

PUBLIC SECTOR PANELS OF CONSULTANTS (PSPC) Frequently Asked Questions (FAQs)

1. GENERAL	2
Q1.1 Is it mandatory to be listed under the PSPC?	2
Q1.2 Can we be listed on more than one panel in a discipline?	2
Q1.3 What is the validity of listing?	2
Q1.4 What is Quality-Fee Selection Method?	2
2. PSPC LISTING REQUIREMENTS	3
Q2.1 Where can we find the requirements for listing on the PSPC?	3
Q2.2 What are the qualifications recognised for listing?	3
Q2.3 How to determine full-time employment of personnel?.....	3
3. APPLICATION PROCEDURES	4
Q3.1 How to apply to be listed under the PSPC?.....	4
Q3.2 Do I need to pay to apply to be listed under the PSPC?	4
Q3.3 Will there be a pro-rate of fees if I apply after 1 Apr?	4
Q3.4 How to apply for a GIRO account?	4
4. PROCESSING TIME AND NOTIFICATION	5
Q4.1 How long is the processing time for an application?	5
Q4.2 Will we be notified on the outcome of our application? Will there be a certificate issued? .	5
5. RENEWAL ISSUES	6
Q5.1 What and when is the “annual renewal period”?	6
Q5.2 How do I make a renewal application?	6
Q5.3 Can my firm change the existing panel listing code when I renew the listing?	6
Q5.4 When is the latest I can submit the renewal application?	6
Q5.5 What are the common mistakes/oversights made during an application	6
6. UPDATING FIRM’S RECORDS	8
Q6.1 How do I update changes in my firm’s particulars and personnel records?.....	8
Q6.2 How do I update changes in the details of my firm’s Professional Indemnity Insurance (PII), Certification (e.g. ISO certification) and Practising Certificate?	8
CONTACT INFORMATION	8

1. GENERAL

Q1.1 Is it mandatory to be listed under the PSPC?

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, and meant only for public sector procurement. It is mandatory to be listed under the PSPC if your firm intends to participate in public sector tenders.

Q1.2 Can we be listed on more than one panel in a discipline?

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

Q1.3 What is the validity of listing?

The listing period is for the Financial Year, from 1 Apr to 31 Mar annually. Hence, the validity is from the date of successful listing to the subsequent 31 Mar.

Q1.4 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> > "Procurement" > "Procurement Frameworks for Public Sector Projects" > "Quality-Fee Method" [[LINK](#)].

2. PSPC LISTING REQUIREMENTS

Q2.1 Where can we find the requirements for listing on the PSPC?

The requirements for the various panels and disciplines can be found at <http://www.bca.gov.sg> > "Procurement" > "Public Sector Panels of Consultants" > "Terms of Listing" [[LINK](#)].

Q2.2 What are the qualifications recognised for listing?

Please refer to the specific listing criteria found at <http://www.bca.gov.sg> > "Procurement" > "Public Sector Panels of Consultants" > "Terms of Listing (Appendix A)" [[LINK](#)].

Q2.3 How to determine full-time employment of personnel?

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.

If the personnel used to support the listing is a registered professional, the personnel's Practising Certificate should also indicate the firm as the first name of practice.

Firms are advised to read through the PSPC Terms of Listing thoroughly [[LINK](#)].

3. APPLICATION PROCEDURES

Q3.1 How to apply to be listed under the PSPC?

You can apply online at the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>) with the supporting documents to be uploaded.

Q3.2 Do I need to pay to apply to be listed under the PSPC?

Yes, there are processing fees for application to be listed under the PSPC. The prevailing fees can be found at <http://www.bca.gov.sg> > "Procurement" > "Public Sector Panels of Consultants" > "Processing Fees" [[LINK](#)].

Q3.3 Will there be a pro-rate of fees if I apply after 1 Apr?

No, the **full** processing fees will be charged for application made at any point in time.

Q3.4 How to apply for a GIRO account?

The GIRO application form can be downloaded at <http://www.bca.gov.sg> > "Procurement" > "Public Sector Panels of Consultants" > "Processing Fees" [[LINK](#)].

4. PROCESSING TIME AND NOTIFICATION

Q4.1 How long is the processing time for an application?

Typically, you can expect to get an outcome within 2 weeks of application. However, the processing time may be longer during peak periods, e.g. annual renewal period.

Q4.2 Will we be notified on the outcome of our application? Will there be a certificate issued?

