

REGISTRATION REQUIREMENTS FOR FACILITIES MANAGEMENT WORKHEAD (FM)

Workhead	Title	Description
FM01	Facilities Management	<p>Provision of Integrated Facilities Management (IFM) and/or Managing Agent (MA) services by facilities management companies.</p> <p>1) FM services covered under FM01 Workhead would be excluded from MOF Supply Head - EPU/SER/30 with effect from 1 April 2020.</p> <p>2) IFM refers to the provision of at least two distinct maintenance services in one contract. The contractor may either deliver the services or outsource and manage sub-contractors. Areas of distinct maintenance services include Building maintenance services, Mechanical and Electrical maintenance services, Security services, Cleaning services, Landscape services and Pest control services.</p>
FM02	Housekeeping, Cleansing, Desilting & Conservancy Services	Includes cleaning and housekeeping services for offices, buildings, compounds, industrial and commercial complexes, desilting and cleansing of drains.
FM03	Landscaping	Provision of landscaping services including tree planting, turfing and grass cutting.
FM04	Pest Control	Extermination and control of pests in installations, buildings and complexes.

REGISTRATION REQUIREMENTS FOR FM01

Table A1

Grade	Financial (Note 1-4)	Track Record (past 5 years) (Note 5-7)	Personnel (Note 8)	Management & Development
M1	\$2.0m	\$40.0m of which -\$20m MC -\$4.0m SP	(i) 3P of which: • 1P with FM (ii) 1 personnel with MEC*	BizSAFE Star / ISO45001 / OHSAS18001
M2	\$1.5m	\$20.0m of which -\$10m MC -\$2.0m SP	(i) 2P of which: • 1P with FM (ii) 1 personnel with MEC*	
M3	\$500,000	\$5.0m -\$500,000 SP	1P with FM +1T or 3T of which 2T with FM	BizSAFE Level 3 / ISO45001 / OHSAS18001
M4	\$50,000	\$100,000	1P with FM or 2T of which 1T with FM	

*The personnel with MEC qualifications can be one of the P nominated.
m stands for million, min stands for minimum.

Notes for Table A1Financial

- 1) Both minimum paid-up capital and minimum net worth must be met separately.
- 2) M1 firms are required to submit the audited accounts annually (not more than 4 months for SGX listed companies and not more than 6 months for non-SGX listed companies from the accounts closing date) and meet the financial requirement in order to retain the M1 grade.
- 3) M2 firms are required to submit the latest audited accounts (not more than 12 months old).
- 4) M3 & M4 firms are required to submit either the latest audited or management accounts (not more than 12 months old).

Track Record

- 5) Track record for IFM and/or MA services are acceptable.
- 6) All track records must be completed in the past five years. Ongoing contracts are acceptable for renewal and M4 grade only.
- 7) Contractors are expected to complete
 - i) MC - minimum total main contract
 - ii) SP - minimum single size Main Contract

8) Personnel

“P” shall mean a recognised degree in Facilities Management, Civil/Structural, Mechanical/Electrical/Electronics Engineering, Architecture, Building or equivalent

“T” shall mean a recognised diploma in Facilities Management, Civil/Structural, Mechanical/Electrical/Electronic Engineering, Architectural, Building or Advance National Building Qualification (NBQ)/Specialist Diploma in M&E Coordination.

MEC refers to a full-time personnel with either of the following qualifications:

- a) BCA Academy: Advanced National Building Qualification in i) Supervision & Coordination in M&E Works ii) Green Building Operations & Maintenance / Certificate or Specialist Dip in M&E Coordination / Dip in Mechanical Engineering (Green Building Technology)
- b) Ngee Ann Polytechnic: Dip in i) Building Services Engineering ii) Technology (Building Services) iii) Technology (Building Services & Fire Safety) iv) Engineering (Building Services & Fire Safety)
- c) Temasek Polytechnic: Dip in i) Green Building & Sustainability ii) Intelligent Building Technology

Local P/T - Require latest CPF statement

Foreign P/T - Require valid S-Pass, Employment Pass

REGISTRATION REQUIREMENTS FOR FM02, FM03 AND FM04

Table A2

Grade (Note 7)	Financial (Note 1)	Track Record (past 3 years) (Note 2-4)	Personnel (for FM02 and FM03) (Note 5)	Management & Development (Note 6)	Licence (for FM04)
L6	\$1.5m	\$30.0m of which -\$7.5m PS, -\$3.0m MC -\$3.0m SP	2T of which <i>min 1T with BCCPE</i>	BizSAFE Level 3 / ICQA	Valid Vector Control Operator Certificate issued by NEA.
L5	\$500,000	\$10.0m of which -\$1.0m SP	2T of which <i>min 1T with BCCPE</i>	BizSAFE Level 3 / ICQA	
L4	\$250,000	\$5.0m	1T with BCCPE	BizSAFE Level 3 / ICQA	
L3	\$150,000	\$3.0m	1T with BCCPE	BizSAFE Level 3 / ICQA	
L2	\$50,000	\$1.0m	1T with BCCPE	BizSAFE Level 3 / ICQA	
L1	\$10,000	\$100,000(FM03 only)	1T with BCCPE		

m stands for million, min stands for minimum.

Notes for Table A2

Financial

- 1) Both minimum paid-up capital and minimum net worth must be met separately. All L1 firms are required to submit the latest management accounts (not more than 12 months old).

Track Record

- 2) Completed projects in the past three years for all cases. Ongoing projects are acceptable for renewal and L1.
 3) Contractors are expected to complete:
 i) PS - minimum projects executed in Singapore
 ii) MC - minimum main contracts (nominated sub-contracts may be included)
 iii) SP - minimum size single main contract or sub-contract.

Personnel

- 4) "T" shall mean a Certificate in Facilities Maintenance Supervision or equivalent.
 5) "BCCPE" shall mean Basic Concept in Construction Productivity Enhancement (Certificate of Attendance) conducted by BCA Academy. A director with BCCPE (Certificate of Attendance) is acceptable for one company only.

Others

- 6) BizSAFE Level 3 issued by WSHC (<https://www.wshc.sg/bizSAFE>), OHSAS 18001 or ISO45001. ICQA (Integrated Construction Quality Assurance) is an alternative certification by BCA to meet ISO9001, ISO14001 and ISO45001/OHSAS18001/BizSAFE Level 3 requirement. Please refer to <https://www.bca.gov.sg/Professionals/IQUAS/IQUAS/StaticPages/icqa.aspx>
 7) For the tendering limits, please refer to www1.bca.gov.sg/procurement/pre-tender-stage/contractors-registration-system-crs/crs-tendering-limits