

CONTRACTORS REGISTRATION SYSTEM (CRS)

BCA REGISTERED CONTRACTOR

TERMS OF REGISTRATION

Jan 2020 Edition

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If you have any questions

Our hotline number: 1800-3425222

Our email: bca_ebacs@bca.gov.sg

Our operating hours

Mon-Thu: 8.30am – 5.30pm

Fri: 8.30am – 5.00pm

Lunch hours [12.30pm – 1.30pm]

Our CRS requirements, FAQ and

eBACS application link

www.bca.gov.sg/eBACS/

FUNCTIONS & SCOPE OF THE CONTRACTORS REGISTRATION SYSTEM (CRS)

Functions of CRS

1. The CRS is administered by the Building and Construction Authority (“BCA”) to serve the procurement needs of government departments, statutory bodies and other public sector organizations including first level sub-contractors involved in government projects. Except for Regulatory Workheads (RW), CRS functions as an administrative body only for the public sector procurement. As such, business entities which are not registered with BCA are not restricted from conducting business as contractors or suppliers outside the public sector.

Scope of Registration

2. There are seven major registration categories, namely **Construction Workhead (CW)**, **Construction-Related Workhead (CR)**, **Mechanical & Electrical Workhead (ME)**, **Maintenance Workhead (MW)**, **Supply Head (SY)**, **Trade Head (TR)** and **Regulatory Workhead (RW)**. There are 7 financial grades for CW, 6 financial grades for CR, ME, MW, SY and single grading for CR01, CR03, CR15, CR17, CR18, TR and RW. Please refer to respective Specific Registration Requirements (“SRR”).

3. With effect from 1 April 2020, MW will be renamed as Facilities Management Workhead (FM). A new FM01 workhead will be introduced with 4 financial grades while the existing MW02, MW03 and MW04 will be renamed as FM02, FM03 and FM04 respectively. Please refer to SRR for MW and FM for more details.

APPLICATION DETAILS

Application Procedure

4. The SRR specify in detail the registration requisites. An Applicant shall only be defined as a sole-proprietorship, partnership, limited liability partnership, limited partnership or company and shall not include an individual. Applicants who wish to apply for registration must read these Terms of Registration (“TOR”) and the SRR carefully which can be found from this link www.bca.gov.sg/Professionals/Procurement/procurement.html. In submitting the application, Applicants shall be deemed to have agreed to these TOR and the SRR.

5. Applicants can submit the CRS applications online at www.bca.gov.sg/eBACS. The submissions should include every item in the checklist in the correct sequence. It is the Applicant’s responsibility to ensure completeness of the submissions, including the provision of a valid email address. Incomplete or non-compiled submissions may be disregarded. Applicants will be informed if the submissions are incomplete or not in order.

6. Registered Firms may apply for upgrading or apply for additional workheads at any one time provided they meet the SRR of the respective workhead(s). The validity for such applications will remain unchanged (refer to para 46).

Processing Fees

7. The processing fee inclusive of GST (Table A) is non-refundable irrespective of the application result. Payment can only be accepted through VISA, MasterCard or i-Banking for all online transactions.

References

8. In submitting the application, the Applicant will authorise BCA to make all necessary enquiries relating to the Applicant. Applicants are required to attach scanned references from the clients/consultants of the projects. BCA may also obtain further information from the Applicant’s references (i.e. auditors, banks, former clients and/or consultants who supervised the works of the Applicant) either by requesting the presence of such persons or sending officers from BCA to the Applicant’s head office (local or overseas) for further verification. All flight/transport, accommodation (overseas), incidental and service charges, shall be borne by the Applicant. If no references are forwarded, BCA will complete the processing based only on the available information.

Processing Time

9. If the submission is complete and is in order, the outcome of the application may take 2 weeks (except for B2-A1, L5-L6, M1-M3 and applications that require overseas verification).

10. Registered firms are encouraged to apply for renewals early once they have received the reminder letter about two months before the expiry date of their registration. Processing is on first-come-first-serve basis.

Outcome of Application

11. Upon successful application, BCA will publish the Applicant’s name, workhead, grade and such other details deemed appropriate in the BCA e-directory at <https://www.bca.gov.sg/BCADirectory/>.

REGISTRATION REQUIREMENTS

Track Record and Performance

12. Applicants are expected to meet the SRR for each workhead. In the event of any inconsistency between these TOR and the SRR, the SRR shall prevail.

13. Applicants are expected to have, in the last three years, completed projects relevant to the particular workhead and respective grade (see the SRR) and reflected under the column 'Track Record'. The Applicant must attach scanned copies of awards, purchase/work orders, substantial completion certificate or letter confirming the start of defects liability period, latest payment certificate and client's endorsement to substantiate to BCA's satisfaction of these track records.

