



Contractor PQC Form 3—Office Details

3.1 Office Details

Name of applicant

Office location (town/city)

Office type (main/regional)

Business address

Postal address (☐ ✓ if same as business address)

3.2 Preferred contact for this office

Title Contact name

Position title

Email

Telephone

Fax

Mobile

3.3 Significant individuals

Title

Position held

Office location

Title

Position held

Office location

Title

Position held

Office location

Title

Position held

Office location

Title

Position held

Office location

Contractor PQC Form 3—Office Details**3.4 Management systems**

Applicants must provide a copy of the current certificate and schedule

Quality Assurance☐ AS/NZS ISO 9001:2008 certified ☐ None

Expiry date

Permissible exclusions

Environmental☐ AS/NZS ISO 14001:2004 certified ☐ None

Expiry date

Occupational Health and Safety☐ AS/NZS 4801:2001 certified☐ OHSAS 18001:2007☐ Australian Government Building and Construction
OHS Accreditation Scheme☐ PQC (OHS) Auditor Report☐ None

Expiry date

3.5 Human resources listing for officeNumber
of workers**Administration**

eg Finance Manager, Accountant

Administration Secretarialeg Secretarial/Reception for Management, Estimating,
Marketing, Commercial, Administration, Operational**Administration Support**eg Assistant Accountant, Administration Assistant,
Senior Assistant**Commercial**

eg Contracts Manager, Business Development Manager

Construction Operatives

eg Tradesperson, Labourer, Plant Operator

Estimatingeg Estimating Manager, Senior Estimator, Estimators,
Estimating Assistant**Management**eg General Manager, Operations Manager, Design &
Construction Manager, Maintenance Manager**Marketing**

eg Marketing Manager, Marketing Assistant

Operationaleg Professional/Technical, Project Manager, Senior Project
Engineer, Site Engineer/Manager, Administrator, General
Foreperson, Safety Manager**Operational—Trainees**

eg Cadet, Apprentice, Trainee

3.6 Areas of operation and maximum contract value

Maximum contract value (\$)

Area of operation☐ Select all

Location (refer to figure 1)	Mainland	Island
<input type="checkbox"/> Brisbane—A1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Central West	<input type="checkbox"/>	
<input type="checkbox"/> Darling Downs	<input type="checkbox"/>	
<input type="checkbox"/> Far North	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fitzroy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mackay	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Moreton North/Sunshine Coast—A2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Moreton South/Gold Coast—A3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> North West	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Northern	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> South West	<input type="checkbox"/>	
<input type="checkbox"/> Wide Bay Burnett	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1 (PQC Regions)

**NOTE**

PQC Regions are based on 'Statistical Division Queensland 2001 Census' prepared by the Department of Natural Resources and Mines for the Office of Economic and Statistical Research (except for the separation of the Division of Moreton into Moreton North/Sunshine Coast and Moreton South/Gold Coast).

Contractor PQC Form 3—Office Details**3.7 Contract categories listing**

- ☐ Minor Work and Services
- ☐ Traditional (Lump Sum)
- ☐ Design and Construction Management (Lump Sum)
- ☐ Design and Construction Management (Two-Stage Tender)
- ☐ Managing Contractor—Design and Construction Management
- ☐ Managing Contractor—Documentation and Construction Management
- ☐ Managing Contractor—Construction Management
- ☐ Relationship/Alliance

3.8 Service categories listing

- ☐ New Construction Work/Addition
- ☐ Refurbishment/Renovation/Repairs
- ☐ Fitout
- ☐ Maintenance (other than service maintenance contracts)
- ☐ Demolition (must hold demolition certificate)
- ☐ Modular/Prefabricated Building Systems

3.9 Project types listing**Administrative/Offices**

- ☐ High rise (over three storeys)
- ☐ Low rise (up to three storeys)

Authorities

- ☐ Ambulance stations
- ☐ Correction/detention centres
- ☐ Fire stations
- ☐ Courthouses
- ☐ Police stations
- ☐ Watchhouses
- ☐ Fire and rescue training centres
- ☐ Joint emergency service centres

Building related projects

- ☐ Civil works—foundation (building work)
- ☐ Civil works—subdivisional (building work)
- ☐ Landscaping (building work)
- ☐ Car parks—non-structural (building work)
- ☐ Car parks—structural (building work)

Civic

- ☐ Art galleries/museums
- ☐ Convention centres
- ☐ Libraries
- ☐ Public toilets
- ☐ Performing arts centres
- ☐ Community centres
- ☐ Cultural centres

Education

- ☐ School complexes
- ☐ Universities/TAFE Institutes

Health Care

- ☐ Child care centres
- ☐ Health centres/clinics
- ☐ Hospitals general/district
- ☐ Nursing homes/aged facilities
- ☐ Research laboratories

Industrial

- ☐ Factories/workshops
- ☐ Storage depots
- ☐ Transport—depots/terminals and stations
- ☐ Warehouses

Recreational

- ☐ Recreation centres and facilities
- ☐ Sports centres and facilities
- ☐ Gymnasiums
- ☐ Stadiums
- ☐ Swimming pools

