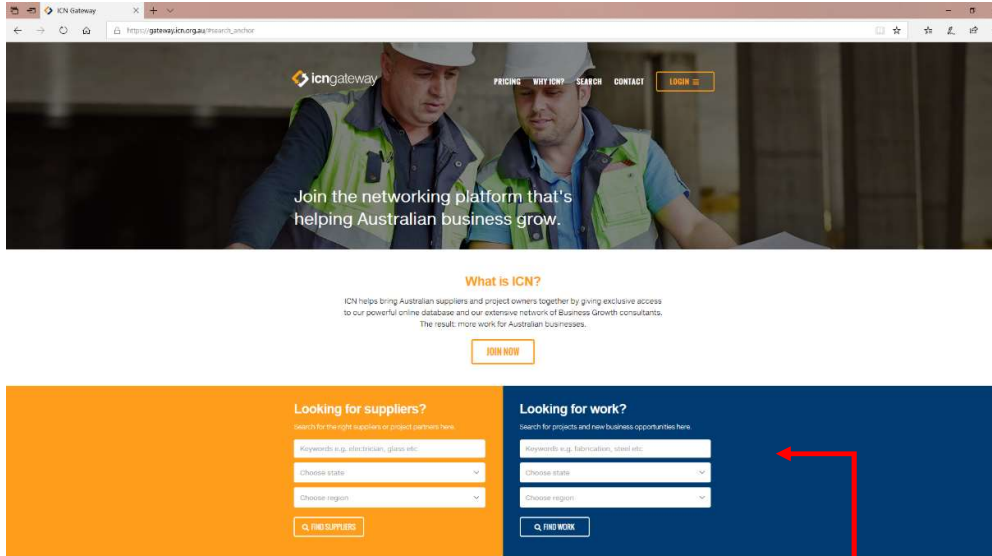


Step 1 – Prequalification Requirements

- Business must meet prequalification requirements, so determine whether you meet the requirements before commencing the process
- Decide whether to tender for a full package, part package, or to supply materials and services to other Subcontractors / Suppliers
- Meet prequalification standards to tender for work packages
- Have an impeccable record in all areas of operations (Safety | Quality | Environmental | Financial)
- Victorian Code of Practice for the Building and Construction Industry 2016 : minimum standards for Government funded building work
- Safety
 - Management systems and policies in place
 - AS 4801 compliant
 - Willing to work under JH's OH&S systems
 - Performance data maintained and accessible
- Environment
 - Management systems in place, with documented procedures
 - AS 14001 compliant
- Social Procurement
 - To commit to social and sustainable procurement targets set for the project in conjunction with Victoria's Social Procurement Framework.
- Finance
 - Financial stability / track record
 - Able to provide relevant financial references
 - Security - cash retention or bank guarantees of 2 x 2.5%
- Program & Resources
 - Able to provide program and resources availability information
- Insurances
 - Certificates of Currency
- Probity
 - Police Check (NCC Check) and Working with Children Check for DLP Period

Step 2 – ICN Gateway

- Register interest through ICN: icngateway.com.au



- Under “Looking for work?” search box drop down menu
 - Keyword = Type “John Holland” and “Chisolm”
 - State = Click “Victoria”
 - Region = Leave Blank
- Within “Search Results” page – Select “John Holland – Chisholm Road Prison Project”
- Scroll down page to ICN Gateway Company Registration and click link to register and follow the necessary steps.

HOW TO REGISTER AN EXPRESSION OF INTEREST (EOI)

- Work Packages currently available to submit an EOI for are listed below.
- To submit an EOI for the Work Package/s listed, companies must have an ICN Gateway company profile. Information on how to register your company on ICN Gateway is detailed below.
- John Holland will be provided with your detailed company profile outlining capabilities to supply into the project. It will then be the responsibility of John Holland to make direct contact with your company.
- The services, programmes and initiatives provided by ICN Victoria are aimed at complementing a company's existing Sales, Marketing and Business Development strategy and any EOI submitted should not be considered as an alternative to these activities.

ICN GATEWAY COMPANY REGISTRATION

- **Click here** to register your company profile on ICN Gateway.
- Support and assistance are available through the web links listed below.
- An ICN Gateway company profile that accurately and effectively summarises your company is critical to using the services of the ICN network - please ensure that your company invests the time and energy required to represent your company in the most effective manner possible.
- Companies should ensure that the email notification functionality within their ICN Gateway company profile is activated to include an appropriate level of coverage to Major Projects and Regional Opportunities.

- (1) [ICN Gateway Setup Wizard](#)
- (2) [ICN Gateway User Guide](#)

Step 3 – Documents to be completed and submitted

- Refer to ICN Gateway for templates
 - Confidentiality Deed Poll
 - Building Code Declaration of Compliance
 - Prequalification Questionnaire