14. Main contracts and nominated sub-contracts should generally form the substantial portion of the track records. Please refer to the SRR for details. Trade Head require endorsement from two main contractors registered with BCA.

15. Applicants may use the same project to apply for more than one workhead provided that the project value is apportioned to the relevant types of works under the respective workheads.

16. For Applicants applying for registration as supply contractors;

- a) Applicants are expected to have maintained a business or other commercial undertaking for the trading, supply, and/or installation of the respective type of materials, over the last three years (see SRR for SY) and reflected under the column 'Track Record'.
- b) Where a particular Applicant has insufficient track record, BCA may permit the firm's entry to the financial grade applied if they have agency rights and meet the-concessionary rules in Table B3 of the SRR for SY.
- c) In addition, Applicants are expected to give documentary evidence that they are able to supply such items. The documentary evidence and brochures should clearly illustrate the Applicants' dealership, distribution or sole agency rights.

17. In addition to the requirements on aggregate project values, Applicants are expected to have a consistently good performance record. Those with history of poor performance may be refused registration. Registered firms applying for upgrading to higher grades are expected to have achieved a high standard of performance in the projects undertaken by them.

18. A registered firm applying for renewal of its registration status is expected to prove that it is still active in the line of business. It is expected to produce evidence to show to BCA's satisfaction that it has undertaken relevant works or supplies during the preceding three years.

Financial Capacity

19. Applicants should satisfy BCA that they have sufficient financial resources to meet the financial commitments for the respective workhead and grade.

20. Applicants are expected to submit scanned copy of the audited financial report or accounts (not more than 12 months old) for verification and processing. Alternatively, Applicants may submit scanned copy of their management accounts (not more than 12 months old) for the following:

- i) Single grade for CR01, CR03, CR15, CR17, CR18, TR and RW
- ii) C3 for CW, L1 for CR, ME, MW and M3 and M4 for FM01
- iii) L1 to L4 for SY

Outdated reports or documents will not be accepted. All financial reports or management accounts have to be written in English.

21. Registered firms under a scheme of arrangement, judicial management or financial embarrassment (bankrupt, liquidation, wind-up, negative press reports, etc.) will not be considered for registration and (if registered) may be de-registered.

REGISTRATION REQUIREMENTS

Personnel Resources

22. Applicants should satisfy BCA that they have the necessary full-time technical personnel stationed in Singapore to undertake the work corresponding to the registration head. The technical person can only represent one registered company (and not more than one company even if they are related). BCA will not consider consultants or part-time employees as personnel resources for registration purposes.

23. The following should be submitted during application for verification:

<u>Personnel/Qualification</u>	<u>To submit scanned copies of</u>
Full-time Singaporean/PR employees	(i) CPF contribution statement (Form 90) (ii) NRIC (iii) Educational certificates (in English), licenses
Full-time foreign technical personnel	(i) Employment Pass, S-Pass, Dependent Pass, Long Term Visit Pass (Personnel with Dependent Pass/ Long Term Visit Pass are required to submit a letter of consent from MOM) (ii) Educational certificates (in English), licenses

24. BCA will conduct interview with the technical personnel for new Applicants registering for entry grades (L1 and Single Grade). Applicants can schedule for an appointment date at this link www.bca.gov.sg/eBACS.

25. An interview with the technical personnel will also be required if the registered company is renewing the CRS. BCA will arrange an appointment date for the technical personnel interview

26. **The interview will be exempted if the Applicant:**

- has **\$100,000** worth of accumulated **track record** in the past three years (submit with section D form endorsed by client),
- is applying for or has existing **CW01, CW02, CR03, CR08, CR10, CR12, CR15, CR17, ME08, MW04 & TR (any grade)**,
- is applying for or has existing **CR, ME or MW03 (L2 grade or above)**

27. In every interview, we will require the technical personnel to bring along the following documents for our inspection:

- Original NRIC, Employment Pass or S-Pass (Work Permit is not acceptable)
- Latest CPF statement for the past three months (for existing personnel with NRIC)
- Letter of employment (for new personnel employed less than three months from date of submission to BCA)
- Educational certificates (in English), valid licences

28. BCA will interview all 24 technical personnel for companies applying for A1 grade for the first time.

Company Status with the Accounting & Corporate Regulatory Authority (ACRA)

29. All firms must be registered with the ACRA at the time of application and attach a scanned copy of the latest ACRA business profile

30. Firms seeking to register for grade above C3, L1 or M4 are required to be companies (duly incorporated) under the laws of Singapore or under the laws of a foreign jurisdiction which are accepted by BCA to produce a substantially similar legal effect.

31. Firms of sole proprietor, partnership or limited partnership will only be registered or renewed at C3, L1, M4 or single grade.

