

# HBCF Claims Quoting System-Builder

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## What is the Claims Quoting System?

The HBCF Claims Quoting System (CQS) displays available jobs arising from a current HBCF claim. Through the CQS Builders can register their interest in tendering to complete available jobs. Builders can also subscribe to receive alerts via email when jobs become available in the CQS. If a builder registers their interest in tendering for a job the system determines if they meet the relevant eligibility criteria for the job. If the builder meets the relevant eligibility criteria they may be shortlisted. Shortlisted builders will be contacted by the claims manager and asked to tender for the job.

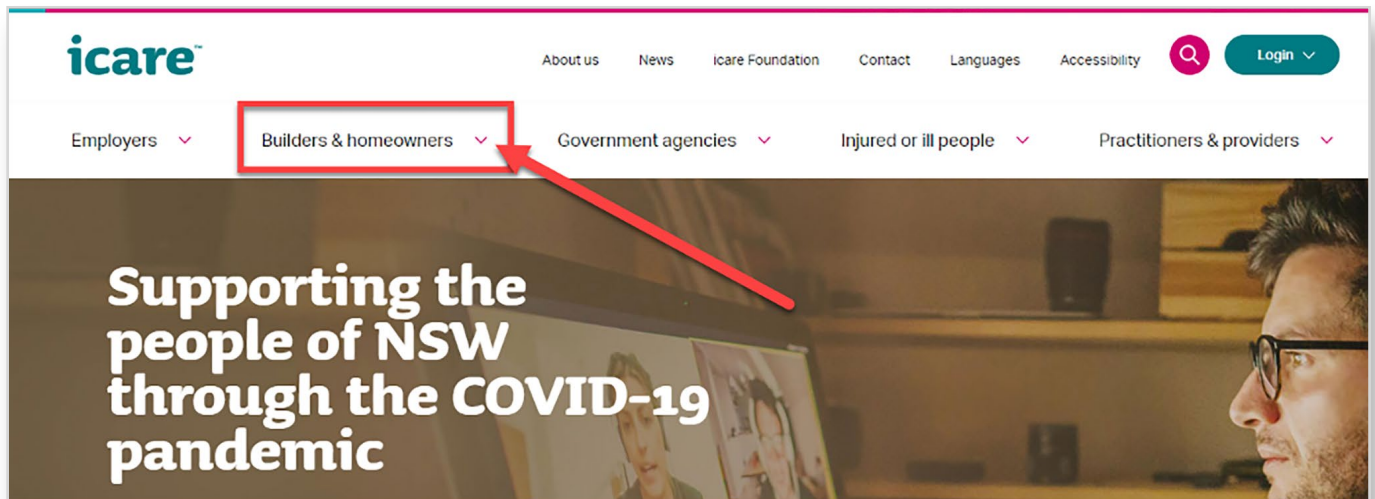
## Claims Quoting System Functionality

The claims quoting system allows a builder to:

