attached a sample Work Health and Safety Plan? No ☐
Yes ☐

Response statement 10 – Projects

Current projects – Attach details of all residential **upgrade/building work** currently in hand. Please include:

- a) Project name and description
- b) Contract sum, and
- c) Start dates and expected completion dates.

Completed projects – Attach 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:

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

You are encouraged to supply final photos of completed upgrade/building works if available.

- 27 Have you attached details of current and completed projects? No ☐
Yes ☐

Response statement 11 – Contract administration

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

- 28 Have you attached details of your approach to contract administration? No ☐
Yes ☐

Response statement 12 – Managing defects

Attach details, and where possible provide examples, of your approach to defect and warranty performance during warranty periods and contract finalisation.

- 29 Have you attached details of your approach to defect and warranty performance? No ☐
Yes ☐

Response statement 13 – Referees

You must nominate and provide contact details for at least 3 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.

Note:

- Only clients who you have completed upgrade projects for will be accepted.
- The upgrade works must have been completed by the entity that you are applying as. Failure to provide this information may result in you being considered non-compliant.

30 Give details for at least 3 referees

1. Name of referee

Position (if applicable)

Company/business name (if applicable)

Address

State	Postcode
-------	----------

Telephone number

Mobile

Email

Project details

Project name

Note: Nominated project should not be more than 2 years old.

Project value

Project end date

DHA – OFFICE USE ONLY

	Unacceptable	Poor	Average	Good	Excellent
Quality rating – What was the quality of the work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget rating – Was the work completed on budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of delivery rating – Were all deliverables completed according to agreed time frames?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication rating – Was there clear and consistent communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

(continued) Give details of
at least 3 referees

2. Name of referee

Position (if applicable)

Company/business name
(if applicable)

Address

Telephone number

Mobile

Email

Project details

Note: Nominated project
should not be more than
2 years old.

Project name

Project value

Project end date

DHA – OFFICE USE ONLY

	Unacceptable	Poor	Average	Good	Excellent
Quality rating – What was the quality of the work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget rating – Was the work completed on budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of delivery rating – Were all deliverables completed according to agreed time frames?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication rating – Was there clear and consistent communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

(continued) Give details of
at least 3 referees

3. Name of referee

Position (if applicable)

Company/business name
(if applicable)

Address

Telephone number

Mobile

Email

Project details

Note: Nominated project
should not be more than
2 years old.

Project name

Project value

Project end date

DHA – OFFICE USE ONLY

	Unacceptable	Poor	Average	Good	Excellent
Quality rating – What was the quality of the work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget rating – Was the work completed on budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of delivery rating – Were all deliverables completed according to agreed time frames?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication rating – Was there clear and consistent communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Section 4 – 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 applicant, but corporate relationships that may be relevant should be stated. When the applicant is a subsidiary, the information provided is to be in respect of the subsidiary and not it's 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.

Section 5 – Declaration by applicant

31 Declaration

- 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.

Signed for the applicant by



Date

In the officer bearer capacity of

Name (IN BLOCK LETTERS)

Section 4 – 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 applicant, but corporate relationships that may be relevant should be stated. When the applicant is a subsidiary, the information provided is to be in respect of the subsidiary and not it's 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.

Section 5 – Declaration by applicant

31 Declaration

- 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.

Signed for the applicant by



Date

In the officer bearer capacity of

Name (IN BLOCK LETTERS)