



**The University of Newcastle
Commercial Services**

Capital Works Supplier Registration Programme

**Guidelines
Conditions
Application Form**

**Commercial Services
The Chancellery/University of Newcastle
University Drive, Callaghan NSW 2308**

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1. Introduction

The aim of the University's Supplier Registration Programme is to ensure that the University obtains information from the market as to the capability, experience, qualifications and contact details of Suppliers.

Suppliers to the University are to satisfy the following criteria:

- High quality
- Cost efficiency
- Precise delivery
- Strive for long-term partnership.

As part of the Supplier Registration process, Suppliers will need to maintain the currency of their information provided to the University.

Whilst it is the aim of the University is that Suppliers chosen to participate in Tender / Quotation processes are sourced from Registered Supplier Programme, it does not remove the ability for the University to invite participation in a Tender / Quotation process from Suppliers who are not Registered with the University, should it be deemed commercially prudent to do so.

Suppliers are also subject to on-going review by the University to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts.

Supplier performance is evaluated on the basis of the following criteria:

PRICE

- price standard, price behaviour, price content, invoicing.
- requirement for excellent qualification: allowances, discounts.

QUALITY

- quality assurance.
- compliance with health, safety and environment protection criteria.
- compliance with rules and standards in connection with the supplied material / product / service.
- requirement for excellent qualification: operation of a certified quality management system.

SUPPLY / SERVICE ABILITY

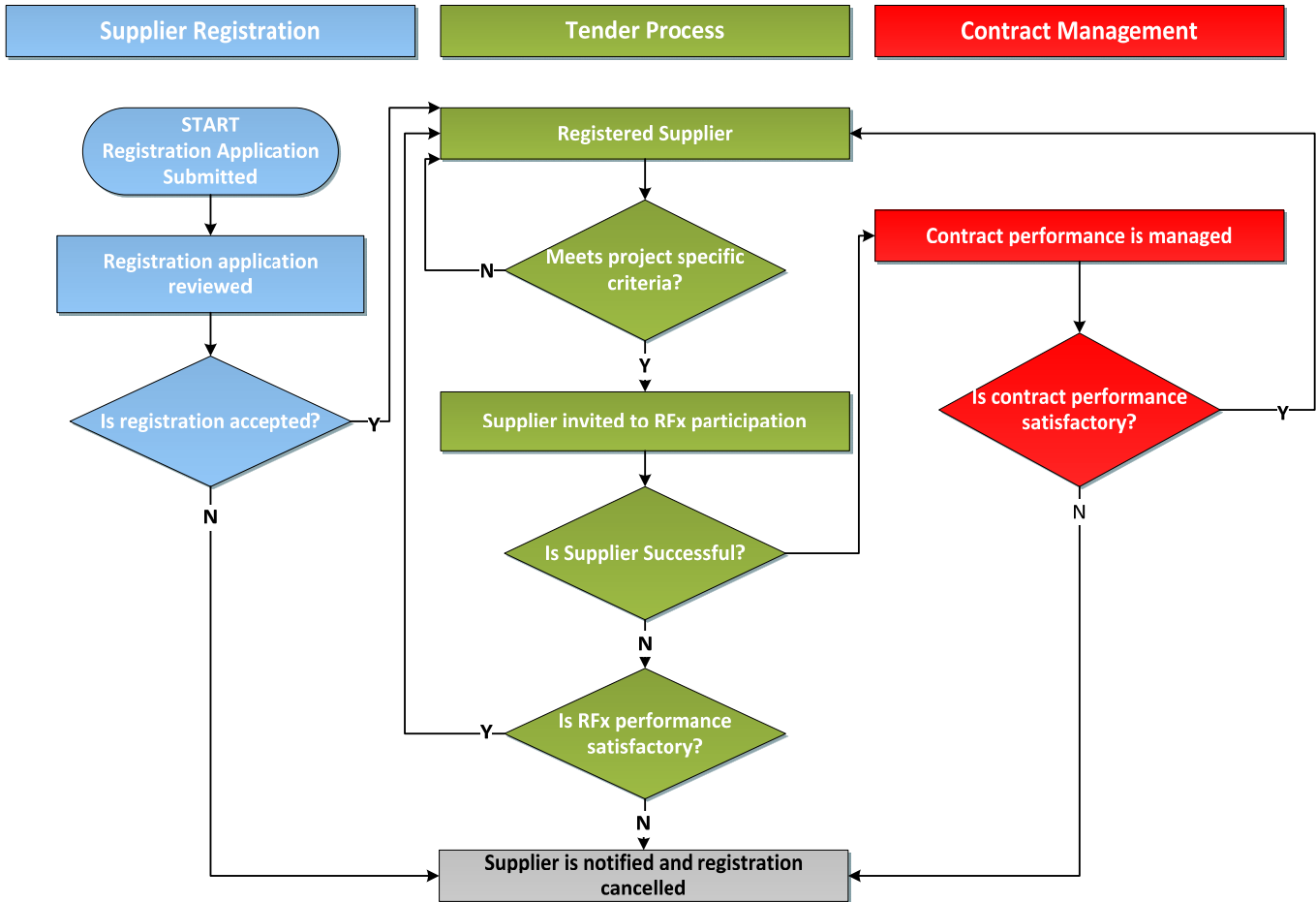
- observation of deadlines
- quantity match / deviation
- packaging requirements (identification, damage, etc.)

