

Property Claims Insurance Building Consultant and Engineer Services Pre-Qualification Questionnaire

QBE Insurance (Australia) Limited (“QBE”) is calling for expressions of interest for the provision of insurance building consultant and engineer services across Australia, for both personal and commercial lines. In line with our strategic focus on claims excellence, QBE is looking to engage suppliers who can deliver high-quality services and positive customer outcomes.

The below pre-qualification questionnaire is open to suppliers who would like to express their interest, from Monday 12 April 2021 until 09:00 (AEST) on Monday 3 May 2021.

At QBE’s sole discretion, supplier responses may be considered for a follow up Request for Proposal (RFP). Suppliers who do not complete the questionnaire accurately and in full may not be considered for the RFP. Should QBE decide to follow up with the RFP, it is anticipated that invitations to participate will be issued to shortlisted suppliers in Late May 2021. Any enquiries relating to the pre-qualification questionnaire or RFP should be emailed to propertyRFP@qbe.com. Unfortunately, feedback on individual questionnaires or reasons why your organisation was not selected for the RFP cannot be provided.

Our Privacy Policy describes how we collect, disclose, store and use personal information as well as how to access it, correct it or make a complaint. The information you provide in this pre-qualification questionnaire will be used for the purpose of your application to become a QBE supplier and in accordance with QBE’s Privacy Policy, which can be viewed at www.qbe.com.au/privacy.

Question 1 Company Details

Please enter the details requested below. Note all fields are mandatory.

Company Name: (1) _____
Australian Business Number (ABN) (12) _____
Head Office Address: (13) _____
City/Suburb (15) _____
Postcode (16) _____
Number of Employees _____

Question 2 Key Contact Details

Please enter the contact details for the person who will be and remain the key point of contact throughout the pre-qualification questionnaire & RFP process. Note all fields are mandatory.

Key Contact Name (18) _____
Key Contact Email (20) _____
Key Contact Mobile Phone (21) _____

Question 3 Company Volume and Annual Turnover

Please advise annual gross revenue for 2020 in AUD?

Please advise annual gross revenue for insurance building consultancy services in 2020 in AUD?

Please advise annual gross revenue for insurance building engineering services in 2020 in AUD?
 Please advise the total number of insurance building consultancy jobs you managed in 2020?
 Please advise the total number of insurance building engineering jobs you managed in 2020?

Question 4 QBE PropertyLink

PropertyLink powered by ENData is the way in which QBE allocates work and communicates with all property suppliers.

QBE requires all participants in this pre-qualification to be willing to utilise QBE PropertyLink (ENData) in order to be able to allocate work to suppliers. You will be responsible for any costs to integrate, connect and utilise. Please indicate if you are willing to utilise PropertyLink should you become a panel supplier.

Yes/No

Question 5 Insurances

QBE require all selected suppliers to maintain the following insurances.

Please enter insurance details you currently hold and whether you are willing to meet QBE minimum threshold.

Please note: QBE is currently reviewing Cyber Liability insurance requirements for QBE suppliers, as such insurance requirements for Cyber Liability for QBE suppliers may change in the future.

Insurance type	QBE Minimum amount	Willing to meet QBE minimum amount? Please enter Yes/No	Insurance cover supplier currently holds. Please enter the dollar Value (in AUD)
Professional indemnity insurance	cover of at least twenty million AUD (\$20,000,000) in aggregate and per claim.		\$
Workers Compensation insurance	cover as required by Applicable Laws in the relevant state or territory.		\$
Public liability	cover of at least twenty million AUD (\$20,000,000) per claim.		\$

Question 6 Company Information

Please describe your business, history and vision?

Question 7 Services

Question	QLD	NSW/ACT	VIC	TAS	SA	WA	NT
Please indicate type of services provided in each state: <i>Building Consultancy Services/ Building Engineering Services</i>							
Please specify Geographical Coverage in each State: <i>Metro/Regional/Rural/No Service</i>							
Please indicate service model utilised in each state:							

<i>Internal Trade/Contracted Network/Combination/No Service</i>							
Please indicate After Hours Services in each state: <i>After-hour Service/No After-hour Service</i>							
Please indicate type of property you can perform services for in each state: <i>Commercial, Domestic, Strata</i>							

Question 8 – Personnel Information: Building Consultants

Please indicate number of Building Consultants based in each state by location: Please only enter number of consultants that can service the area without additional travel charge (0-200km)	QLD	NSW/ACT	VIC	TAS	SA	WA	NT
<i>Metro</i>							
<i>Regional</i>							
<i>Rural</i>							

Question 9 – Personnel Information: Engineers

Please indicate number of Building Engineers based in each state by location: Please only enter number of consultants that can service the area without additional travel charge (0-200km)	QLD	NSW/ACT	VIC	TAS	SA	WA	NT
<i>Metro</i>							
<i>Regional</i>							
<i>Rural</i>							

Question 10

What quality/background checks do you complete prior to employing staff or hiring contractors?

Please include any police checks, previous employment etc.

Question 11

What are the minimum qualifications required for any building consultant or engineer you employ as staff or hire as contractors?

Question 12

Describe in detail the process you use to ensure your staff or contractors hold adequate qualifications/training for the work they are performing?

