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# Application Form

Application for new or renewal prequalification.

Notes

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| --- |
| * Only complete applications will be assessed. A complete application is one where all required fields are completed and includes all requested attachments. It is the Applicant or Prequalified Building Contractor’s responsibility to ensure the completeness of the application. * Finance may seek to update its information periodically. A Prequalified Building Contractor must notify Finance of any changes to material information relevant to its prequalification status as they occur. Failure to provide updated information when requested may result in the Prequalified Building Contractor having its prequalification suspended or cancelled. * Any queries regarding the Scheme and the completion of this application may be directed to the Prequalification and Compliance Manager on (08) 6551 1888 or via email on [builders.prequalification@finance.wa.gov.au](mailto:builders.prequalification@finance.wa.gov.au). * **Please use the checklist on the following page for the information required when completing this application.**   Return your completed application to [builders.prequalification@finance.wa.gov.au](mailto:builders.prequalification@finance.wa.gov.au) |

**Checklist**

Below is a checklist of the attachments and information required for the legal entity applying for prequalification.

| **REQUIRED ATTACHMENTS AND INFORMATION** | **INCLUDED** |
| --- | --- |
| **COMPANY PROFILE** | |
| If the Applicant is a trustee company, the most current trust deed, and any amendments to the trust deed | Yes  N/A |
| If the Applicant is an unincorporated joint venture or partnership, please attach a copy of the joint venture or partnership agreement | Yes  N/A |
| **TECHNICAL CAPABILITY** | |
| **Corporate Experience** | |
| Contact details of three separate independent referees relating to the Applicant’s contract performance | Yes |
| Details of the Applicant’s completed projects over 36 months aligned to levels of complexity. This includes evidence of nominated contracts such as letter of award, building permit, scope of works, drawings and photos etc. | Yes |
| Details of the Applicant’s projects under construction aligned to levels of complexity | Yes |
| **Human Resources** | |
| Applicant’s organisational chart showing reporting relationships between Key Operational Employees.  Chart showing relationships between related entities (if relevant). | Yes |
| Summary of Applicant’s full-time resources (staff) | Yes |
| Qualifications and experience of Applicant’s Key Operational Employees | Yes |
| **Principles of Responsible Building Contractor Practice (Levels 3 to 5 only)** | |
| Applicant’s demonstration of commitment to the Principles of Responsible Building Contractor Practice (refer section 7) | Yes  N/A |

| **REQUIRED ATTACHMENTS AND INFORMATION** | **INCLUDED** |
| --- | --- |
| **FINANCIAL CAPACITY** | |
| \*\*Applicant’s three years audited financial reports, if not already held by Finance (preferred for Level 5) | Yes  N/A |
| \*\*Applicant’s three years financial reports, if not already held by Finance (Levels 1 to 5) | Yes  N/A |
| Applicant’s current management accounts not more than three months old | Yes |
| Applicant’s aged creditors reports as at the reporting dates of the latest financial report and the current management accounts | Yes |
| Evidence of security facilities for bank guarantees or insurance bonds confirming availability and extent. | Yes |
| References from three trade creditors or subcontractors confirming credit limit, monthly average spend and current payment terms | Yes |
| Taxation Declaration and Consent form | Yes |

\*\*If the Applicant submitted Consolidated Financial Reports, then the following information is also required

| REQUIRED ATTACHMENTS | INCLUDED |
| --- | --- |
| One-year financial report for the corporate entity that will act as Guarantor, if not already held by Finance | Yes  N/A |
| Statement of the Applicant’s turnover for the last three financial years, if not already held by Finance | Yes  N/A |

Submitting an incomplete application will lead to the application being rejected.

Certification

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I certify that I have read and understand all the information contained in the Builders Prequalification Scheme document. I further certify that all the information included in this application for LEVEL       *(specify one financial and one technical level only)* prequalification is true and correct in every detail and all required information has been supplied. | | | | | | | | | |
|  | Application form completed and required attachments submitted | | |  | refer to Section 8, Appendix A | | | | |
|  | Meet financial capacity | | |  | refer to the *Business Risk Assessment for Prequalification and Tender Evaluation* document | | | | |
|  | If the Applicant does not meet the financial capacity test, then a suitable guarantor has been identified | | |  | refer to the *Business Risk Assessment for Prequalification and Tender Evaluation* document | | | | |
|  | Meet technical capability | | |  | refer to section 2.4, *and the Project Complexity Classification**Guide* | | | | |
| Name of Authorised Officer: | | |  | | |  |  | | |
|  | | | (first name) | | |  | (last name) | | |
| Position held: | | |  | | | | | | |
|  | | | (In block letters) | | | | | | |
| Signature of Authorised Officer: | | |  | | | | | | |
|  | | | (signature) | | | | | | |
|  | |  |  |  | | | |  |  |
| Date: | |  | day of |  | | | |  |  |
|  | | (day no.) |  | (month) | | | |  | (year) |

