



## **GUIDELINES FOR APPLICANTS**

### **SCHEME NO. SCM7671 Land and Asset Valuation Prequalification Scheme**

**2019-2022**

**Version 2.0**

## Amendment, Distribution & Authorisation Record

### Amendment Record

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1.1	Addition to sections 3.1 and 3.2; update document website links	June 2021
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### Distribution

This document is available at:

<https://buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation/How-to-supply/How-to-apply/View-the-guidelines-for-applicants>

### Authorisation

Contact Details:

NSW Procurement  
[nswbuy@treasury.nsw.gov.au](mailto:nswbuy@treasury.nsw.gov.au)  
Web: [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au)

Scheme Administrator  
Valuer General NSW  
4 Parramatta Square, 12 Darcy St, Parramatta NSW 2150 5  
Email: [ValuationScheme@property.nsw.gov.au](mailto:ValuationScheme@property.nsw.gov.au)

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## 1. Introduction

This Scheme provides Government agencies with access to professional prequalified land and asset valuation service providers whose services can be procured and delivered in an efficient and effective manner. Valuation types include both general and specialised, for statutory, land, asset, financial and infrastructure.

The Scheme creates a framework for the prequalification of organisations to provide land and asset valuation services to NSW Government agencies, state owned corporations and Local Government entities.

Organisations can apply for capability types and regions that match their area of expertise providing opportunities for small to medium size businesses, particularly in regional areas, to qualify for the Scheme.

## 2. Policy Requirements

The *NSW Government Procurement Policy Framework* ('Procurement Policy') for NSW Government Agencies outlines how the NSW Government will conduct procurement activities when interacting with the private sector. The Procurement Policy establishes standards of behaviour expected from government agencies and suppliers.

<https://buy.nsw.gov.au/Policy-library/Procurement-Policy-Framework>

Service Providers on the Scheme must demonstrate a commitment to and consistent application of the standards of behaviour outlined in the Procurement Policy and comply with the requirements of the Scheme Rules and Standard Form of Agreement – Terms and Conditions.

## 3. What services does the Scheme cover?

The Scheme has four main capability groups as follows:

1. Land value advisory and objection review services
  - Under the *Valuation of Land Act 1916* provide services for:
    - Certificates of Land Value
    - special land valuations
    - advice in relation to land values
    - general property advice
  - Objection reviews of land values and allowances issued under the *Valuation of Land Act 1916*
  - Valuation review of land values and objection reviews under the *Valuation of Land Act 1916*
2. Compensation recommendation of determination and valuation review (for the Valuer-General)
  - Under the *Land Acquisition (Just Terms Compensation) Act 1991* provide services for:
    - independent recommendations of compensation payable and issues report
    - valuation reviews of an independent recommendation and issues report of another valuer
  - Sub capabilities may include residential, commercial (retail/business), industrial and primary production, business, plant and equipment (including fixtures and fittings)

### 3. Real property and asset valuation advisory services

- Includes land, and anything growing on, affixed to, or built upon land plus plant and equipment
- Sub capabilities included: residential, commercial (retail/business), industrial, primary production, plant and equipment
- Specialities included: **crown land**, mines and quarries, shopping centres, contamination, infrastructure, licenced premises, heritage, native title, community property
- Financial reporting valuations that may be included: land, buildings, plant and equipment (fixtures and fittings) that form part of a building, non-fixed equipment (e.g. furniture) and rental analysis.

### 4. Acquisition valuation services (for an acquiring authority)

- Under the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*
- Sub capabilities may include residential, commercial (retail/business), industrial and primary production, business, plant and equipment

Each of these capability groups have associated sub capabilities. Descriptions for all capabilities are located with the Scheme documents on [www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation](http://www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation).

## 4. Where are the properties located?

Ongoing and ad hoc services are required for projects of various sizes and complexities across the state. Organisations from all regions of NSW with experience in residential, rural, industrial and commercial property valuations, particularly SMEs with regional experience, are encouraged to apply. Applicants are to note that the Scheme applies to properties in NSW only, and that all other states and territories of Australia are excluded.

## 5. What services does the Scheme not cover?

The Scheme will not cover areas of procurement already addressed by existing NSW Government contracts including panel contracts. It is expected that as existing contracts expire the use of the Scheme for subsequent engagement will be investigated.

## 6. How long will the Scheme operate for?

The Scheme is open for an initial term of three years and may continue beyond the initial term for additional two year periods on a rolling cycle. Prequalification will remain valid throughout any additional period.

Service Providers may be required to provide updates from time to time and may apply to update their capabilities at any time as experience grows.

New organisations may apply throughout the life of the Scheme.

## 7. How does the Scheme differ from previous panels?

The Scheme seeks to ensure an improved user experience for both Service Providers and buyers as set out below.

- The Scheme will be managed entirely online, delivering significant time and cost savings.

- Once prequalified for specific capabilities, Service Providers can be selected by Government agencies to bid for relevant services ensuring opportunities in projects that match their areas of expertise.
- The Scheme is open for the duration of the term allowing organisations to apply at a time that suits them. In addition, Service Providers can apply for additional capabilities at any point after they are prequalified if they can provide evidence to substantiate their updated application.

#### **8. Am I automatically eligible for this Scheme if I am prequalified under another scheme or panel?**

No. This Scheme does not link with or support any other scheme or panel arrangement. To be eligible to receive requests to quote under the Land and Asset Valuation Scheme you must complete the requirements of the Scheme.

#### **9. Who can apply to join the Scheme?**

Individual firms, franchises and head offices can complete a separate application for each entity that wishes to participate in the Scheme, a unique ABN is required for each.

