

PUBLIC SECTOR PANELS OF CONSULTANTS (PSPC)

TERMS OF LISTING

Building and Construction  Authority

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PUBLIC SECTOR PANELS OF CONSULTANTS
LISTING REQUIREMENTS
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TERMS OF LISTING

1.0 FUNCTIONS & SCOPE OF THE PUBLIC SECTOR PANELS OF CONSULTANTS (PSPC)

1.1 Functions of the PSPC

1.1.1. The Public Sector Panels of Consultants (PSPC) is administered by the Building and Construction Authority, on behalf of the Ministry of Finance to serve the procurement needs of government departments, statutory bodies and other public sector organisations. The PSPC serves only for public sector procurement. As such, business entities which are not listed with PSPC, are not precluded from providing consultancy services outside the public sector.

1.2. Scope of the PSPC

1.2.1. The Public Sector Panels of Consultants (PSPC) serves to list firms that provide consultancy services for public sector building and construction projects, categorised by different disciplines and project cost ranges.

1.2.2. There are five major disciplines, namely **Architectural (Arch) Consultancy, Civil & Structural (C&S) Engineering Consultancy, Mechanical & Electrical (M&E) Engineering Consultancy, Quantity Surveying (QS) Consultancy** and **Project Management (PM) Consultancy**. Each discipline has 4 panels that are classified into various project value banding except for Project Management, which has only 2 panels. (see the Listing Criteria).

2.0 APPLICATION DETAILS

2.1 Application Procedure

2.1.1 All applications shall be submitted online via BCA e-submission (Beta) service system at <https://www.bca.gov.sg/pspc/>. It is the Applicants' responsibility to ensure the completeness of the application supported with the required documentation by following the instructions online. Please note that incomplete application, application without supporting documents or application not accompanied by the stipulated fees may not be able to proceed with the application.

2.1.2 Consultancy firms who wish to be listed with the PSPC must show that they meet the qualifying criteria for the particular panel applied for, subject to the listing eligibility. The PSPC Listing Criteria state the specific listing requirements for the particular disciplines and project cost range that each panel can undertake. Consultancy firms who wish to apply for listing on the PSPC are advised to read the Terms of Listing carefully before submitting the application form. All applications must be accompanied by the necessary supporting documents.

2.1.3 For public sector building projects adopting the PSPC and the Quality-Fee Selection Method (QFM), listed firms will be invited by the public sector agencies to indicate their interest when there is a project. Expression of Interest (EOI) will be invited through Gebiz (<http://www.gebiz.gov.sg>) under "*Request for Information*". The interested firms may first undergo a shortlisting process. All firms allowed to tender would then be evaluated on both quality and fee proposals. Information on the QFM can be downloaded from the BCA website at <http://www.bca.gov.sg/> → "Procurement"

2.2 Processing Fees

- 2.2.1 The processing fees for all applications are quoted on the respective application forms. The preferred modes of payment are cashcard, credit/debit card (e.g. NETS, VISA, Mastercard) and GIRO. The processing fee is non-refundable irrespective of the application result. BCA may adjust the processing fees without giving any prior notice. All fees quoted are inclusive of GST.

2.3 Eligibility for Higher Project Value Panel

- 2.3.1 Listed consultancy firms who have acquired sufficient experience in their current panel of project value banding may apply for a panel of higher project value banding, subject to listing eligibility. Applicants may apply for a panel of higher project value banding under one or more disciplines.

2.4 References

- 2.4.1 In the course of processing the applications, reference may be obtained from the clients of the projects where the applicants were the consultants. It is implied that the applicant has authorised BCA to make all necessary enquiries relating to the applicant. Should the clients impose any service charge on the enquiry, it shall be borne by the applicants. In the event that no reference is forwarded by the applicant or sought by BCA, BCA will complete the processing based only on the available information.

2.5 Processing Time

- 2.5.1 Under normal circumstances, if the submissions are complete and in order, BCA will endeavour to inform the applicants of the outcome within 2 weeks.

2.6 Outcome of Application

- 2.6.1 BCA will notify each applicant on the outcome of the application by electronic mail as soon as the case has been processed. The successful applicant will be published on the BCA webpage under the "Panels of Consultants" at <http://www.bca.gov.sg/>.

3.0 LISTING REQUIREMENTS

3.1 Track Record and Performance

- 3.1.1. Projects are considered completed when a Certificate of Statutory Completion (CSC), Temporary Occupation Permit (TOP) or Final Completion Certificate (for non-CSC/TOP projects) has been issued. The submitted project(s) must be relevant to the discipline under which the firm is applying. Where requested, applicants must submit copies of CSC, TOP or Final Completion Certificate (for non-CSC/TOP projects) to substantiate these track records.
- 3.1.2 In addition to the requirements on project values, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused for listing on the PSPC. Generally, firms applying for eligibility to panels of higher project value banding should achieve a high standard of performance in the projects undertaken by them.

- 3.1.3 For an application by a joint venture entity, the joint venture entity may adopt the track record of either or both of its shareholders (for corporation) or constituent partners, provided always that:-
- (a) the project(s) adopted by the joint venture entity for its track record (the "Adopted Project") shall not be used by either of its shareholders or partners for the purposes of its own PSPC listing when the joint venture entity is being listed on the PSPC by reason of the Adopted Project;
 - (b) the Adopted Project is expected to have been completed in the past 5 years; and
 - (c) in respect of renewal applications by the joint venture entity, the Adopted Project must have been stated in the first application by the joint venture entity.
- 3.1.4 The joint venture entity should not renew its listing using the Adopted Project if the Adopted project has been completed more than 5 years ago. Under such circumstance for renewal, the joint venture firm shall meet the track record requirement using projects completed by the joint venture entity itself.