CONDITIONS OF REGISTRATION

BCA'S RESERVATION OF RIGHTS

32. Applicants submitting their applications to BCA must adhere to the latest TOR and the SRR available at http://www.bca.gov.sg/ContractorsRegistry/contractors_registration_requirements.html ("BCA Website") at the time of their application.

33. BCA reserves the right to amend the TOR and/or SRR without prior notice.

34. BCA is not bound to accept any application notwithstanding that any Applicant meets the requirements set out under the TOR or SRR.

35. In the event that any Applicant is unable to meet the requirements of the grade or Workhead, BCA may nevertheless on a discretionary basis allow the said Applicant to be so registered. Without prejudice to the generality of the aforesaid, in the event that any Applicant has an abundance of relevant track records or experience but lacks sufficient local track record or experience, BCA may at its discretion allow the Applicant to be registered if the Applicant is endorsed by the appropriate government agency in Singapore.

36. BCA is not bound to assign any reasons for rejecting or accepting applications or for downgrading, suspending or de-registering any firm registered under CRS ("**Registered Firm**").

37. BCA reserves the right to review and downgrade from time to time, at its sole discretion, the registration status of any Registered Firm.

38. BCA may inter alia take the following courses of action if any Registered Firm fails to meet the requirements set out under the latest TOR and SRR available to the Registered Firm on the BCA Website at the time of its application:

- (a) Downgrading of registration grades; or
- (b) De-registration or suspension from the CRS.

39. Applicants and their directors that are debarred by the Ministry of Finance will be refused registration for all lines of business and for the duration stated in the debarment order. New Applicants formed by debarred directors will also be refused registration. Debarred Applicants and/or new Applicants formed by debarred directors may only apply for registration after their debarment period has lapsed.

40. BCA may publish information on the Registered Firm's details meant for public sector tender evaluation.

41. BCA reserves the rights to make ongoing enquiries relating to any Registered Firm without seeking prior consent from the said Registered Firm. BCA may at its sole discretion, from time to time, obtain further information from the references of any Registered Firm (i.e. auditors, banks, former clients and/or consultants who supervised the works of the Registered Firm). All costs incurred incidental to the making of the above queries shall be borne by the Registered Firm.

Update of Firms' Particulars

42. A BCA Registered Firm is required to advise BCA immediately of any changes in its management status, address (both mailing and email addresses) or any other pertinent particulars which may occur from time to time. Please ensure correct email address. All announcements and notifications will be informed through email ONLY.

43. It should be noted that registration status is accorded to the Registered Firm on the basis of the Registered Firm's particulars at the time of application and BCA reserves the right to revoke or modify the registration status in the event of any development or change in the Registered Firm's particulars which, in the opinion of BCA, renders the Registered Firm unsuitable to be accorded the current registration status.

44. Notification of change of the Registered Firm's particulars should be in writing and accompanied by scanned copies of the supporting documents (e.g. latest ACRA business profile in hard copy format) and email to bca_ebacs@bca.gov.sg.

45. In addition, BCA may periodically require Registered Firms to furnish pertinent particulars to BCA for the purpose of assessing the eligibility of their continued registration with BCA.

CONDITIONS OF REGISTRATION (CONT'D)

Validity

46. The validity for a first time registration is for a period of three years. Registration will thereafter lapse automatically unless a renewal (for a period of three years) is filed and approved by BCA. Upgrading, transfer, additional workhead(s) and any other applications are separate registration processes and will not affect the Registered Firm's current validity period, i.e. the expiry date will remain unchanged.

47. Renewal notifications will be emailed to all Registered Firms two months before the registration expiry date.

Use of BCA's Logo

48. **BCA's logo cannot be reproduced or printed on materials such as company's name card, office stationery, promotional material, website, etc.** However, Registered Firms under BCA Contractors Registration System may use the following text to reflect the Registered Firm's registered status:

BCA Registered Contractor (for public sector works) – Workhead (Grade)

Example: BCA Registered Contractor (for public sector works) – CW01 (C1)

Notwithstanding this, BCA reserves the right, at its absolute discretion, to require the Registered Firm to remove such text without giving any reason whatsoever, and will not be held liable for any loss or expense incurred by the Registered Firm in removing the text.

PROCESSING FEES

Table A (Fee quoted for an individual workhead and respective grade)

Grade	Amount per workhead (Including GST)
Single Grade (CR01, CR03, CR15, CR17, CR18, RW01- RW03, TR01-TR10)	\$552
C3, L1, M4	\$552
C2, L2	\$675
C1, L3	\$735
L4	\$918
B2, L5, M3	\$1,101
B1, M2	\$1,470
A2, L6, M1	\$2,580
A1	\$4,410