

Capital Works Management Framework

Contractor PQC Online Application Guide



Queensland
Government

1.0 Introduction

The Department of Housing and Public Works (DHPW), on behalf of the Queensland Government, administers a system of prequalification for contractors in the building and construction industry known as the Prequalification (PQC) System.

Contractors must be prequalified and appropriately registered on the PQC System to be eligible to tender for any Queensland Government building project estimated to exceed \$1,000,000 in value. PQC registration is a requirement and not a guarantee of being awarded a Queensland Government building contract.

This guide provides information for new applicants seeking registration on the PQC System for building industry contractors as a basis for eligibility to undertake Government building projects. It also provides information for existing registrants wishing to amend their registration details. The terms “applicant”, “Government building project”, “office”, “registrant”, “significant individual” and “worker” are defined in **Attachment 1**.

2.0 New application for prequalification as a contractor

Getting started

Select Apply for prequalification as a contractor.

Applicant details

Enter your ABN and click on ABN lookup. Your company details will be prepopulated. Complete the field for your web address.

Indigenous Business

This question relates to whether or not you identify as an Indigenous Business.

Human Resources

Record the number of staff in each field as required.

Portable Long Service Leave (QLeave)

If the applicant has any eligible employees, registration with QLeave is required. Provide your QLeave number or attach/upload your QLeave certificate.

WorkCover

In accordance with the *Workers' Compensation and Rehabilitation Act 2003*, if the applicant employs any workers at their workplace, they will need to provide their WorkCover certificate. Attach/upload your WorkCover certificate of currency.

Financial

Current ratio

Enter your current ratio. Refer to the [Contractor PQC financial requirements](http://hpw.qld.gov.au) (hpw.qld.gov.au) for further information.

Net tangible assets – Government (NTA – Govt)

Enter your Net Tangible Assets - Government. Refer to the [Contractor PQC financial requirements](http://hpw.qld.gov.au) (hpw.qld.gov.au) for further information.

Propriety

This series of questions relate to the applicant, or any partner or significant individual of the applicant's history. If 'yes' is answered to any of these questions, a contact name and details of the event must be provided.

Compliance

This series of questions relate to the applicant's compliance history. If 'yes' is answered to any of these questions, a contact name and details of the event must be provided.

Self Assessment

The self assessment questions are designed to assist in determining a contractor's PQC Level. The PQC Level is a numeric score (1, 2, 3 or 4) that provides an indication of a contractor's capacity to handle contracts and manage the associated risks. Other indicators are derived from the application details and from feedback provided by referees.

A PQC Level of 1 indicates a business that meets basic industry standards. A score of 4 indicates a business that operates at the leading edge of practice in a global context. PQC Levels are not based on financial capacity or business size.

There are 78 self assessment questions which involve choosing the most appropriate response from a selection of options. The questions are intended to give an indication of the business as a whole.

Company Details

Office Details

Provide office location and address.

Prequalification contact

Provide details for the person who will be the contact for all PQC matters.

Significant individuals

Please refer to Attachment 1:Definitions and provide details. Further individuals may be added by clicking the Add Individual button.

Areas of operation

Indicate the areas (regions) the applicant wishes to undertake work in. **Note: When adding multiple offices, the areas of operation cannot be the same for each office.**

Management Systems

When claiming certified status for management systems, all certificates must be in the name of the applicant and third party certified by one of the following:

- A recognised Accredited Body through the Joint Accreditation Scheme of Australia and New Zealand (JAS-ANZ) <https://www.jas-anz.org/>; or
- A recognised Accredited Body Member of the International Accreditation Forum (IAF), of which JAS-ANZ is a member.

Acceptable Management Systems:

- Quality Management Systems – AS/NZS ISO 9001 - version 2015, 2016
- Environmental Management Systems – AS/NZS ISO 14001 - version 2015, 2016

- Occupational Health and Safety Management Systems –
 - AS/NZS 4801:2001;
 - ISO 45001 - version 2018;
 - OHSAS 18001:2007;
 - PQC (OHS) Auditor Report; and
 - Australian Government Building and Construction OHS Accreditation Scheme.

Attach/upload a copy of your current certificate/s.

Note: Management System certificates are office specific, which means any office that is registered and has been audited will appear on the management system certificate. If your company changes address, you must notify the auditing company to update your certificate/s.

Contract categories

Select the contract categories for which you wish to be registered. Evidence must be provided of projects completed within the past three years to support each category selected.

Service Categories

Select the service categories for which you wish to be registered.

Project Types

Select the project types for which you wish to be registered. You must provide details of relevant projects to match the project types selected and which have been completed within the past three years.

Service activity

Select the service activity for which you wish to be registered. Eligibility for a specific service activity is based on the licence held by the applicant. Please provide your licence number or attach/upload your certificate as applicable.

