



ACT
Government

Major Projects Canberra

REGISTRATION FOR

SMALL ARCHITECTURAL PROJECTS

APPLICATION and GUIDELINE

Please return completed application

to: Project Development and Support

Prequalification

(PO Box 158 Canberra City, ACT, 2602)

Level 3, Pod A3, Callam Offices, 50 Easty Street, Phillip ACT 2606.

Email: MPCprequalification@act.gov.au

Attention: Prequalification Registrar

NOTE: Electronic submission of Application.

Electronic Submission of all applications is preferred.

When preparing the application, please separately save each document as a pdf file.

When saving pdf files please save with a suitably descriptive title. Eg "Prof Indem Ins or Pub Liab Ins"

Emails to MPCprequalification@act.gov.au are limited to 10 Mb.

If your application exceeds this size, the ACT Government's file hosting service is "Objective Connect" for which you must obtain prior approval. Please Phone 6207 7154 or email MPCPrequalification@act.gov.au

Purpose of this registration scheme

The purpose of this registration scheme is dedicated for small architectural firms (with less than 5 staff). It provides an alternative to the prequalification system which is required for design services for ACT Government projects.

Registration Value

This registration process is for small architectural services / projects with a fee value up to \$25,000. Larger projects will require full prequalification.

Insurances

If your registration is accepted by the Territory you will be required to provide the Territory with annual Certificates of Currency for your insurances. You will be notified when those Certificates are due.

Form of Contract

If you are successful in obtaining work with the Territory you will be required to enter into a Construction Related Consultancy Agreement with the Territory. A copy of this Agreement can be found at

https://www.act.gov.au/_data/assets/pdf_file/0011/1379495/Construction-Related-Consultancy-Agreement-RFT-version-February-2020.pdf .

Allocation of Work

The Territory will seek quotations from organisations who have registered. The form of the quotation and the information you will be asked to provide is at Attachment A.

Number of Years in Business

To be eligible for registration you must be in business for a minimum of 3 years.

Evidence of Registration – Australian Architects Board

Evidence of your membership to the ACT Architects Board (eg a copy of your Registration card) must be provided. This registration will be verified.

Company Details

Applicants must provide the following general information:

a	Name of the company or entity under which this Application is being made and under which tenders will be submitted	
b	Trading name (if different)	
c	Type of Entity	Public Company Private Company Individual Joint Venture Trust / Trustee
d	State of registration of company (if applicable)	
e	ABN	
f	ACN or ARBN	
g	Address of registered office	
h	Postal address	
i	Business address	

J	Preferred address (please tick)	Address of Registered Office
		Postal Address
k	Contact for Prequalification enquiries (full name, position and email address)	Business Address
l	Telephone number	
m	Email address	
n	Website address	
o	Membership of industry associations (please list)	
p	No. of years trading	

Insurances / Registration

Please provide details of the following insurances: *(copies of insurance certificates should be attached)*

Professional Indemnity (Minimum \$1m)

Insurer
Sum Insured
Expiry Date

Public Liability (Minimum \$5m)

Insurer
Sum Insured
Expiry Date

Workers Compensation

Insurer
No. of Workers Covered
Expiry Date

Long Service Leave Authority

Yes

Provide evidence of registration with the Long Service Leave Authority if applicable.

Senior Management and Staffing Details

Provide the names of personnel and a resume for each such person nominated.

NAME	POSITION	Resume Provided - Yes
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Previous Experience

Describe 3 to 5 projects you have undertaken in the last 12 to 24 months.

General Information (please fill in for each project)

Project 1

Project Name	
Project completion date	
Overall value of the project	
Project location	
Client organisation	
Client contact person	
Client contact details, ie telephone number	

Project 2

Project Name	
Project completion date	
Overall value of the project	
Project location	
Client organisation	

Client contact person	
Client contact details, ie telephone number	

Project 3

Project Name	
Project completion date	
Overall value of the project	
Project location	
Client organisation	
Client contact person	
Client contact details, ie telephone number	

Project 4

Project Name	
Project completion date	
Overall value of the project	
Project location	
Client organisation	

Client contact person	
Client contact details, ie telephone number	

Project 5

Project Name	
Project completion date	
Overall value of the project	
Project location	
Client organisation	
Client contact person	
Client contact details, ie telephone number	

Specialist Architectural Services (list any specialist areas relevant to your firm)

Heritage
Environmental sustainability
Other

Application Checklist

Please tick the boxes to ensure all aspects of your application are complete

Company Detail

Evidence of registration as an architect in the ACT

Insurances (copies attached)

Previous Experience

Specialist services

ATTACHMENT A

Form of Quotation

You will be provided with a Brief to base your quote on and requested to fill in the following returnable schedules.

RESPONSE TO
REQUEST FOR
QUOTATION no. [insert]



PROVISION OF ARCHITECTURAL SERVICES FOR

PROJECT ABC

ON BEHALF OF

THE ACT GOVERNMENT

REPRESENTED BY

MAJOR PROJECTS CANBERRA

CONTRACT OFFICER:

PROJECT DEVELOPMENT AND SUPPORT

PHONE:

EMAIL:

ISSUE DATE dd Month yyyy

CLOSING DATE: dd Month yyyy

CLOSING TIME: 2:00PM CANBERRA TIME

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CRITERIA 1

Demonstrate your understanding / appreciation of the Project:

CRITERIA 2

Provide the names of the team who will undertake the project:

CRITERIA 3

Financial Offer

CRITERIA 4

Timeframe to complete the project – statement about meeting the required timeframe