

# CONTRACTORS REGISTRY

## BCA REGISTERED CONTRACTOR TERMS OF REGISTRATION

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CONTRACTORS REGISTRY  
BCA REGISTERED CONTRACTOR  
REGISTRATION REQUIREMENTS

# CONTENTS

	<u>PAGE</u>
<u>TERMS OF REGISTRATION</u>	
Functions & Scope of the Contractors Registry	2
Application Details	2
Registration Requisites	3
Conditions of Registration	5

# TERMS OF REGISTRATION

## FUNCTIONS & SCOPE OF THE CONTRACTORS REGISTRY

### Functions of the Registry

The Contractors Registry is administered by the Building and Construction Authority 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), the Registry functions as an administrative body only for the public sector procurement. As such, business entities which are not registered with BCA are not precluded from conducting business as contractors or suppliers outside the public sector.

### Scope of Registration

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.

## APPLICATION DETAILS

### Application Procedure

The Specific Registration Requirements specify in detail the registration requisites. Contractors who wish to apply for registration must read these Terms of Registration and the Specific Registration Requirements carefully before submitting the application form. In submitting the application form, Applicants shall be deemed to have agreed to these Terms of Registration and the Specific Registration Requirements.

All applications should be submitted in the prescribed application forms which can be obtained from [www.bca.gov.sg/ContractorsRegistry/contractors\\_applnforms.html](http://www.bca.gov.sg/ContractorsRegistry/contractors_applnforms.html). The submissions should include every item in the checklist in the correct sequence. It is the Applicants' responsibility to ensure completeness of the submissions, including the provision of a valid email address. Incomplete or uncompiled submissions may be disregarded. Processing will commence only after the submissions are found to be in order.

### Processing Fees

The processing fees for all applications are quoted on the respective application forms. Payment shall be transacted through GIRO for registered contractors and either NETS, VISA or Cashcard for other forms of transaction. The processing fee is non-refundable irrespective of the application result. BCA may adjust the processing fees without giving any prior notice whatsoever. All fees quoted are inclusive of GST.

### Upgrading

Registered contractors/suppliers who meet the requirements for a higher grade may apply for upgrading to that higher grade. Applicants may apply for upgrading under one or more workheads at any one time.

### References

In submitting the application form, the Applicant will be taken to have authorised BCA to make all necessary enquiries relating to the Applicant. In the course of processing the applications, BCA may wish to obtain further information from the Applicant's references (auditors, bankers, clients/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 Applicants.

### Processing Time

Under normal circumstances, if the submissions are complete and in order, it is expected that the Applicants will be informed of the outcome within 2 weeks (except for B2-A1, L5-L6 and applications that require overseas verification). Applicants are required to forward references directly from the clients/consultants of the projects. The references should be submitted together with the application form to BCA in an envelope marked "Strictly Confidential". In the event that no reference is forwarded, BCA will complete the processing based only on the available information.

Firms are requested to apply for renewals one month before the expiry date of their registration. Processing is on first-come-first-serve basis. Late applications cannot be expedited.

### Outcome of Application

BCA will notify each Applicant on the outcome of the application as soon as the case has been processed. The successful Applicant's name, workhead, grade and such other details deemed appropriate by BCA will be published on the Contractors Registry webpage at [www.bca.gov.sg](http://www.bca.gov.sg). Successful Applicants may also wish to purchase a copy of the Certificate of Registration (optional) at our counter.

## REGISTRATION REQUISITES

### **Track Record and Performance**

1. Applicants are expected to meet the Specific Registration Requirements for each workhead. In the event of any inconsistency between these Terms of Registration and the Specific Registration Requirements, the Specific Registration Requirements shall prevail.
2. Applicants are expected to have, in the last three years, completed projects relevant to the particular workhead. The total value of these projects should be at least equal to the value assigned to the grade applied for (see the Specific Registration Requirements) and reflected under the column 'Track Record'. The Applicants must forward the relevant letters of award, completion, latest payment certificates and client's endorsement to substantiate to BCA's satisfaction of these track records.
3. Main contracts and NSC should generally form the substantial portion of the track records. Please refer to the Specific Registration Requirements for details. Trade Head require endorsement from two main contractors registered with BCA.
4. 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.
5. 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, and having an aggregate value equal to the value assigned to the grade applied for (see SY Specific Registration Requirements) and reflected under the column 'Track Record'.
  - (b) Where a particular firm has insufficient track record, BCA may permit the firm's entry to the financial grade applied if they have agency rights and their paid-up capital and net worth meet the-concessionary rules in Table B3 of the SY Specific Registration Requirements.
  - (c) In addition, Applicants are expected to give documentary evidence that they are able to supply such items. The documentary evidence together with the financial statement (for the most recent 1-year) and brochures should clearly illustrate the Applicants' dealership, distribution or sole agency rights.
  - (d) The applications are expected to be accompanied by letters from the principals.
6. In addition to the requirements on aggregate project values, Applicants are expected to have a consistently good performance record. Those with poor performance history may be refused registration. Firms applying for upgrading to higher grades are expected to have achieved a high standard of performance in the projects undertaken by them.
7. A 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 (five years for CW01 and CW02).