Project environment

The applicant should indicate which project environments they are willing to work in. A low project environment would be a new or greenfield site. A medium project environment within a day use facility would be a project such as a school. A high project environment within a 24 hour use facility would be a project such as a hospital.

Project examples

Project examples are required to be provided for each project type you are applying for. Projects must have been completed within the past three years. You may include non-government projects. **Note: the contract final value is to be at least \$1M for each project example you provide.**

Referee reports

The applicant is required to upload a minimum of three referee reports to support the highest values of projects completed within the past three years and that support the project listings requested. Please attach/upload your referee reports using the template provided.

Lodgement

Conditions of application/conditions of prequalification

By completing this field you are agreeing to the conditions of application and conditions of prequalification. The applicant is to sign electronically and submit the application for processing. Once the form has been submitted, you will receive a receipt electronically with a reference number and date and time the application was submitted.

If any areas are left incomplete, an error will appear and these will need to be resolved before being able to submit the application. Applications will not be able to be submitted until all errors are fixed.

You will be notified by the PQC Registrar once your application has been processed of the outcome.

3.0 Amend a previously submitted application

A number of areas can be updated online for your registration (examples of common amendments are shown below).

Select the radio button for Amend a previously submitted application.

PQC Registration Number / Entity Name

This is your PQC registration number, which can be found on your Certificate of Prequalification or the latest schedule you may have received previously.

Entity name is the name of the company/individual currently registered for PQC.

Note: If you have changed your ABN, you must complete a new contractor application.

Instructions for common amendments

Increasing Maximum Annualised Contract Value

A contractor's Maximum Annualised Contract Value is determined as being the lesser of:

- a) one-third of either the contractor's Maximum Revenue-Govt or Maximum Revenue for licensing; whichever is the lesser (this is referred to as the One-Third Rule and reflects a contractor's financial capacity under the PQC System); or
- b) the contractor's Maximum Contract Value (i.e. project capability) as determined by the PQC Registrar, giving consideration to the contractor's technical and managerial capabilities, experience and satisfactory performance on previous projects.

To increase your Maximum Annualised Contract Value, your NTA figure and/or your Maximum Revenue for Licensing (set by the QBCC) will need to have increased.

Enter your PQC Registration Number and Entity Name and click Continue. In the Applicant Details screen, type in your ABN and click on ABN lookup. This will pre-populate your company details.

Scroll down to Financial and enter your Current Ratio and Net Tangible Assets – Government (NTA-Govt) figures. These figures will need to be calculated according to the [Contractor PQC financial requirements](http://hpw.qld.gov.au) (hpw.qld.gov.au).

Click Continue button at the bottom of the screen and then click on Lodgement tab at top of form. Type your name, sign and add your email address for a receipt copy of the form and click submit.

A message will appear advising the application has been received and a reference code will be provided.

Increasing Maximum Contract Value

This figure relates to the highest value completed project that you have previously provided to PQC. If you have completed a project in the past three years of greater value, you will need to complete the project examples and provide a referee report (Company details section), to support the value increase.

Enter your PQC Registration Number and Entity Name and click Continue. In the Applicant Details screen, type in your ABN and click on ABN lookup. This will pre-populate your company details.

Click on the Company details tab and scroll to the Project examples and complete the project details.

Scroll to Referee reports and attach/upload the referee report to support the higher value project.

Click Continue button at the bottom of the screen and then click on Lodgement tab at top of form. Type your name, sign and add your email address for a receipt copy of the form and click submit.

A message will appear advising the application has been received and a reference code will be provided.

Update Management Systems

Enter your PQC Registration Number and Entity Name and click Continue. In the Applicant Details screen, type in your ABN and click on ABN lookup. This will pre-populate your company details.

Go to the Company details tab and scroll down to the Management systems section. Click on the radio button for the management system you wish to add or update. Attach/upload your certificate.

Note: Management system certificates are office specific. This means the certificate must display the address that your company is registered for in PQC. Refer to page 3 for acceptable management systems.

Click Continue button at the bottom of the screen and then click on Lodgement tab at top of form. Type your name, sign and add your email address for a receipt copy of the form and click submit.

A message will appear advising the application has been received and a reference code will be provided.

Adding an Office

Enter your PQC Registration Number and Entity Name and click Continue. In the Applicant Details screen. Type in your ABN and click on ABN lookup. This will pre-populate your company details.

Click on the Company Details tab and complete the office details, noting the new office as Regional. Select the Areas of Operation for the regional office, noting that additional offices cannot have the same areas of operation as the main office.

If management systems are applicable for the regional office, attach/upload a copy of the certificates showing the regional office address.