CUSTOMER SATISFACTION

- experience in pro-active co-operation
- flexibility, reaction
- requirement for excellent qualification: proposals for new solutions that are favourable to the University.

2. Registration Process

Registration is available for all categories of supply of products and services at the University's discretion. The diagram below represents the indicative registration process.



*The University will review the ongoing RFx performance of Suppliers. Where Suppliers consistently fail to demonstrate value for money in their submission those Suppliers may be removed from the Supplier Registration Programme.

3. Application for registration

Suppliers are invited to apply for registration by completing and submitting a registration form with relevant supporting information.

The information should be clearly labelled and be of sufficient detail to enable full understanding of the capabilities and previous experience of the supplier. Suppliers should be aware that additional information may be requested by the University as part of the registration process.

Registrations must be forwarded by e-mail to: Commercialservices@newcastle.edu.au

4. Notification

Registration information will be entered into the University's supplier information database. The University may undertake investigations as necessary in order to assess performance (such as Audit Reports and Performance Reports) and interview the Supplier to clarify registration details.

The registration of a Supplier does not extend to a related or subsidiary supplier owned or controlled by the Supplier.

5. Selection for Tendering

Supplier registration will not guarantee inclusion in a tender process. Invitation to tender will be determined by meeting project specific selection criteria based on experience and capacity.

6. Sustaining Registration

The University will assess a Supplier through tendering and contract performance. Matters taken into account in the assessment of a Supplier's performance may include:

- quality and competitiveness of RFX proposals
- standard of work and performance
- compliance with agreed pricing
- additional cost savings or value adding provided by the supplier over the life of the contract
- Quality Management System and quality assurance in contract performance
- compliance with Occupational Health, Safety and Welfare or Rehabilitation requirements
- compliance with Equal Opportunity requirements
- managerial performance (including management and supervision of personnel and sub-contractors, and effective site and industrial relations management)
- adherence to contract provisions
- approach to co-operation and partnering with the University

The University may review a Supplier's registration if it becomes aware of:

- unsatisfactory performance of University or other contracts;
- Substantial adverse change in a Supplier's technical, financial, managerial, or organisational capability;
- Supplier being placed into voluntary administration or involved in a compromise or other arrangement with creditors.

The University may, in its absolute discretion, remove a Supplier from the Supplier Registration Programme. The Supplier will be given details of the matters prompting this decision. The University may make revisions to the programme, or seek new applications at any time. Whenever a full revision of the programme is carried out, additional information or new applications from currently registered Suppliers may be sought.

7. Suppliers to advise the University

Registered Suppliers are required to submit details to allow updating of their registration upon any significant changes in their business including any significant change to;

- Financial or technical capacity
- Ownership or holding
- Any convictions or prohibition notices under OHS&W or environmental legislation
- Significant changes to the range of products or services offered
- Address, phone, e-mail or facsimile numbers
- Substandard changes to quality accreditation
- Changes to levels of insurance

8. Confidentiality

Except as required by law, the University will ensure the confidentiality of all information provided by Suppliers and will sign an appropriate confidentiality agreement if requested.

9. Disclaimer

The decision to approve or reject, with or without conditions, any registration application or for rescission or suspension of registration is at the absolute discretion of the University. The University is not liable for any costs or damage incurred in the exercise of such discretion or the discretion to rescind or suspend any registration. The Supplier Registration Programme is developed for the University's internal purposes. The University does not represent or warrant that any of its registered Suppliers are technically capable or financially sound or have any other characteristics. Any person or company seeking to deal with a Supplier who is registered with the University must rely on their own enquiries.