We will send out an electronic mail to notify you on the status of your application.

There will be no certificates issued. Successful firms will be listed on the applied panels viewable at the PSPC Listing Page (<http://www.bca.gov.sg/pspc/pspcclisting.aspx>).

5. RENEWAL ISSUES

Q5.1 What and when is the “annual renewal period”?

BCA conducts the annual renewal exercise to allow firms with existing panel listing(s) to renew the panel for the upcoming listing period before the start of the new financial year. During the renewal exercise, firms with existing panel listing(s) will be invited to apply for renewal of the panel(s) via the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>).

The renewal period is slated to be few months prior to the commencement of the new listing period on 1 Apr every year. We strongly encourage firms to submit their renewal applications promptly to avoid lapses in listing.

Consultants are encouraged to submit applications during the respective phased renewal periods to avoid delay in evaluation of the applications.

Q5.2 How do I make a renewal application?

Renewal applications are to be made online at the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>) with the required supporting documents. To facilitate firms in the renewal exercise, relevant information from the existing panel listing will be ported to the renewal application. Prevailing processing fees apply.

Q5.3 Can my firm change the existing panel listing code when I renew the listing?

Yes.

Please ensure that your firm meets the listing criteria of the panel which you wish to change to before making an online renewal application for the desired panel at the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>) with the required supporting documents.

Q5.4 When is the latest I can submit the renewal application?

If applications are made after the stipulated duration for each respective discipline, there is no guarantee that the application will be approved before the new listing period begins on 1 Apr.

Consultants are encouraged to submit applications during the respective phased renewal periods to avoid delay in evaluation of the applications.

Q5.5 What are the common mistakes/oversights made during an application?

Firms can help to shorten the overall processing time by ensuring that the applications submitted are in order. Below are some common mistakes/oversights by applicants which could prolong the approval process as additional time is required for firm's modification of the application.

Common mistakes/oversights in PSPC application		
Company Info	Common Mistakes	Remarks
Accounting and Corporate Regulatory Authority (ACRA) Business Profile	Business profile uploaded is not up-to-date. Firm to upload a business profile that is dated not more than three months ago	Only for ACRA registered firms
Firm's Professional Registration Certificate	Firm did not upload the latest certificate.	Only for firms registered with BOA/PEB
Personnel		
Personnel Practising Certificate	<ul style="list-style-type: none"> - Firm did not upload the personnel's latest practising certificate. - Firm did not input the second place of practice, if any, into the application. 	Only for personnel registered with BOA/PEB
Proof of Employment of the personnel (e.g. CPF contribution slip or letter of declaration from company)	Proof of employment uploaded is not up-to-date. Firm to upload a recent proof of employment that is dated not more than three months ago	Only for personnel who do not possess a practising certificate
PSPC-Recognised QS Declaration Form	Firm did not upload declaration form for personnel who wish to represent firm as a PSPC-Recognised QS.	Only for QS Discipline. Personnel that have been confirmed as PSPC-Recognised QS in previous application need not complete the declaration form.
Supporting Professional academic qualification	Supporting Professional degree could not be referenced from PEB/BOA	Only for AR, CS & ME Discipline
Track Record		
Track record information	<ul style="list-style-type: none"> - Firm did not enter all BP no. - Track record uploaded has expired. 	<p>Only for Panel 1 to Panel 3</p> <p>The project should be completed within 5 years and should not have expired as of 1st April of the application year.</p>

6. UPDATING FIRM'S RECORDS

Q6.1 How do I update changes in my firm's particulars and personnel records?

You can file your changes at the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>), supported by the required documents prompted in the system.

For fields that are locked for security reasons, you may wish to contact BCA directly at bca_pspc@bca.gov.sg.

Q6.2 How do I update changes in the details of my firm's Professional Indemnity Insurance (PII), Certification (e.g. ISO certification) and Practising Certificate?

You can update these details at the PSPC e-Submission System (<https://www.bca.gov.sg/pspc/>), supported by the relevant supporting documents (e.g. latest copy of your firm's ISO certificate).

During the renewal exercise, please upload the latest copies of ISO certificate, PII certificate and Practising Certificate in your online renewal application.

CONTACT INFORMATION

For all other queries, please contact the following officer:

Ms Letchimi (DID: 6804 4513) or Ms Sharmila (DID: 6804 4516) or

email us at bca_pspc@bca.gov.sg.