3.2 Personnel Resources

- 3.2.1 Applicants should satisfy BCA that they have the necessary full-time personnel resources stationed in Singapore to undertake the work corresponding to the panel applied for.
- 3.2.2 For architectural and engineering consultants, only firms that are allowed to offer such services under the Architect's Act or the Professional Engineers' Act may apply. 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. Personnel should not be listed under more than one firm of the same discipline under the PSPC at any one time.
- 3.2.3 Part-time employees cannot be considered as personnel resources for listing purposes. For purpose of verification of qualification of employees, the following are expected to be submitted during application:

<u>Personnel/Qualification</u>	<u>To Submit</u>
Registered professionals	Educational certificates, valid practising certificates
Professional with PEB/BOA recognised professional qualifications	Educational certificates
QS or PM Professionals [^] ([^] Any building, architecture or construction related engineering qualifications)	Educational certificates

3.3 Additional Requirements for Certain Panels

ISO Certification and Professional Indemnity Insurance

- 3.3.1 Where applicable, the firm is expected to forward the relevant certificate to substantiate its ISO certification status and the relevant documents to support that it has the stipulated professional indemnity insurance (PII).

Verification for QS and PM Professionals' Track Records

- 3.3.2 Where applicable, the firm must forward the client's verification of the particular QS and PM professionals' own track records.

Training Requirements

Code of Practice on Buildable Design Course

- 3.3.3 Where applicable, the firm must satisfy the requirement that at least one technical or professional staff has attended the Code of Practice on Buildable Design course conducted by BCA. BCA would be looking for the Certificate of Attendance as proof of attendance to maintain the firm's listing status. For firms that do not satisfy this requirement, they shall send one of its technical or professional staff for training and submit the Certificate of Attendance within six months or such other period as may be permitted by BCA after approval of listing.

Certification Course for Green Mark Manager

- 3.3.4 Where applicable, the firm must satisfy the requirement that at least one technical or professional staff has attended and passed the Certificate Course for Green Mark Manager conducted by BCA. BCA would require a Certificate of Successful Completion as supporting document for the firm to maintain its PSPC's listing.

3.4 Renewal of Listing

- 3.4.1 Listed firms are advised to submit their renewal applications early when the annual renewal exercise commences.

4.0 CONDITIONS OF LISTING

4.1 Authority of BCA

- 4.1.1 BCA reserves the right to review or alter the status of the listed firms from time to time. The Listing Requirements set out above and the Listing Criteria shall be deemed as continuous requirements. BCA may *inter alia* take the following courses of action if the firms fail to continuously fulfil the said requirements:
- (a) Lowering the eligibility of firm from the current panel listed
 - (b) De-listing from the Public Sector Panels of Consultants
- 4.1.2 Only firms which BCA considers as having met the qualifying criteria to undertake contracts of a nature and size as required under the relevant panel and discipline applied for shall be considered for listing. Notwithstanding the aforesaid, the requirements stipulated shall be taken as defining only the minimum requirements expected of an applicant. BCA is not bound to accept any application notwithstanding that the applicant may have complied with these minimum requirements.
- 4.1.3 BCA is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this brochure.
- 4.1.4 Firms which are debarred by the Ministry of Finance will be refused listing for the duration stated in the debarment order. They may apply for consideration to be listed / re-listed after the debarment period has lapsed.
- 4.1.5 BCA may publish information on projects handled by the firms on the PSPC.
- 4.1.6 BCA shall be under no obligation to assign any reason for accepting or rejecting any application, downgrading or lowering the eligibility of any firm, or de-listing any firm.

- 4.1.7 Notwithstanding the listing status, there is no guarantee that the firms will be appointed to undertake any public sector projects under the PSPC. Public sector agencies are not precluded from procuring consultancy services for any projects (regardless of the nature and value of the project) through procurement systems / methods other than the PSPC/QFM.
- 4.1.8 Firms listed on the PSPC shall be obliged to furnish particulars and information requested by BCA, for the purpose of obtaining data for survey purposes pertaining to PSPC, QFM and other related policies. Consultant or employee of the firm shall furnish the particulars and information to the best of his or her knowledge and belief.

4.2 Update of Firms' Particulars

- 4.2.1 Consultancy firms that are listed on the PSPC shall advise BCA immediately of any changes in its management status, address, personnel resources or any other pertinent information relating to the firm's eligibility for listing on the relevant panel, which may occur from time to time.
- 4.2.2 Notification of change of firm's particulars should be in writing and accompanied by copies of the supporting documents (e.g. the Professional Engineers' certificate) and addressed to the "Procurement Policies Department" and marked "Public Sector Panels of Consultants" on the top left hand corner of the envelope. In addition, BCA may periodically require listed firms to furnish pertinent particulars to BCA for the purpose of assessing the eligibility of their continued listing with BCA. Failure to comply with such requirements may result in de-listing.

4.3 Validity

- 4.3.1 The validity of any listing is for a period up to 31 March of each year. Listing will thereafter lapse automatically unless a renewal is filed and approved by BCA. Applications for renewal are expected to be made one month before the expiry of the validity period and be accompanied by the relevant renewal fee specified in the application form. If an application to renew a listing is submitted less than one month before the date of expiry of the listing, the listing may not be renewed before the expiry date.
- 4.3.2 There is no pro-rating of processing fees for applications after 1 April of each year.

4.4 Revisions

- 4.4.1 The Government or BCA may from time to time revise the PSPC system, these Terms of Listing, and the Listing Criteria as it deems fit. Such revision may include addition to or amendment of the requirements for listing for any panel or for listing generally.