

Capital Works Management Framework

Policy Advice Note

Eligible tenderer lists for government building projects

The Prequalification (PQC) System supports the Capital Works Management Framework (CWMF) by providing a comprehensive central register of prequalified building industry consultants and contractors. Under the CWMF, departments must engage prequalified consultants where the commission fee is expected to exceed \$60,000 in value and/or the service risk rating is 3 or 4, and engage prequalified contractors for contracts expected to exceed \$1,000,000 in value.

This policy advice note provides guidance to departments on the use of eligible tenderer lists for such commissions/contracts.

When to use an eligible tenderer list

Under the CWMF, departments must create project records in the PQC System for all capital building projects with total allocations exceeding \$1,000,000.

Once created, a project may have commissions and/or contracts attached to it. For commissions/contracts above the thresholds outlined previously, an eligible tenderer list must be generated from the PQC System to determine the pool of appropriately prequalified consultants or contractors for the relevant commission/contract.

Early identification of available consultants or contractors

Early in the project lifecycle (i.e. soon after the project has been entered in the PQC System) a preliminary eligible tenderer list should be prepared, to inform the project manager as to the availability (or otherwise) of a competitive pool of eligible consultants or contractors whose prequalification registration details appropriately match the requirements of the commission or contract. This approach will confirm whether the relevant consultants/contractors have a PQC level that matches or exceeds the service risk rating associated with the commission/contract; meet the specific requirements of the commission/contract; and are registered to work in the PQC geographical location for the relevant project.

In cases where a competitive pool of appropriately prequalified consultants or contractors cannot be identified for the relevant commission/contract, well in advance of the proposed tender call, it may be necessary to vary aspects of the commission/contract and/or approach the market to encourage any known consultants or contractors that may be suitable but are not prequalified to apply for prequalification.

It should be noted that a preliminary eligible tenderer list is not to be relied upon for determining appropriately prequalified consultants or contractors at the time of tender call (refer next heading “Tender Call”).

Tender call

Immediately prior to the proposed tender call, an eligible tenderer list must be generated from the PQC System to determine the current pool of appropriately prequalified consultants or contractors for the relevant commission or contract.

It is imperative that such lists are not generated too early in advance of the tender call as the PQC System is dynamic and the status of consultants or contractors registered as “active” (i.e. eligible to tender) can change relatively quickly.

If an outdated list is used, it is possible that a consultant or contractor (who was registered as “active” in the PQC System at the time the list was generated, and who has subsequently been made “inactive” in the PQC System) may be able to collect tender documents. However, the tender of such a consultant or contractor will not be able to be accepted due to the change in their prequalification status.

Other PQC System checks

Prior to awarding a commission or contract, the relevant consultant’s or contractor’s details held in the PQC System should be checked for any changes in prequalification status, and also to ensure that there are no issues requiring inquiry/reference to the PQC Registrar.

As the PQC System is dynamic, a flag (signifying that there is an issue or matter that needs to be taken into account) may have been placed on the registration of a consultant or contractor and accordingly further investigation may be required.

For further information

PQC Registrar

Building Policy and Practice
Building Industry and Policy
Department of Housing and Public Works
GPO Box 2457
Brisbane QLD 4001

PQC Infoline: 1800 072 621

Email: PQCRegistrar@hpw.qld.gov.au

Web: www.hpw.qld.gov.au

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