Residential

- ☐ Duplex (attached)
- ☐ Hostels
- ☐ Houses (single dwellings)
- ☐ Units

3.10 Service activity information**Air Conditioning**

- ☐ Low—residential system and evaporating cooling
- ☐ Med—commercial system up to 100kW refrigeration capacity per plant
- ☐ High—commercial and industrial chilled water air conditioning system, open capacity

☐ **Asbestos Material Removal****Communication Systems**

- ☐ Low—small telephone system
- ☐ Med—medium site telephone system and active communication network equipment
- ☐ High—fully configured PABX, wireless radio systems, communication network design

☐ **Demolition—Building or structure**☐ **Electrical—General****Fire Detection, Alarm and Warning Systems**

- ☐ Low—stand alone smoke alarms
- ☐ Med—monitored smoke alarm system
- ☐ High—specialised system (eg air sampling, flame detection, infra red)

Contractor PQC Form 3—Office Details**3.10 Service activity information (continued)****Fire Hydrants and Hose Reels**

- ☐ Low—residential accommodation
- ☐ Med—low/medium rise office building, police station, watchhouse
- ☐ High—high rise office building, hospital, correctional centre, warehouse, special-use building

☐ **Passive Fire Protection – Fire and Smoke Walls and Ceilings**☐ **Passive Fire Protection – Fire Collars, Penetrations and Joint Ceilings**☐ **Passive Fire Protection – Fire Doors and Shutters****Fire Pumps**

- ☐ Low—fire hose reel pump
- ☐ Med—low/medium rise office building, police station, watchhouse
- ☐ High—high rise office building, hospital, correctional centre, warehouse, special-use building

☐ **Special Hazard Suppression System**☐ **Sprinkler and Suppression Systems (Reticulation Water Based)****General Building**

Cost per square meters (m²) is used as an indication of complexity of service activity relating to general building projects. Figures are approximate Brisbane building costs only, and are based on pre-GST rates.

- ☐ Low—Conventional design incorporating commonly used trades, generally less than \$2000m² (eg school building)
- ☐ Medium—Incorporating trades and construction techniques not commonly encountered, generally between \$2000-\$3000m² (eg police station)
- ☐ High—Unique innovative or complex construction incorporating integrated services, generally in excess of \$3000m² (eg hospital, correctional center)

House Building

- ☐ Low—conventional design incorporating commonly used trades
- ☐ Med—an extensive renovation/refurbishment/special design requirements/attached houses
- ☐ High—Unique or innovative construction/trialling new systems or materials

Mechanical Services

- ☐ Low—ventilation up to 1000 l/s
- ☐ Med—fluid pumping, ventilation up to 5000 l/s with operating controls
- ☐ High—dust and fume extraction, boilers over 5000kW, incorporating complex controls

Non-Residential Interior Refurbishment and Fitout

- ☐ Low—Basic Office fitout, minimal service installation or alteration
- ☐ Med—office fitout with service installation or alteration
- ☐ High—Unique or innovative design and/or complex service

Refrigeration

- ☐ Low—commercial system, freezer and drink cabinets
- ☐ Med—industrial system
- ☐ High—food processing (snap freeze)

Security Systems

- ☐ Low—shop-front-type installation
- ☐ Med—multiple-access-type installation (eg for high rise building, court house, police station)
- ☐ High—complex-type installation (eg for a watchhouse or correctional centre)

Telecommunication Cabling

- ☐ Low—single floor basic system, no backbone cabling
- ☐ Med—multi-floor office complex with backbone cabling
- ☐ High—inter-building cabling with significant optical fibre requirements

3.11 Project environments listing**Project environment**

- ☐ Low—on a greenfield site
- ☐ Medium—within a day use facility
- ☐ High—within a 24 hour use facility

Contractor PQC Form 3—Office Details**3.12 Projects listing**

Provide details below and attach additional information as required

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Mobile

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Contractor PQC Form 3—Office Details**3.12 Projects listing** (continued)

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Project name

Procurement method (refer to section 3.7)

Service category (refer to section 3.8)

Project Type (refer to section 3.9)

Location

Start Date

Duration of contract (weeks)

Contract final value (\$)

Service activities

Service complexity

☐ Low ☐ Medium ☐ High

Project Environment

☐ Low ☐ Medium ☐ High

Referee name

Referee role (eg. client, head contractor)

Telephone

Mobile

Email

Name of Applicant

The definitions stated in the preamble to the application forms apply to these conditions.