**DECLARATION OF TAX STATUS**

The Prequalification Applicant declares that:

1. the Prequalification Applicant; and/or
2. if the Prequalification Applicant is a body corporate, its related entities or a director or officeholder of the Prequalification Applicant or a related entity:

* is not and has not been in liquidation, receivership, or external administration; and
* no State tax, duty, interest, penalties or charges are outstanding or have been written off either in whole or in part, and no arrangement for the payment of any State tax has been entered into by the Prequalification Applicant.

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

The Prequalification Applicant for the purpose of determining its suitability to undertake work with the Government of Western Australia and for the duration of this prequalification period consents to the Western Australian Commissioner of State Revenue or their delegate disclosing its tax information upon request to the Department of Finance in accordance with the *Taxation Administration Act 2003* (WA) limited to:

* 1. the number and value of any State taxes, interest, penalties, or charges which are outstanding or overdue or which are subject to a deferred payment plan, or any such debts for which the Prequalification Applicant is jointly and severally liable;
  2. the status and details of any State taxation obligations including assessment, returns lodgement, payment and audit history;
  3. whether the Prequalification Applicant has been a party to an arrangement in which any State taxes, interest, penalties, or charges were sought to be recovered, were determined as not recoverable, or were written off in whole or in part, and details of those arrangements

Failure to provide consent may, at the Department of Finance’s sole and absolute discretion, result in the application being excluded from further consideration for contract award or prequalification.

|  |  |  |  |
| --- | --- | --- | --- |
| **LEGAL ENTITY** (company or individual): | | |  |
| ACN: |  | |  |
| ABN: | | |  |
| Name of Authorised Officer: | | |  |
| Signature of Authorised Officer: | | |  |
| Date: | | |  |
|  | |  |  |

APPLICATION DETAILS

|  |  |
| --- | --- |
|  | Tick appropriate box |
| **PREQUALIFICATION NEW** |  |
| **PREQUALIFICATION RENEWAL** |  |
| **PREQUALIFICATION UPGRADE** |  |
| **PRQUALIFICATION TRANSFER** (as defined at section 2.4 (g)) |  |

REQUESTED LEVEL OF PREQUALIFICATION

Please indicate **one** financial and technical level only by ticking the appropriate box.

Please note that the financial ranges shown are GST inclusive.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial**  **Technical** | **LEVEL 1**  From $500,000 up to $1,500,000 | **LEVEL 2**  From $1,500,001 up to $3,000,000 | **LEVEL 3**  From $3,000,001 up to $6,000,000 | **LEVEL 4**  From $6,000,001 up to $15,000,000 | **LEVEL 5**  From $15,000,001 up to $50,000,000 |
| **SIMPLE** |  |  |  | **NOT APPLICABLE** | NOT APPLICABLE |
| **CONVENTIONAL** |  |  |  |  |  |
| **COMPLEX** |  |  |  |  |  |

APPLICANT’S BUSINESS PROFILE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEGAL ENTITY NAME** (company or individual): | | |  | | | | | |
| **TRUST NAME** (if relevant): | | |  | | | | | |
| **REGISTERED BUSINESS NAME** (if different from legal entity name): | | |  | | | | | |
| **AUSTRALIAN COMPANY NUMBER (ACN)** (if relevant): | | | | | |  | | |
| **AUSTRALIAN BUSINESS NUMBER (ABN):** | | | | | |  | | |
| **BUILDING CONTRACTOR REGISTRATION NUMBER:** | | | | | |  | | |
| **BUILDING PRACTITIONER REGISTRATION NUMBER:** | | | | | |  | | |
| **DATE BUSINESS COMMENCED OPERATION:** | | | | | |  | | |
| **TYPE OF BUSINESS:** tick appropriate box(s) | | Sole Trader | |  | Unincorporated Joint Venture or Partnership\* | | |  |
|  | | Private Company | |  | Public Company | | |  |
|  | | Trustee++ | |  | Regional | | |  |
|  | | Aboriginal | |  | Other | | |  |
|  | |  | |  | please specify | |  | |
|  | | | | | | | | |
| NOTE - | \* For businesses operating under an unincorporated joint venture or partnership, please attach a copy of the joint venture or partnership agreement  ++ For businesses operating under a Trust arrangement, please attach a copy of the Trust Deed and any of its amendments. | | | | | | | |