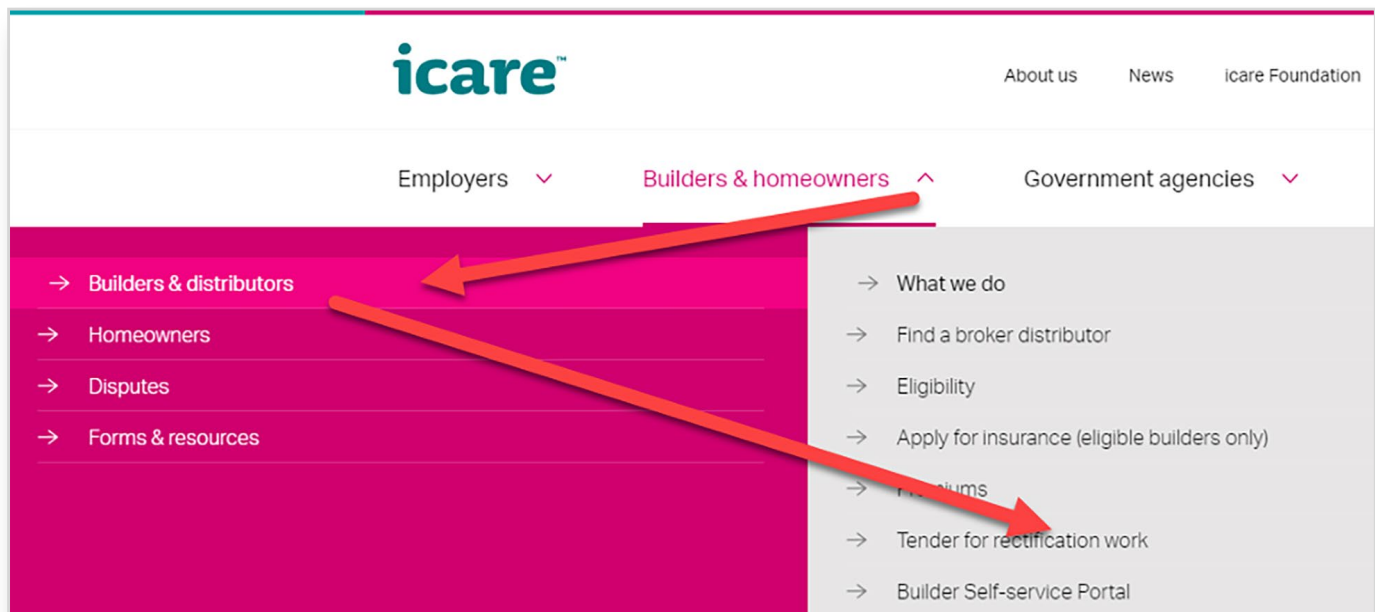
- View all available jobs arising from Claims
- Register their interest in completing jobs arising from a claim
- Subscribe to receive alerts when a job becomes available.

## How to access the Claims Quoting System

1. Visit the icare website [www.icare.nsw.gov.au](http://www.icare.nsw.gov.au)
2. Select **Builders & Homeowners**



3. Select **Builders & Distributors>Tender for Rectification work**



4. The **Quoting for claims work** page opens and lists all current jobs arising from claims.  
*Example*

Home    New claims notification ▾		
Postcode	Suburb	Type
2104	Bayview	Swimming Pools
2518	BELLAMBI	New Multiple Dwellings Construction (<= 3 storeys)
2533	KIAMA	New Multiple Dwellings Construction (<= 3 storeys)
2578	BUNDANOON	New Single Dwelling Construction
2536	Catalina	New Single Dwelling Construction
2289	ADAMSTOWN	New Multiple Dwellings Construction (<= 3 storeys)
2539	ULLADULLA	New Single Dwelling Construction



## How to register interest in Jobs arising from claims

### 1. Select a job

Home New claims notification ▾		
Postcode	Suburb	Type
2104	Bayview	Swimming Pools
2518	BELLAMBI	New Multiple Dwellings Construction (<= 3 storeys)
2533	KIAMA	New Multiple Dwellings Construction (<= 3 storeys)
2578	BUNDANOON	New Single Dwelling Construction
2536	Catalina	New Single Dwelling Construction
2289	ADAMSTOWN	New Multiple Dwellings Construction (<= 3 storeys)
2539	ULLADULLA	New Single Dwelling Construction
2528	Warilla	Single Dwelling Alterations / Additions - Structural

