

FAQs on Public Sector Panels of Consultants (PSPC)

1. General

Q. Is it mandatory to be listed under the PSPC?

A. The Public Sector Panels of Consultants (PSPC) is administered by the Building and Construction Authority to serve the procurement needs of government departments, statutory bodies and other public sector organisations. PSPC is meant only for public sector procurement. As such, it is not mandatory to be listed under the PSPC if your firm does not intend to participate in public sector tenders.

Q. Can we be listed on more than one panel in a discipline?

A. No. Each firm can only be listed on ONE panel in each discipline.

Q. What is the validity of listing?

A. The validity is for 1 year, from 1 Apr to 31 Mar.

Q. What is Quality-Fee Selection Method?

Quality-Fee Selection Method is a competitive selection method that takes into consideration of both the quality criteria and fee proposals submitted by firms during tender stage. A higher weightage is given to the quality proposal than fees. For more information, please refer to <http://www.bca.gov.sg>, click "Procurement", followed by "Public Sector Panels of Consultants".

2. PSPC Listing Requirements

Q. Where can we find the requirements for listing on the PSPC?

A. The requirements for the various panels and disciplines can be found from our website at <http://www.bca.gov.sg>, click "Procurement", followed by "Public Sector Panels of Consultants".

Q. What qualifications are recognised for listing?

A. Degrees recognised by the Professional Engineers Board and Board of Architect are valid for listing. For Quantity Surveying and Project Management, any building, architecture or construction-related engineering degrees will be accepted.

Q. How to determine full-time employment of personnel?

A. For Registered Architects, the personnel's Practising Certificate is expected to indicate the applicant firm's name, and for Professional Engineers, BCA would be looking for the applicant firm's name as the first name of practice under the "Address of Practice" in the personnel's Practising Certificate."

Should the supporting professional personnel be a registered professional, the personnel's Practising Certificate should also fulfill clause 3.2.2 of the PSPC Terms of Listing.

Q. Why would there be a change in the Personnel Requirements in April 2011?

A. This is to upgrade the capability of the construction sector while helping small firms to remain registered. BCA aims to level up the expertise of firms through raising the number of professional personnel.

Q. Why would there be an additional requirement for Management Standards Certification in April 2012?

A. This is to increase the expertise of firms by promote them to address the various aspects of environmental management in creating a 'Sustainable Singapore'. Only firms listed under Panel 1 will be required to have the ISO14001:2004 certification.

3. Application Related Queries

Q. How to apply to be listed under the PSPC?

A. You can make an online application at this website: <https://www.bca.gov.sg/pspc/> and submit the online application form together with the uploaded supporting documents. You can also refer to http://www.bca.gov.sg/PanelsConsultants/panels_consultants.html for more information.

Q. Will there be a pro-rate of fees if I apply after 1 Apr?

A. No, the full processing fees will be charged for application made after 1 Apr (less than 1 year validity).

Q. How to apply for a GIRO account?

A. The GIRO application form is available for download from our website at <http://www.bca.gov.sg>, click "Procurement", followed by "Public Sector Panels of Consultants", then "Direct Debit Authorisation".

4. Processing Time and Notification

Q. How long is the processing time for application?

A. Typically, you can expect to get an outcome within 2 weeks of application. However, during periods of high loads (e.g. during the annual renewal exercise), the processing time may take up to 3 weeks. We appreciate firms to submit their applications promptly for processing.

Q. How will we get notification on whether our application is successful? Will there be a certificate issued?

A. We will send out a letter notifying you of the status of your application. There will be no certificate issued. Successful firms will be listed on the panels available on our website at website at <http://www.bca.gov.sg>, click "Procurement", followed by "Public Sector Panels of Consultants".

5. Renewal Issues

Q. I have no amendments. How do I submit a renewal?

A. You can make an online renewal application at this website: <https://www.bca.gov.sg/pspc/> and submit the online application form together with the uploaded supporting documents. You can also refer to http://www.bca.gov.sg/PanelsConsultants/panels_consultants.html for more information.

Q. I need to make some amendments or updates to the details. How do I submit a renewal?

A. You can make an online renewal application at this website: <https://www.bca.gov.sg/pspc/> by making the necessary amendments/updates on the online application form and submit it together with the relevant supporting documents. You can also refer to http://www.bca.gov.sg/PanelsConsultants/panels_consultants.html for more information.

Q. Can my firm change (e.g. upgrade) our panel listing during renewal?

A. Yes. Firstly, please ensure that your firm meets the panel listing criteria. Secondly, make an online renewal application for the desired panel at this website: <https://www.bca.gov.sg/pspc/> and submit the online application form together with the uploaded supporting documents

Q. What happens if we missed the submission deadline (for annual renewal)?

A. BCA will still accept your application but it will be processed in a later batch. i.e. there is no guarantee that it will be approved before the expiry date of 31 Mar.

6. Updating Firm's Records

Q. My firm's professional personnel and firm's particulars have changed. How do I update the records?

A. You can file your changes at this website: <https://www.bca.gov.sg/pspc/> by submitting the relevant documents

Q. My firm's management certificate (ISO) and/or Professional Indemnity Insurance and/or PC (Practising Certificate) certificate have changed, how do I update the reports?

A. You can update your details at this website: <https://www.bca.gov.sg/pspc/> and submit the online application form together with the latest copy of your firm's ISO or PII or PC certificate

During the renewal exercise, please submit copies of the ISO and PII certificates together with your renewal application.

7. Code of Buildable Design Training

Q. How do I register for BDAS/Code of Practice on Buildable Design Course?

A. Please contact our BCA Academy, Marketing Department at 6248 9999 for registration.