

Valuation Supplier List Application Form

Form Preview

Valuation Supplier List - Application Form

* indicates a required field

Information and Assistance

To assist you in completing the Application Form, please refer to the 'Valuation Supplier List Program Guidelines' document available [HERE](#)

You may also wish to consider the information provided on the Tasmanian Government's 'Winning Government Business' website, via the hyperlink below, which includes guidance on how to quote and tender, checklists to assist suppliers and information on Government policies and processes. [HERE](#)

Application Form

The below form is split into three sections. These are:

- Applicant details and Eligibility Questions
- Assessed Criteria Questions
- Nomination of Valuation Categories

Please note mandatory questions are marked with * and must be completed to allow appropriate assessment of your businesses capabilities to undertake government valuations.

Please ensure your response to each criteria is provided in the response section provided in the form. The upload function is provided to allow for evidence which supports your statement.

Saving and submitting your application

Please ensure you save the document often and click on the submit button at the end of the form. You will receive an automated response from Smartygrants advising of successful completion of your application. If you do not receive this notification, please check you have 'submitted' the form and checked your 'spam' folder in your email client. Should you still not receive a notification of submission please contact vsl@nre.tas.gov.au for assistance.

Thank you for your interest in the Valuation Supplier List Program.

Applicant Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant ABN *

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Applicant Position

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Website

Must be a URL.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Eligibility

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To be eligible for further consideration and assessment for the VSL Program, applicants are asked to demonstrate they are a credible, financial solvent legal entity with appropriate levels of insurance, and appropriately qualified valuation employees.

Once these requirements are met your application will be assessed for your business's levels of capability, experience, service delivery, ICT systems; data and project management capabilities to deliver government valuation services.

Due to the professional and often complex nature of property valuation service provision for government, a 'successful application' is one which achieves a score of at least **60%** for each criterion, equating to a total final score of **30/50** points.

Please refer to the Program Guidelines for more information on the assessment and scoring process.

E1: Business Legal Entity

Please select your business legal status and structure. Please note, to be eligible for the program you must be one of the below legal entities. *

Other:

Please select the option below which best describes you *

If you are a part owner we may ask you to confirm your shareholding in this business.

E2: Valuer Certification

How many qualified Valuers do you currently employ? *

Please upload copies of valuer certifications for all valuers likely to be engaged in government property valuation services. There must be one signed certification for each valuer counted. *

Attach a file:

Please upload as a single file

E3: Insurance Coverage

PI

Confirmation of Professional Indemnity Insurance (Minimum of \$2 Million coverage) *

- ☐ Confirmed
☐ Not Confirmed

Insurance Provider *

Limit of Liability for a single claim is: *

PLI

Confirmation of Public Liability Insurance (minimum \$10 Million coverage) *

- ☐ Confirmed
☐ Not Confirmed

Insurance Provider *

Commencement date of coverage *

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Must be a dollar amount.

Must be a date.

Commencement date of coverage *

Must be a date.

Expiry date of coverage *

Must be a date.

Expiry date of coverage *

Must be a date.

Upload of Certificates of Currency for all policies *

Attach a file:

Must be valid as of date of application and annual renewal evidence will be required

E4: Demonstrated Financial Viability

Please provide assessors evidence of your organisation's financial viability. This should include an unqualified audit statement from an external accountant, or a formal letter stating the financial viability of the organisation from the Chief Financial Officer. Documents may be uploaded below.

Evidence of Financial viability *

Attach a file:

Please confirm your organisation is solvent *

- ☐ Confirmed
☐ Not Confirmed

Please note - businesses trading insolvent are NOT eligible to apply for the VSL and will not be considered.

Have any of your company directors ever been declared bankrupt or charged with financial or fraudulent related crimes? *

- ☐ yes
☐ No

If there are any other factors which may impact your organisations financial wellbeing or capacity to deliver services under the VSL, please note them below.

An OVG officer may contact you to discuss any points you raise in this question.