Capital Works Supplier Registration



Part 1 – General Information

Business Name			
Trading as			
Date Established			
Australian Company Number	ACN		
	ABN		
Address of Office <i>Responsible for tenders</i>			
Postal Address <i>Responsible for tenders</i>			
Contact Person Name			
Position In Company			
Email Address			
Telephone			
Mobile			
Business Type (Please tick)	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability
	<input type="checkbox"/> Public Organisation	<input type="checkbox"/> Other – Please Specify:	
Consultancy	<input type="checkbox"/> Quantity Surveyor	<input type="checkbox"/> Construction Project Management	
	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Other – Please Specify:	
Building Engineering Design Services	<input type="checkbox"/> Architectural	<input type="checkbox"/> Civil/Structural Engineering	
	<input type="checkbox"/> Communications / IT	<input type="checkbox"/> Electrical/Lighting	
	<input type="checkbox"/> Fire	<input type="checkbox"/> Hydraulic	
	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Security	
	<input type="checkbox"/> Other – Please Specify: ESD & Vertical Transportation		
Capital Works Building (Construction)	<input type="checkbox"/> Construction (New Build)	<input type="checkbox"/> Construction (Refurbishment Works)	
Project Value Range (Please tick)	<input type="checkbox"/> less than \$100,000	<input type="checkbox"/> >\$100,000 <\$500,000	<input type="checkbox"/> >\$500,001 <\$1 M
	<input type="checkbox"/> >\$1 M <\$5 M	<input type="checkbox"/> >\$5 M <\$10 M	<input type="checkbox"/> greater than \$10 M
	<input type="checkbox"/> Other – Please Specify		

Part 2 – Organisation Resources

Briefly describe your company capability (Max 200 words)

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OFFICE LOCATIONS

Please provide a list of locations at which the organisation currently has staffed offices **(Australia only)**

Office Location	Street Address, Phone and Fax Numbers

The University's main campuses are located in Callaghan (Newcastle) and Ourimbah (Central Coast) in NSW. There are also regional locations that require servicing under University supply of goods & services. Identify your branch locations responsible for these areas.

University Location	Branch Suburb	Address	# of Staff	Head Office Suburb
Callaghan, NSW				
Ourimbah, NSW				
Sydney, NSW				
Port Macquarie, NSW				
Orange, NSW				
Tamworth, NSW				

Identify Directors & Senior Managers who may be involved in the management of Works

Role	Name	Location	Yrs Industry Experience	Yrs With Company	Qualifications	CV Available (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Part 3 – Supplier Experience & Performance

Please provide a list of recent engagements undertaken (within 5 years) in each of the Project Types as applicable. Only list projects completed by Offices listed in Part 2. In the last row please indicate if the National Code of Practice for the Construction Industry was applied to the nominated project.

Please only complete those sections relevant to the supplier type

If indicating expertise in multiple supplier types please specify what role(s) was performed in each engagement

Education Facilities	Engagement 1
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	
Education Facilities	Engagement 2
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	
Education Facilities	Engagement 3
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

General Purpose (Office Building)		Engagement 1
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
General Purpose (Office Building)		Engagement 2
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
General Purpose (Office Building)		Engagement 3
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		

Health / Scientific		Engagement 1
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		

Health / Scientific		Engagement 2
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
Health / Scientific		Engagement 3
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
Interior Fit Out/Refurbishment		Engagement 1
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
Interior Fit Out/Refurbishment		Engagement 2
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		

Interior Fit Out/Refurbishment	Engagement 3
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Heritage	Engagement 1
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Heritage	Engagement 2
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Heritage	Engagement 3
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Civil / Infrastructure Works		Engagement 1
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
Civil / Infrastructure Works		Engagement 2
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		
Civil / Infrastructure Works		Engagement 3
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		

Residential/Accommodation		Engagement 1
Name Of Engagement		
Short description of work completed		
Were premises/area occupied during this engagement? (for Capital Works Building only)		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client		
Project Value		
Engagement Value		
Start Date		
End Date		
National Code of Practice Applied? Y/N		

Residential/Accommodation	Engagement 2
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	
Residential/Accommodation	Engagement 3
Name Of Engagement	
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

National Code of Practice
For further information on the National Code of Practice suppliers should refer to the following: www.deewr.gov.au/WorkplaceRelations/Policies/BuildingandConstruction/Pages/default.aspx

Part 4 – Insurances

Suppliers to provide insurance details. A full copy of each policy must be provided if requested by the University.

Insurance Type	Requirements	Policy No.	Expiry Date	Cover Value
Public and Product Liability	Minimum \$20 Million unlimited in aggregate		30/06/2015	\$
Workers Compensation	As required under Statutory Obligations		28/02/2015	\$
Professional Indemnity (Where required by Project Risk)			18/07/2015	\$

Part 5 – Quality Management System

A satisfactory response to this section is required before an application will be considered

Please list 3rd party certification of Quality Management System.