CONTACT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRINCIPAL PERMANENT OPERATIONAL OFFICE:** | | | | |
| Floor Level: |  | Unit No: |  | |
| Building Name: |  | | | |
| Street No: |  | Street Name: |  | |
| Suburb/Town/City: |  | | | |
| State: |  | Postcode: |  | |
|  |  |  | |  |

Finance may seek further evidence from the Applicant in relation to its Principal Permanent Operational Office as defined at section 1.6.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSTAL ADDRESS (if different from above):** | | | | |
| PO Box / Other: |  | | | |
| Suburb/Town/City: |  | | | |
| State: |  | | Postcode: |  |
| Phone Number/s: |  | | | |
| Email Address: |  | | | |
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| **CONTACT PERSON FOR PREQUALIFICATION:** | | | | | |
| Name: |  |  |  |  |  |
|  | (title) |  | (f (first name) |  | (last name) |
| Position: |  | | | | |
| Phone Number: |  | | | | |
| Email Address: |  | | | | |
|  |  | | | | |

OTHER PERMANENT OPERATIONAL OFFICES

List the addresses and contact details where the Applicant has Other Permanent Operational Office(s), ie in another State or Territory or regional WA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Address** |  | **Qualified Contact Person** |  | **Contact Number** |
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Finance may seek further evidence from the Applicant in relation to Other Permanent Operational Offices as defined at section 1.6.

SECURITY FACILITIES DETAILS

|  |  |
| --- | --- |
| Name of Security Provider for Bank Guarantee or Insurance Bonds: |  |
| Total Value of Facility: |  |
| Available Funds: |  |
|  |  |

Attach evidence of current (less than 3 months) securities confirming availability and extent of facilities. For example, a bank/financial institution reference, or a copy of the facility agreement with an extract of the facility balance etc.

NAMES OF MAJOR TRADE CREDITORS / SUBCONTRACTORS

|  |  |
| --- | --- |
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Attach current written references from a minimum of three of the above-named trade creditors or subcontractors confirming credit limit, monthly average spend and current payment terms.

CORPORATE EXPERIENCE

Performance Referees

Please provide contact details for a minimum of three separate referees that are independent from the Applicant. Referees will be contacted by Finance to obtain a verbal reference.

Referees will be requested to provide commentary on the Applicant’s organisational ability, time and cost performance, standard of workmanship and level of cooperation. Please advise the particular contract(s) applicable to each referee.

| **Referee Name** |  | **Position** |  | **Contact Details (phone and email)** |  | **Contract Details** |
| --- | --- | --- | --- | --- | --- | --- |
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**Technical Details**

Finance has defined and grouped various facilities into three broad bands of technical complexities - Simple, Conventional and Complex. Refer to the *Project Complexity Classification Guide* for definitions and examples of common types of facilities that Finance considers Simple, Conventional or Complex construction projects under the Scheme. Applicants should demonstrate their technical experience by aligning its list of completed and current contracts from its application against the three bands of complexity.

Applicants or Prequalified Building Contractors must provide evidence of its nominated completed contracts to enable the technical complexity to be fully assessed. Documents include scope of works, contract award letter, building permit, construction program, drawings and photos etc.

If an Applicant or Prequalified Building Contractor believes that:

* a project is covered by one of the listed facility types but due to circumstances in the project its complexity level is greater than that shown; and/or
* a project includes facilities that are included in two or more bands of complexity;

then the Applicant or Prequalified Building Contractor must state in its application the level of complexity it believes is appropriate and provide evidence that supports this opinion. Finance will undertake to consider the Applicant or Prequalified Building Contractor’s opinion. Finance will at its sole discretion decide the level of complexity to apply to a project.

Alterations and additions are defined at section 1.6.

All residential construction as defined at section 1.6 are restricted to Level 1.

**Principles of Responsible Building Contractor Practice**

If applying for Level 3, 4 or 5, Applicants and Prequalified Building Contractors must provide documentary evidence of its commitment to the principles of responsible building contractor practice, as outlined in section 7.

BUILDING PROJECTS - Completed During Last Three Years

List significant building contracts completed over the last three years (Western Australian projects to be emphasised). Projects where the Applicant did not act as the builder should not be included.