Click Continue button at the bottom of the screen and then click on Lodgement tab at top of form. Type your name, sign and add your email address for a receipt copy of the form and click submit.

A message will appear advising the application has been received and a reference code will be provided.

Adding Project Types

Note: To add additional project types to your PQC registration, you will need to provide examples of projects completed in the past three years to support each additional project type.

Enter your PQC Registration Number and Entity Name and click Continue. In the Applicant Details screen, type in your ABN and click on ABN lookup. This will pre-populate your company details.

Click the Company details tab at the top of the page and click the radio button for the Project types you wish to add.

Scroll down to Project examples on the same page and add a project example to support each project type selected.

Scroll to the Referee reports area and upload the referee report to support the project example.

Click Continue button at the bottom of the screen and then click on Lodgement tab at top of form. Type your name, sign and add your email address for a receipt copy of the form and click submit.

A message will appear advising the application has been received and a reference code will be provided.

Attachment 1 : Definitions

Applicant is defined as the entity (either an individual, a company or partnership) that is applying for prequalification in order to be invited to submit proposals and enter into contracts with the Queensland Government.

Government building project generally means a building project for a 'government department', as defined in the Financial Accountability Act 2009. A government building project must be owned by a government department on completion.

Work covered by this definition includes:

- a) the erection, establishment or construction of a building; or
- b) any maintenance of a building assessed as high risk/significant; or
- c) the repair, renovation, refurbishment, alteration, extension or improvement of a building or maintenance of a building combined with any of these works; or
- d) the demolition or removal of a building; or
- e) any site work (defined as building work under the *Queensland Building and Construction Commission Act 1991*) related to work of any kind associated with a) to d) above as a separate contract in itself; or
- f) travelators and escalators, water supply, sewerage or drainage under installation or supply and installation contracts associated with a) to d) above as a separate contract in itself, the provision of services generally including but not limited to power, lighting, communications, security systems, fire, heating, ventilation, air conditioning, lifts, but excludes:
 - g) service maintenance contracts associated with a building;
 - h) the construction, maintenance or repair of a road under the Land Act 1994;
 - i) the construction, maintenance or repair of a bridge;
 - j) the construction, maintenance or repair of railway tracks, signals or associated structures;
 - k) the construction, maintenance or repair of harbours, wharfs and other marine structures not related to land based building work; and
 - l) the construction, maintenance or repair of a dam.

The majority of government building projects involves construction of new buildings, extensions to buildings or major refurbishments to existing buildings.

Notwithstanding, this definition should be taken as a guide only and is not exhaustive. This definition does not capture grants to organisations that are external to government departments, although government departments making grants to such organisations may, at their discretion and after receiving advice from the Department of Housing and Public Works, attach conditions to a grant to give effect to specific elements of the Capital Works Management Framework.

Office is defined as that office, which is not a site office, from which the normal contracting business of the applicant is conducted.

Registrant is defined as the entity (either an individual, a company or partnership) that has satisfied the requirements for registration on the Queensland Government's Prequalification (PQC) System and has been issued with a Certificate of Registration and an accompanying Schedule to Registration of Prequalification.

Significant Individual is:

- a) a director, secretary, senior worker of the applicant/registrant; or
- b) in the case of a sole trader or individuals in partnership:
 - i. the party/ies identified as the applicant/registrant; and
 - ii. an individual who is in a position to control or substantially influence the conduct of the applicant's/registrant's affairs, including, for example, a financier or a senior worker.
- c) an 'influential person' as defined in the *Queensland Building and Construction Commission Act 1991*, namely:
 1. for a company, is an individual, other than a director or secretary of the company, who is in a position to control or substantially influence the company's conduct.
 2. However, an influential person does not include -
 - a. a professional, only because the advice given by the professional influences the company's conduct; or
 - b. a regulator, only because the regulator, when exercising a power or performing a function under an Act or other law, influences the company's business; or
 - c. an administrator, controller, provisional liquidator or liquidator within the meaning of the Corporations Act, section 9.
 2. Without limiting subsection (1), a person may be an influential person for a company if the person -
 - a. is the chief executive officer or general manager of the company, or holds an equivalent position in the company; or
 - b. is acting in a position mentioned in paragraph (a); or
 - c. directly or indirectly owns, holds or controls 50% or more of the shares in the company, or 50% or more of a class of shares in the company; or
 - d. gives instructions to an officer of the company and the officer generally acts on those instructions; or
 - e. makes, or participates in making, decisions that affect the whole or a substantial part of the company's business or financial standing; or
 - f. engages in conduct or makes representations that would cause someone else to reasonably believe the person controls, or substantially influences, the company's business.

Worker as defined in the Workers' Compensation and Rehabilitation Act 2003.