### 2. Read the **Terms & Conditions**

#### TERMS & CONDITIONS FOR BUILDERS WANTING TO PARTICIPATE IN THE CLAIMS QUOTING SYSTEM:

1. Selection will be subject to your current HBCF limit and job profile;
2. Depending on your eligibility limit and job profile outlined above, the number of quotations you will be able to access will be between 1 and 10 over a 4 week period;
3. Selection will depend on your reasonable proximity to the site;
4. The home owner will enter into a building contract with their choice of builder;
5. It is a condition of participation in the quoting process that any successful contractor irrevocably agrees that icare HBCF or its agents may at any time during the course of the construction work attend site and inspect the work, including meeting with the contractor and/or homeowner. The contractor must allow icare HBCF or its agents such access as may be reasonably required and cooperate with any review, query or dispute into which the homeowner asks icare HBCF to be involved. The contractor acknowledges that failure to do so may affect their relationship with icare HBCF including their eligibility to obtain insurance and/or to participate in any future rectification work relating to icare HBCF claims.

### 3. Enter the **Builder ABN** and Licence Details and **Agree to Terms & Conditions** and select the **Register for this Job** button.

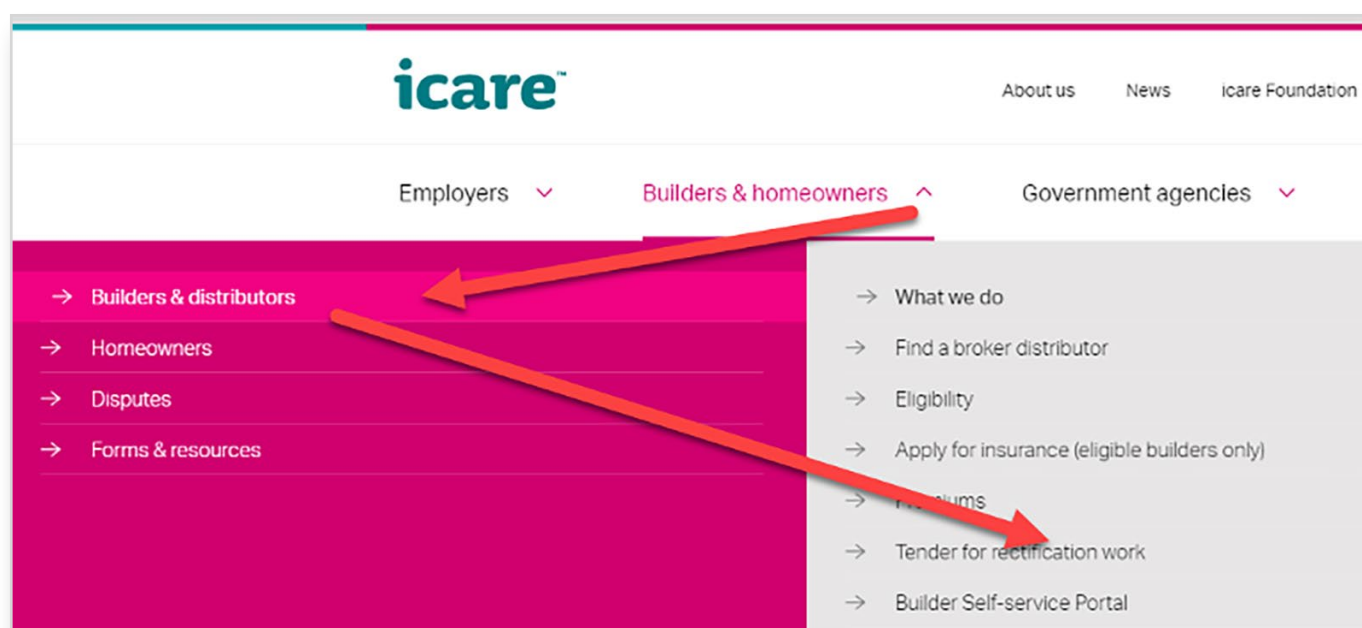
Job Details			
Reference : 12170			
<b>Policy</b>	HBCF18C	<b>Claim Number</b>	HBCF-CL-003
<b>Construction Type</b>	Swimming Pools	<b>Builder Name</b>	Pty Ltd
<b>Stage Of Completion</b>	Complete	<b>Claim Type</b>	Structural defect
<b>Original Contract Value</b>	\$29,410.00	<b>Suburb</b>	Bayview 2104
Swimming Pool: Excavation and backfill and replacement of pool shell, Install controlled filling of pool water.			
<b>Builder's ABN</b>	<input type="text"/>		
<b>Licence Number</b>	<input type="text"/>		
<b>Agree to Terms &amp; Conditions</b>	<input type="checkbox"/>		
<a href="#">Terms and Conditions</a>			
<input type="button" value="Close"/>		<input type="button" value="Register for this job"/>	