Additional Information:

Please provide details

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Nominated Persons

It is important that the Application Declaration is executed by the company pursuant to section 127 of the *Corporation Act 2001 (Cth)*. This means: two directors of the company; or a director and a company secretary; or for a proprietary company that has a sole director who is also the sole company secretary – that director.

Nominated Person who may sign or enter in to a contract as a representative of the business in accordance with the Corporations Act 2001 *

Title	First Name	Last Name

Job Title or Position *

Registered Business Address (if different to 'applicant details.') *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Primary Phone Number *

Must be an Australian phone number.

Primary Email *

Must be an email address.

VSL Application Criteria

* indicates a required field

Criteria 1: Demonstrated Capacity to deliver Government Valuation Services - 10%

Demonstrated capacity to perform valuation services to government including evidence of relevant and qualified employees, appropriate workforce skills and resources (linked to chosen valuation categories), workforce staffing capacity to operate across multiple projects and support services such as administration, Quality Assurance and contract management to deliver services to a high standard and within agreed timeframes.

C1: Capacity - 10 points *

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Word count:

Must be no more than 500 words.

Supporting documentation

Attach a file:

Criterion 2: Demonstrated Experience in Government Valuations (or similar) - 10%

Demonstrated expertise in delivering valuation services to government within a designated timeframe, budget and agreed professional standards. Note: example which demonstrate an understanding of municipal property and valuation characteristics linked to the specific property types and municipal areas you select in the 'Areas of Service Delivery section will assist to strengthen your response to this question.

C2: Experience - 10 points *

Word count:

Must be no more than 500 words.

Supporting documentation *

Attach a file:

Criteria 3: System Interoperability, Experience and Data Management Systems - 10%

Please provide evidence of the use of contemporary software and SQL (Python) database systems or the demonstrated capability to quickly develop systems interoperability with government valuation databases as required.

Provide quality control methodology regarding the use, storage, cleansing and analysis of complex data source and proven ability to respond quickly to feedback in the delivery of data within a designated time frame.

C3: Systems & Data Management - 10 points *

Word count:

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Must be no more than 500 words.

C4: Service Delivery & Local Knowledge - 10%

Please provide examples which demonstrate your business's local knowledge of markets, property types and municipal characteristics or describe your ability to quickly acquire such local knowledge relevant to the provision of government valuation services. This question should align to the property and valuation types you select in the next section. For example, if you are selecting a specific land or valuation service type or municipality, this response should demonstrate your local knowledge and experience relevant to those categories.

C4: Service Delivery - 10 points *

C5: Project Management 10%

Please outline the project management approaches and methodology your business uses to ensure high quality, timely outcomes and outputs, meets contract obligations and effectively manages stakeholder engagement. In your response outline how your project outcomes are monitored and achieved within budget and the project improvement processes used to underpin the provision of high-quality valuation services.

C5: Project Management - 10 points *

Supporting Evidence *

Attach a file:

Nomination of Valuation Categories

Municipality

Applicant area of local knowledge & nomination of municipality's for valuation services (Tick as many as appropriate) NOTE: Your selections here should align to your response in question C4 of the Assessed Criteria.

☐ Hobart ☐ Glenorchy ☐ Kingborough ☐ Launceston ☐ Burnie ☐ Devonport ☐ Central Coast ☐ Circular Head ☐ Waratah Wynyard ☐ Flinders Is ☐ King Is ☐ Latrobe ☐ Kentish ☐ George Town ☐ West Tamar ☐ Central Highlands ☐ Northern Midlands ☐ Southern Midlands ☐ Meander Valley ☐ Break O Day ☐ Glamorgan ☐ Spring Bay ☐ Dorset ☐ Sorell ☐ Brighton ☐ Tasman ☐ West Coast ☐ Clarence ☐ Huon Valley