#### **10. My company is a Trustee Company. What entity do I apply under?**

You must apply under the ABN of the trustee as opposed to the trust. This is because, should you be engaged at RFQ stage, the principal cannot legally contract with a trust. The ACN of the trustee is also required. This must be entered in the ACN field (which appears after the ABN field) under “Entity Detail.”

#### **11. How do I become a Service Provider for the Scheme?**

Organisations must apply online via the NSW Government eTendering application.

[www.buy.nsw.gov.au/Supplier-hub/Log-in-or-sign-up](http://www.buy.nsw.gov.au/Supplier-hub/Log-in-or-sign-up)

Once an eTendering account setup is complete, Scheme Applications are completed via the NSW eTendering website.

[www.tenders.nsw.gov.au/Home/Current-Tender-List/View-Scheme-SCM7671/Start-application](http://www.tenders.nsw.gov.au/Home/Current-Tender-List/View-Scheme-SCM7671/Start-application)

#### **12. Can I apply for multiple capabilities within one application?**

Yes. Organisations can select any relevant regions and valuation capabilities provided they can demonstrate capability and experience and meet all specified requirements.

#### **13. Can I utilise one work example across multiple capabilities?**

Yes, each physical valuation report example may address multiple capabilities.

#### **14. What information must I provide in my application?**

All forms are located on [www.tenders.nsw.gov.au/Home/Current-Tender-List/View-Scheme-SCM7671](http://www.tenders.nsw.gov.au/Home/Current-Tender-List/View-Scheme-SCM7671).

**Scheme Capabilities** – each application requires the selection of capabilities based on experience. A printable list of all capabilities is available online.

**Key Personnel form** – Provide valuer in charge and other key valuer and organisation personnel relevant to the Scheme. Valuer qualification and industry body registration details required.

**Company Profile form** – Provide an organisational chart and a clear and concise description of the key valuation services offered by the organisation.

**Experience and Capability form** – Provide a list of completed valuations that match the capabilities selected and physical valuation report examples.

**Financial and Legal declaration form** – Provide statutory declaration.

## 15. Do I need to provide reference material to support my application?

The online process requires the applicant to select responses in the system by either radio buttons or free text. The questionnaire section has related templates for the applicant to download, complete, and attach in the relevant area. Supporting documents should be limited to no more than three additional pages.

## 16. Which evaluation criteria are used for assessing applications?

All applications will be assessed according to the following evaluation criteria:

- eligibility based on mandatory Scheme qualification and business requirements and when accepted,
- demonstrated experience in the applicable localities and capabilities.

## 17. If my application is rejected, when can I reapply?

If an organisation can demonstrate that it has rectified any non-compliance from a previously rejected application, it may reapply immediately but in addition must address the non-complying responses.

## 18. Which agreement applies to the Scheme?

The Scheme Rules and Standard Form of Agreement – Terms and Conditions apply to all engagements.

The Standard Technical Specifications apply to each applicable capability.

Within any RFX, an Engaging Agency may amend the standard agreement and/or specifications. If not explicitly stated otherwise the standard agreement and specifications apply.

## 19. Does the Scheme allow for additional or flow on engagement?

A Service Provider's engagement may result in the need for related 'flow-on' work. If possible, Engaging Agencies will give notice to Service Providers when they are first invited to submit a proposal of the potential for this to occur.

Regardless of advance notice being given, a Service Provider who has undertaken an initial engagement may be invited by the Engaging Agency to submit a proposal for further work provided the following criteria are met:

- satisfactory performance;
- demonstrated knowledge and expertise developed during the initial engagement; and
- value for money for additional related engagements.

The total value of the first and related flow-on engagements is not to exceed three times the value of the first engagement.



## **20. How is performance monitored and reported on?**

Quality assurance, value for money, and performance improvement are key objectives of the Scheme. To help meet these objectives, Engaging Agencies are required to submit a Performance Report in circumstances where a Service Provider's performance is considered unsatisfactory.

Where an Engaging Agency considers that a Service Provider's performance has been unsatisfactory, the Service Provider will be kept informed and given an opportunity to show cause as to why it should not be rated 'unsatisfactory'.

A report will be completed by the Engaging Agency and provided to the Service Provider and the Scheme Administrator. A copy of the *Performance Report Template* is located on [www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation/How-to-buy/Performance-evaluation/Performance-Report-Template](http://www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation/How-to-buy/Performance-evaluation/Performance-Report-Template).

## **21. Can a supplier be removed from the Scheme?**

Yes. A Service Provider's membership may be revoked at any time for several reasons, including the following:

- where it has provided false or misleading information in its application to the Scheme;
- where it has breached any term of the Scheme Rules, including not updating contact details;
- where it has breached the *NSW Government Procurement Policy Framework*;
- where it has been the subject of one or more adverse Performance Reports submitted by an Engaging Agency;
- when it is not considered to be suitable for future work;
- when it has frequently declined tendering opportunities without providing valid reasons, or lodged late tenders, or lodged unsatisfactory tenders;
- where it has experienced an adverse change in expertise or capacity; or
- where it has experienced an adverse change in business status.

## **22. Where can I find additional information?**

The Scheme is outlined on the Buy NSW website:

[www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation](http://www.buy.nsw.gov.au/Schemes/SCM7671-Land-Valuation)

All enquiries should be sent to [ValuationScheme@property.nsw.gov.au](mailto:ValuationScheme@property.nsw.gov.au).

## **23. I am having technical issues with the eTendering system, who do I contact?**

If you are experiencing technical issues while trying to submit your application, contact the NSW Procurement Service Centre on **1800 679 289** or email [nswbuy@treasury.nsw.gov.au](mailto:nswbuy@treasury.nsw.gov.au).

## **24. Can I provide feedback about the Scheme?**

Yes. Please send any feedback to [ValuationScheme@property.nsw.gov.au](mailto:ValuationScheme@property.nsw.gov.au).