As outlined in Section 2.4: Prequalification levels 1 and 2 require evidence of one nominated project. While prequalification levels 3, 4 and 5 require evidence of two nominated projects. Please provide full details of the nominated projects completed for the prequalification level being sought in a separate document, along with sufficient evidence to enable technical complexity to be fully assessed.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Completed** |  | **Description of Contract** |  | **Final Contract Value  (GST inclusive)** |  | **Construction Period** |  | **Supervising Architect contact details** | **Facility Complexity**  **Simple Conventional Complex** |
| *10/2022* |  | *eg. built the new Perth Senior High School* |  | *$39.9M* |  | *52 wks* |  | *ABC Architects - 6551 1789* |  |
|  |  |  |  | $ |  | wks |  |  |  |
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BUILDING PROJECTS - Currently Under Construction

List significant building contracts currently under construction (Western Australian projects to be emphasised).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Started** |  | **Description of Contract** |  | **Contract Value  (GST inclusive)** |  | **Construction Period** |  | **Expected Date for PC** |  | **% Complete** |  | **Supervising Architect contact details** | **Facility Complexity**  **Simple Conventional Complex** |
| *10/2022* |  | *eg. building Perth minimum security prison* |  | *$42.9M* |  | *52 wks* |  | *10/2023* |  | *40 %* |  | *ABC Architects – 6551 1789* |  |
|  |  |  |  | $ |  | wks |  |  |  | % |  |  |  |
|  |  |  |  | $ |  | wks |  |  |  | % |  |  |  |
|  |  |  |  | $ |  | wks |  |  |  | % |  |  |  |
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HUMAN RESOURCES

Attach organisational chart of Applicant showing the reporting relationship between directors/owners and employees. If applicable also attach an organisational chart showing the relationship between any related entities of the Applicant.

Number of Resources

Enter in each category, the number of core permanent staff located at your Principal Permanent Operational Office (your head office) and in each Other Permanent Operational Office.

List only employees on salaries and wages. Contract staff, subcontractors, consultants and the like are not to be included. Finance reserves the right to verify this information with other organisations.

Only count employees once. Where an employee performs more than one role then they are to be included only against their primary role.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION IN FIRM** | **No.** | **Location if not at head office** | **POSITION IN FIRM** | **No.** | **Location if not at head office** |
| \*Directors |  |  | Quality officers |  |  |
| \*Owner/Partners |  |  | Supervisors |  |  |
| \*Company Secretary |  |  | Foremen |  |  |
| \*Managing Director |  |  | Tradespeople |  |  |
| \*Project managers |  |  | Apprentices |  |  |
| \*Construction managers |  |  | Office managers |  |  |
| \*Quantity surveyors |  |  | Other (please specify) |  |  |
| \*WHS managers |  |  |  |  |  |
| Site managers |  |  |  |  |  |
| Contract managers |  |  |  |  |  |

\*denotes Key Operational Employee Qualifications and Experience of Individual Resources, 1

Complete a separate page for each Key Operational Employee identified on the previous page including each Director or Partner.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Year** |  | **Description of Contract** | | | | |  | | **Value of Contract (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 2

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | | Other Trade Registration Number: | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained |  | | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  |  | | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 3

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 4

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 5

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 6

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 7

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 8

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 9

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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Qualifications and Experience of Individual Resources, 10

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| SURNAME: |  | | | | |  | | **FIRST NAME:** | | | |  | | | | | | | |  | **POSITION:** | |  | | | | | |
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| LOCATION: |  | | | | |  | | **YEAR JOINED:** | | | |  | | | | | | | |  | **TENURE:** | | Full-time  Part-time | | | | | |
| PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name of other Business | | | | | | |  | | Position | | | | | | |  | | Current | | | | Previous | | Year Started | |  | | Year Ceased |
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| **ACADEMIC QUALIFICATIONS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Building Service Practitioner: | | | |  | Registration Number | | | | |  | | | | Other Trade Registration Number: | | | | | | | | | | |  | | | |
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| Qualifications | |  | Institution | | | | | | | |  | | Year obtained | |  | |  | | Courses and Certificates | | | | | | | |  | Year obtained |
| (eg. tertiary education - degree) | | | | | | | | | | |  | |  | |  | |  | |  | | | | | | | |  |  |
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| Membership of Professional or Trade Organisations | | | |  | Year obtained | | | | | |  |  | Other Memberships of Professional, Trade Organisations | | | | | | |  | | Year obtained | |
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| PERSONAL EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | |
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| **Year** |  | **Description of Contract** | | | | |  | | **Final Value of Contract  (GST inclusive)** | | | | | | |  | | **Role in Contract** | **Facility Complexity**  **Simple Conventional Complex** | | | | |
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