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Land Value Type

Land Value Advisory - compliant with Valuation of Land Act 2001

- | | |
|---|---|
| ☐ Residential - General | ☐ Contaminated land |
| ☐ Commercial and Industrial - General | ☐ Regional/Sup regional - Shopping Centres |
| ☐ Rural and/or Primary Production | ☐ Non maritime, Western Division, Native Title - Crown Land |
| ☐ Heritage Restricted | ☐ Maritime, Native Title - Crown Land |
| ☐ Englobo land, allowances and concessions | ☐ Quarries, mines and minerals |
| ☐ Highly Specialised | ☐ Golf courses and clubs, sporting fields, centres, cemeteries |
| ☐ Private - Waterfront | ☐ Transport, water supply, storm water, wind and solar farms, telecommunication, electricity, waste disposal |

Type of compensation and/or Recommendation of Determination (Land Acquisition Act 1993)

- | | |
|---|---|
| ☐ Residential - general | ☐ Quarries, mines and minerals |
| ☐ Commercial and Industrial - general | ☐ Golf courses, clubs, sporting fields and complex's, cemeteries |
| ☐ Rural and/or Primary Production | ☐ Transport |
| ☐ Plant and equipment | ☐ Water supply, storm water, waste disposal |
| ☐ Heritage restricted land | ☐ Wind and solar farms, telecommunication, electricity |
| ☐ Contaminated land | ☐ Licenced premises |
| ☐ Regional and Super regional - Shopping Centres | ☐ Retail shop lease |
| ☐ OPen space, crown roads and/or reserves | |

Real Property Market Valuation/ Market Rental Valuation

- | | |
|---|---|
| ☐ Residential - General | ☐ Crown Land - non maritime, western division, native title |
| ☐ Commercial and Industrial (retail/business) | ☐ Crown Land - maritime, Native Title |
| ☐ Rural and/or Primary Production | ☐ Quarries, mines and minerals |
| ☐ Plant and Equipment (fixed and non-fixed) | ☐ Golf course and clubs, sporting fields and complex's, cemetery |
| ☐ Rental analysis | ☐ Transport |
| ☐ Heritage restricted land | ☐ Water supply, storm water, waste disposal |
| ☐ Contaminated lands and/or buildings | ☐ Wind and solar farms, telecommunications, electricity |
| ☐ Regional and Super regional | ☐ Licenced premises |
| ☐ Rental valuation under the Crown Land Act 1976 | ☐ Retail shop lease |

Government Financial Reporting (Financial Management Act TAS. (2016))

Land, Building and Assets

- | | |
|--|--|
| ☐ Residential - general | ☐ Maritime and/or Native Title - Crown Land |
|--|--|

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- | | |
|--|--|
| ☐ Commercial and Industrial (retail and business) | ☐ Quarries, mines and minerals |
| ☐ Rural and/ or Primary Production | ☐ Golf courses and clubs, sporting fields and complex's, cemetery |
| ☐ Plant and equipment fixed and non-fixed) | ☐ Transport |
| ☐ Heritage restricted lands | ☐ Water supply, storm water, waste disposal |
| ☐ Contaminated lands | ☐ Wind and solar farms, telecommunication, electricity |
| ☐ Regional and super regional | ☐ Licenced premises , laboratory, university |
| ☐ Land/building - Crown Land | ☐ Hospitals, aged care facilities |
| ☐ Non-maritime, western division, native title | ☐ Leasehold |
| - Crown Land | |

References and Checklist

* indicates a required field

Referee's

Please provide at least one (1) professional references who are able to confirm your project performance referenced in criterion 5.

Project Referee 1 *

☐ Individual ☐ Organisation
Organisation Name

Title	First Name	Last Name

Project Referee 2

☐ Individual ☐ Organisation
Organisation Name

Title	First Name	Last Name

VSL Eligibility Checklist

To assist you in determining your application is one which meets the eligibility for assessment, please review and check off the eligibility requirements below.

Check List *

- ☐ A completed eligibility and application form
- ☐ A statement of solvency from an auditor; external accountant, or Chief Finance Officer, or audited financial records from the previous financial year
- ☐ PLI and PI Insurance Certificates of Currency as at application date
- ☐ Evidence of professional membership and accreditation for employees intending to work as a 'Qualified Valuer'
- ☐ At least one (1) Valuation Project Referees

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☐ Nominated persons who may represent and sign on behalf of your business