In submitting the accompanying application for Prequalification (PQC), the Applicant:

1. acknowledges that the State will rely upon information provided by the Applicant to determine the Applicant's eligibility for registration.
2. agrees that it will:
 - a) make available to the State, upon request, all necessary documentation held or reasonably obtainable by the Applicant supporting its application for registration;
 - b) provide the names of all Significant Individuals of the Applicant;
 - c) prior to registration, notify the State, without delay, of material changes, if any, to its operational or management practices, and its financial or technical capacity, that may have an effect on its eligibility for registration;
 - d) have no entitlement to tender for, or be awarded, any contract with the State, under the Prequalification (PQC) System, unless or until it has been issued a *PQC Certificate of Prequalification (PQC)*, with its accompanying *Schedule to Registration of Prequalification*, that provides the necessary entitlement; and
 - e) be bound, upon registration, by the *Conditions of Prequalification (PQC)*.
3. agrees that the State may:
 - a) make all necessary enquiries of any person or persons regarding:
 - i) the information provided by the Applicant in support of its application;
 - ii) information from any source relating to the Applicant; and
 - iii) the performance and/or financial standing of the Applicant.
 - b) in its absolute discretion and without giving reasons, decide not to process, or to suspend or cease the processing of an application for registration.

Title	Name
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

Note

The person whose signature appears above must be authorised to commit the Applicant to the above conditions.

Privacy Notice

The Department of Housing and Public Works is collecting your personal and business information on this form for the purpose of assessing your application for prequalification on the PQC System. In assessing your application some of this information will usually be given to:

- Queensland Building and Construction Commission
- Workplace Health and Safety Queensland
- Department of Justice and Attorney-General
- WorkCover Queensland
- QLeave
- Construction Skills Queensland.

The Department of Housing and Public Works may also give some of this information to other relevant government and industry entities for the purpose of assessing your application.

This information will not be disclosed to any other third party, without your consent, unless authorised or required by law.

The State is entitled to publish on the Department of Housing and Public Works' website (www.hpw.qld.gov.au), or by any other means, the names and business addresses of trading entities registered on the PQC System.

Contractor PQC Conditions of prequalification (PQC)

The definitions stated in the preamble to the application forms apply to these conditions.

1. The Registrant acknowledges that the Queensland Government (the State) has relied upon information provided by the Registrant in granting registration to the Registrant.
2. The Registrant agrees that the State may make enquiries of any person or persons regarding:
 - a) the information provided by the Registrant in support of its initial application or any subsequent application to vary its registration status;
 - b) information from any source relating to the Registrant; and
 - c) the performance and financial standing of the Registrant.
3. The Registrant agrees to make available to the State, upon request, all necessary documentation held or reasonably obtainable by the Registrant supporting its initial, or any subsequent application for registration.
4. The Registrant agrees that the State may release the Registrant's non commercial-in-confidence prequalification details to any person or party.
5. The Registrant agrees to notify the State without delay of any material changes to its operational or management practices, and to its financial and technical capacity, which may have an effect on its registration status.
6. The Registrant agrees to participate in performance reporting processes for all government building projects under the Prequalification (PQC) System on which the Registrant has been contracted.

A performance report may result in the State reviewing, downgrading, suspending, or cancelling the Registrant's registration.
7. The Registrant warrants that, in the event of entering into any contract with the State, it will not breach any contractual or legal requirements of the State, including but not limited to:
 - a) the *Queensland Code of Practice for the Building and Construction Industry*;
 - b) workplace health and safety, industrial relations, workers compensation and any environmental legislation;
 - c) legislation that specifically applies to the building and construction industry, and
 - d) government policies developed from time to time that specifically apply to the building and construction industry.
8. The Registrant warrants that all Significant Individuals of the Registrant are 'fit and proper persons' and not 'excluded individuals' as defined in the *Queensland Building and Construction Commission Act 1991*.
9. The Registrant warrants that it will keep financial records as required by the *Contractor PQC: Financial Requirements* guideline.
10. The Registrant acknowledges that it is not entitled to tender for, or be awarded, any contract with the State, under the *Prequalification (PQC) System*, to which its *Certificate of Prequalification (PQC)*, with its accompanying *Schedule to Registration of Prequalification*, does not provide an entitlement.
11. The *Certificate of Prequalification (PQC)*, its accompanying *Schedule to Registration of Prequalification*, and any registration status accorded to any Registrant shall not be regarded, taken or held out as any warranty or undertaking as to the performance of any Registrant on any construction project nor as any basis for liability by the State to make payments to the Registrant or any of its suppliers or subcontractors.
12. The State gives no warranty or undertaking of any nature to any party or person by reason of registration or the issue of the *Certificate of Prequalification (PQC)* as to a Registrant's competency, ability or fitness to undertake construction work of any nature whatsoever.
13. The State does not accept any liability for any loss of any nature whatsoever occasioned by any party or person acting or refraining from acting in reliance upon any statement, advice or information contained in the *Certificate of Prequalification (PQC)* or in any way connected or associated with registration.
14. The *Certificate of Prequalification (PQC)* remains the property of the State and must be returned immediately (if issued to a Registrant in hard copy format) to the State upon demand. If the *Certificate of Prequalification (PQC)* has been issued to a Registrant in electronic format, the Registrant must cease to use the *Certificate of Prequalification (PQC)* in any way, if the State advises the Registrant to do so.
15. A breach of any of these *Conditions of Prequalification (PQC)* may result in the State reviewing, downgrading, suspending, or cancelling the Registrant's registration.

Notwithstanding, the State in its absolute discretion and at any time, without reference to the Registrant, may review, downgrade, suspend or cancel registration.