Does your firm operate a Quality Management System? Yes No

If answering 'Yes' to the above question, please provide further details below

Please list 3rd party certification of Quality Management System

Name of Certification	Year Obtained	Expiry		
If your company is not 3rd party certified to AS/ANZ ISO 9001:2008, indicate if the following have been obtained, and by what means:	Yes / No	External Training or Qualification	Internal Process	
Awareness of pertinent standards and codes of practice.				
Commitment to continuous improvement of Quality Management System performance.				
Procedures for monitoring the supplier Quality Management System performance and for investigation and corrective action in the event of any non-conformance, including for subcontractors.				

Part 6 – Occupational Health Safety & Welfare System (WH&S)

A satisfactory response to this section is required before an application will be considered

Please list 3rd party certification of WH&S System.

Does your firm operate an WH&S System?

Yes No

If answering 'Yes' to the above question, please provide further details below

Name of Certification	Year Obtained	Expiry	
If your company is not 3rd party certified indicate if the following have been obtained, and by what means:	Yes / No	External Training or Qualification	Internal Process
Documented WH&S Policy & System.			
Awareness of pertinent standards and codes of practice.			
Commitment to continuous improvement of WH&S performance.			
Procedures for monitoring WH&S performance and for investigation and corrective action in the event of an environmental non-conformance, including for subcontractors.			
Any reportable incidents or infringement notices under the WH&S Act has been issued in the last 2 years, and evidence that corrective action has been implemented.			

Part 7 – Systems & Software, Accreditations, & Professional Memberships

The University seeks information relating to systems and software (internal or industry standard) utilised by the Supplier and a list of systems accreditations and professional memberships held by the Supplier.

Systems & Software

Accreditations

Professional Memberships

Part 8 – Equal Opportunities

Does your organisation have a documented equal opportunities policy, to avoid discrimination?

Yes

No

Part 9 – Environmental Management Systems

Does your organisation use Environmentally Sustainable practices and/or Design methodology? Yes No

Please briefly provide details of your firms Environmentally Sustainable practices and/or Sustainable Design methodology below (maximum 200 words):

Brief Description:

Environmental Management Certification

	Date received (dd/mm/yyyy)	Inspecting Agency	Registration Number
We have ISO 14001 certification			
We plan to get ISO 14001 certification within one (1) year	Date inspection is scheduled (dd/mm/yyyy)		

Environmental Management Processes

Category	Evaluation Standard	Evaluation
Corporate Philosophy/Policies	1) We have a corporate philosophy regarding environmental conservation	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2) We have established an environmental policy, and pledge both to continually strive for improvement and to prevent pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3) We pledge to respect all applicable laws and regulations in our environmental policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4) We will ensure that all our employees comply with our environment policy and will do all we can to enable third parties to establish environmental policies as well.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning	5) We have established environmental conservation targets and objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6) We have a plan for achieving our environmental conservation targets and objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation	7) We have clearly established individual and organisational roles for meeting our targets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evaluation System	8) We control and evaluate the following and strive for improvement,	<input type="checkbox"/> Yes <input type="checkbox"/> No
	i) Air pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ii) Water pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	iii) Noise and vibrations	<input type="checkbox"/> Yes <input type="checkbox"/> No
	9) We do not use substances whose use is forbidden by law	<input type="checkbox"/> Yes <input type="checkbox"/> No
	10) We have reduced our use and disposal of voluntarily regulated substances	<input type="checkbox"/> Yes <input type="checkbox"/> No
	11) We control our use and disposal of voluntarily regulated substances	<input type="checkbox"/> Yes <input type="checkbox"/> No
	12) We dispose of waste properly	<input type="checkbox"/> Yes <input type="checkbox"/> No
	13) We conserve energy (electricity, natural gas, fuel, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	14) The relevant regulatory authorities have not issued us any warnings or subjected us to any penalties in the past three (3) years	<input type="checkbox"/> Yes <input type="checkbox"/> No
15) We have a product assessment system (for evaluation of our products' compatibility with the environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Disclosure of Information	16) We publish or provide information on our environment conservation policies	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 – Design and Construct Capability (where applicable)

Does your organisation have a Design and Construct capability?

Yes


No

Please briefly provide details of your firms Design and Construct capability below (maximum 200 words):

--

Part 11 – Sign Off

Suppliers are required to sign and return the Registered Supplier Application. The signature must have appropriate authority within their organisation and can attest that information supplied is accurate. A digitally signed document or image of the signature will suffice.

Signature	
Print Name	
Role	
Date	