## What happens once you have registered interest in tendering for the job?

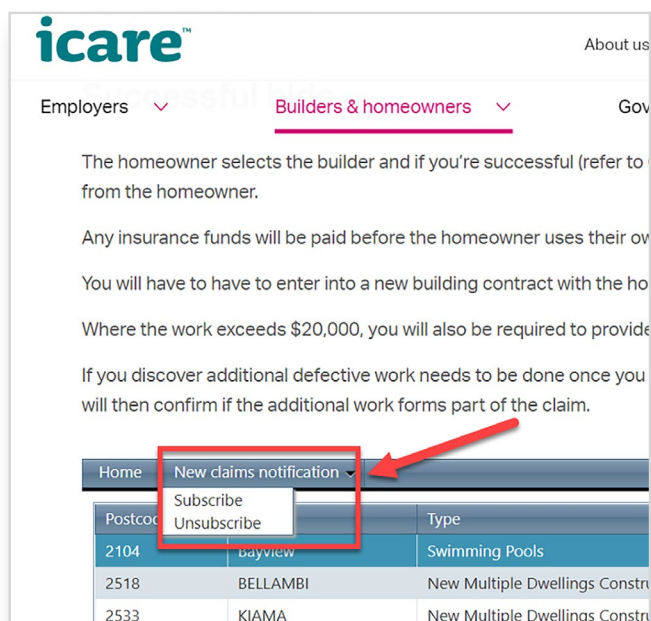
- The system automatically reviews the registration of interest and will add that builder to the shortlist if they meet the eligibility criteria. Maximum number of builders on shortlist is 5.
- The claims manager will request shortlisted builders to submit a tender to complete the job arising from the claim. The claims manager will provide shortlisted builders with all information required to submit a tender. For example, plans, scope of works, homeowner/developer contact details, etc.
- The Claims Manager reviews the tender submissions.
- The Homeowner selects a builder and contracts directly with the builder

## How to subscribe to receive job alerts

1. Navigate to the **Claims Quoting System** page on the icare HBCF website.



2. Select the **New Claims Notification>Subscribe** link.



### 3. Complete the online form and select **Subscribe**

Home Claims ▾ New claims notification ▾

## SUBSCRIBE TO NEW CLAIM NOTIFICATIONS

To subscribe to notifications of future new claims, please complete the following

Name

E-mail

*If you would like to receive notification of future new claims in specific areas please enter the relevant postcode/s below:*

Postcodes

Security code

**Note** the builder does not have to subscribe to alerts in order to register interest in a job, but they must register their interest in the job to be shortlisted.

## Criteria to be met to receive a job alert

The following criteria will be checked before the job alert is sent to the builder:

1. The builder has the correct builder eligibility profile for the job.
2. The builder has sufficient eligibility capacity (open job number and open job limit value).
3. The builders recent building activity is within a reasonable distance of the job address.

## Responding to Job alerts

- Open the email to review the job details
- If interested in the job, **select** the link to the **HBCF Website**

Dear Sarah

A new claim on the HBCF website will be available for quoting at 10:00 AM on Thu, 17 Sep 2020:

Click here to visit the [HBCF Website](#)

Reference: 12482			
<b>Policy</b>	HBCF14767	<b>Claim Number</b>	HBCF-CL-004
<b>Construction Type</b>	New Single Dwelling Construction	<b>Builder Name</b>	Solutions Pty Ltd
<b>Project Stage of Completion</b>	6	<b>Claim Type</b>	Non-Structural Defect
<b>Original Contract Value</b>	\$725,000.00	<b>Suburb</b>	SEAFORTH 2092

Defective waterproofing of balconies, roof flashings.