### **Financial Capacity**

1. Applicants should satisfy BCA that they have sufficient financial resources to meet the financial commitments for the respective workheads and grades.
2. Applicants are expected to submit their audited financial report or accounts (not more than 12 months old) for verification and processing. Alternatively, applicants applying for CR01, CR03, CR15, CR17, CR18, TR, RW01, C3 or L1 grades may submit their management accounts (not more than 12 months old). Outdated reports or documents will not be accepted. All financial reports or management accounts have to be written in English.
3. Grades A1 to B2 firms are required to submit their audited accounts (not more than 4 months old for SGX listed companies and not more than 6 months old for non-SGX listed companies) annually and meet the financial requirement in order to retain in their respective grades. A1 to B2 firms are also required to submit the certified value-added productivity (VAP) figure on an annual basis (based on their latest financial statements available). The details on computation of VAP figure and the required data items can be found on BCA's website: <http://www.bca.gov.sg/vacalculator/>
4. 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 REQUISITES (CONT'D)

### **Personnel Resources**

1. Applicants should satisfy BCA that they have the necessary full-time personnel resources stationed in Singapore to undertake the work corresponding to the registration head applied for.
2. Consultants or part-time employees cannot be considered as personnel resources for registration purposes.
3. The following should be submitted during application for verification:

<u>Personnel/Qualification</u>	<u>To Submit copies of</u>
Full-time Singaporean/PR employees	(i) CPF contribution statement (Form 90) (ii) NRIC (iii) Educational certificates, licenses (in English)
Full-time foreign technical personnel	(i) Employment Pass (ii) Educational certificates, licenses (in English) (iii) In-principle letter of approval from Ministry of Manpower (MOM)

4. The minimum number of personnel required in A1 and A2 firms must comply with the Continuing Education & Training (CET) requirement to obtain a minimum of 14 hours of structured training annually over a 12-month period from 1 Nov to 31 Oct (of the next calendar year). The declaration form should reach BCA by 30 Nov each year for verification. More information on the CET requirement is available from the BCA's website.

5. From 1 Feb 2012, companies registered only in entry grades of CW, CR, ME, MW, and single grades such as CR01, CR03, CR15, CR17 and CR18, and are unable to meet the track record requirement, an interview with the technical personnel will be conducted. For new application, the technical personnel are required to come down to BCA for a short interview before the new application can be accepted. For existing registered companies, the technical personnel (lodged with BCA in your last submission) are required to come down for a short interview. The interview will be conducted annually until your company is able to achieve the track record requirement. An appointment date for the interview will be arranged with your technical personnel. During the interview, we will require the technical personnel to furnish the following documents for our inspection:

- i) Original Identification Documents (e.g. NRIC, Employment Pass, S-Pass)
- ii) Latest CPF statement for the past three months (for existing personnel with NRIC)
- iii) Letter of employment (for new personnel employed less than three months from date of submission to BCA)

All contractors are to note that its technical personnel submitted for registration must be full-time employed and cannot be employed by more than one registered company even if the companies are related (e.g. subsidiary, holding company).

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

1. All firms must be registered with the ACRA at the time of application.
2. Firms seeking to register for grade above C3 or L1 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.
3. Firms of sole proprietor, partnership or limited partnership will only be registered or renewed at C3 or L1 grade.
4. All firms shall furnish a copy of the latest ACRA Printout.

## CONDITIONS OF REGISTRATION

### **Authority of BCA**

1. BCA reserves the right to review and downgrade the registration status of the registered firms from time to time.
2. BCA may inter alia take the following courses of action if registered firms fail to continuously meet the requirements set out under these Terms of Registration or the Specific Registration Requirements:
  - (a) Downgrading of registration grades
  - (b) De-registration or suspension from the Contractors Registry.
3. BCA is not bound to accept any application notwithstanding that the Applicant may have met the requirements set out under these Terms of Registration or the Specific Registration Requirements. In the event that any Applicant seeking to be registered under any grade or Workhead is unable to meet the requirements of the grade or Workhead, BCA may nevertheless on a discretionary basis allow the Applicant to be so registered. Without prejudice to generality of the aforesaid, in the event that a firm has an abundance of relevant track records or experience but lack sufficient local track record or experience, BCA may at its discretion allow the registration applied for if the firm is endorsed by the respective government agency.
4. BCA is not bound to assign any reasons for rejecting or accepting applications or for downgrading/suspending a registered contractor or de-registering a firm from the BCA register.
5. Firms and its 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 firms formed by debarred directors will also be refused registration. Debarred firms and/or new firms formed by directors of debarred firms may only apply for registration after their debarment period has lapsed.
6. BCA may publish information on projects handled by the registered contractors.

### **Update of Firms' Particulars**

1. A BCA registered contractor 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.
2. It should be noted that registration status is accorded to the firm on the basis of the 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 firm's particulars which, in the opinion of BCA, renders the firm unsuitable to be accorded the current registration status.
3. Notification of change of firm's particulars should be in writing and accompanied by copies of the supporting documents (e.g. the certificate of the Registry of Companies and Businesses) and addressed to SDO, BCA Contractors Registry or email to [BCA\\_CRS@bca.gov.sg](mailto:BCA_CRS@bca.gov.sg).
4. 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.

### **Validity**

1. 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 firm's current validity period, which will remain unchanged.
2. Renewals shall be made one month before the expiry of the validity period. Application forms for renewals will be sent by BCA to all registered contractors two months before the registration expiry date.

### **Use of BCA's Logo**

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 Registry may use the following text: **"BCA Registered Contractor (for public sector works) – Workhead (Grade)"** to reflect the firm's registered status. Notwithstanding this, BCA reserves the right, at its absolute discretion, to require the firm to remove such text without giving any reason whatsoever, and will not be held liable for any loss or expense incurred by the firm in removing the text.