Yours faithfully,

icare HBCF

Click here to [unsubscribe](#) from Job Alerts.

The **Quoting for claims work** page will open

Postcode	Suburb	Type	Stage of Completion	Claim Number
2161	GUILDFORD	New Multiple Dwellings Construction (<= 3 storeys)	Complete	HBCF-CL-004
2171	Carnes Hill	New Single Dwelling Construction	Lockup	HBCF-CL-003
2379	MULLALEY	New Single Dwelling Construction	Complete	HBCF-CL-004
2257	Killcare	Single Dwelling Alterations / Additions - Structural	Complete	HBCF-CL-003
2655	THEROCK	New Single Dwelling Construction	Complete	HBCF-CL-003
2251	Copacabana	New Single Dwelling Construction	Complete	HBCF-CL-004

- Search for and select the relevant job to view the details.
- If interested in tendering for this job enter your **ABN & Licence** numbers, **agree** to terms and conditions, and select the **Register for this job** button.

**Job Details**

Reference : 12483

<b>Policy</b>	HBCF14803	<b>Claim Number</b>	HBCF-CL-004
<b>Construction Type</b>	New Multiple Dwellings Construction (<= 3 storeys)	<b>Builder Name</b>	Development Pty Ltd
<b>Stage Of Completion</b>	Complete	<b>Claim Type</b>	Non-Structural Defect
<b>Original Contract Value</b>	\$180,000.00	<b>Suburb</b>	GUILDFORD 2161

Drainage, rendering, roof flashings

**Builder's ABN**

**Licence Number**

**Agree to Terms & Conditions** ☐ [Terms and Conditions](#)

If the builder meets the selection criteria they are added to the Shortlist. Max of 5 builders on the shortlist. If a builder is shortlisted after registering for the job they are immediately asked for contact details. The Claims Manager will then contact the shortlisted builders and ask them to submit a tender for the job.

## What happens once a tender is submitted?

- The Claims manager will acknowledge receipt of tender.
- The Claims Manager's Technical consultant undertakes a tender review and makes a recommendation.

## What happens if a builder is not shortlisted for a job?

- If the builder's eligibility does not meet the specific selection criteria for that job – the builder will be alerted that they have failed to register interest in the job via the **Assessments Results** pop up window.

**Job Details**

Assessment Results	
Does your current HBCF eligibility profile match this job?	✔ Yes you have the correct profile for this job.
Does your current eligibility job limit exceed the original contract amount (or the consultant's estimate, if greater)?	✘ Sorry your current eligibility job limits are less than the original certificate amount (or the consultant's estimate, if greater) of this job.
Do you currently have enough available HBCF eligibility turnover ?	✘ Not tested
Is your recent building activity within a reasonable distance of the job address?	✘ Not tested
Have you passed all the selection criteria?	✘ Not tested
Have you already been shortlisted for your maximum number of jobs in the last 4 weeks?	✘ Not tested

Unfortunately your application failed the threshold criteria.

**Contact Information**

Contact Name

Contact E-mail

Contact Phone

Complete Registration

- If the builder was unable to register because the job is no longer available – they will be advised via message:

*Thank you for your interest in the job. Your registration of interest was not successful as the job has been filled*

## FAQ

- Who/how is the decision made as to which 5 builders are shortlisted if more than 5?
  - A: The first 5 builders applying are shortlisted
- Is subscription to email alerts compulsory in order to register for a job?
  - A: No
- If builder has previously registered for other jobs are, they automatically registered every time a new job is posted?
  - A: They must register interest for every job they want to apply for.