

Guidelines to Collaborative Bidding for Public Sector Construction-related Consultancy Services

Building and Construction  Authority

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

1.1 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. There are five major disciplines, namely **Architectural (AR) Consultancy, Civil & Structural (CS) Engineering Consultancy, Mechanical & Electrical (ME) Engineering Consultancy, Quantity Surveying (QS) Consultancy** and **Project Management (PM) Consultancy**. Each discipline has 4 panels that are classified into various [project value banding](#).

2.0 COLLABORATIVE BIDDING

2.1 Introduction to Collaborative Bidding

- 2.1.1. In line with the Construction Industry Transformation Map (ITM), BCA has introduced Collaborative Bidding for the procurement of construction-related services to build up capabilities and facilitate collaboration among firms with complementary competencies to create a wider pool of competent firms in the sector.
- 2.1.2. For Expression of Interest (EOI) exercises called on or after 1 Oct 2018, PSPC-registered firms (within the same discipline) may pool their resources to be eligible to tender for projects beyond their panels' current allowable tendering limits. The consortium, made up by two or more firms within the same discipline, would have to meet the [PSPC registration requirements](#) of the panel stated in the tender.

3.0 VERIFICATION PROCESS FOR EXPRESSION OF INTEREST (EOI)

3.1 Request for Verification

- 3.1.1. The consortium will proceed to participate in the EOI published by agency and submit an email request ([Template available on BCA's website](#)) to BCA (bca_pspc@bca.gov.sg) for verification of its EOI eligibility at least 5 working days before the closing of EOI.
- 3.1.2. The consortium will be required to provide additional information that is not available on individual firm's PSPC registration. BCA will verify the eligibility of the consortium based on information submitted. The listing requirements and documents to be submitted can be found in [General Terms and Conditions for Listing on PSPC \(Section 3.0 Listing Requirements\)](#).

3.2 References

- 3.2.1. 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.

3.3 Outcome of Verification

- 3.3.1 BCA will notify each applicant and the relevant agency on the outcome of the verification (through the Letter of Verification) by electronic mail as soon as the request has been processed. Only consortium verified to be eligible will qualify to be shortlisted for the subsequent tender stage.
- 3.3.2 Such verification will be valid on a project basis and consortium will not be listed on the [PSPC Listing Page](#).

3.4 Processing Fees

- 3.4.1 There will be no processing fees required for the verification process.

4.0 TENDER EVALUATION AND AWARD

4.1 Quality Fee Method (QFM)

4.1.1. Where the QFM framework is adopted, the evaluation for the various attributes of collaborative bids by consortium will be as follows.

QFM Components	QFM Attributes	Evaluation Methodology
Productivity (PD)	TA(D) Index	Take highest score amongst the firms within the consortium
	WD(D) Index	
	BS Index	Assessed as one consortium
	Other Productivity attribute(s)	
Quality (Q)	Past performance i.e. CPAS scores	Take highest score amongst the firms within the consortium
	Firm's Track Record	
	Awards/Certifications	
	Expertise and experience of personnel	Assessed as one consortium
	Design Proposal/Approach	
Fee (F)	Fee Proposal	

4.1.2. An illustration of the evaluation methodology of Consortium can be found in the [QFM Framework](#).

4.2 Agreement for Consultancy Services

4.2.1. Upon tender award, all members of the consortium will be required to sign on the Agreement and be held the same obligations under the agreement.

5.0 COMPLETION OF PROJECT

5.1 Consultants Performance Appraisal System

- 5.1.1. Firms within the consortium will be individually evaluated under the Consultants Performance Appraisal System (CPAS) after project completion.
- 5.1.2. Consultants' CPAS scores can be obtained via [PSPC login accounts](#).

5.2 Track Record

- 5.2.1. All firms in the consortium will be able to use the completed project as their track record for future tenders and the firm's subsequent PSPC registration.
- 5.2.2. Applicants which wish to utilise public sector construction-related consultancy projects completed under Collaborative Bidding (More information on Collaborative Bidding can be found on [BCA Web Page](#)) to fulfil the track record requirement at the firm's subsequent PSPC registration shall furnish the following for substantiation.
 - Letter of Verification issued by BCA;
 - Letter of Award issued by respective agency or the Consultancy Agreement; and
 - CSC, TOP, or Final Completion Certificate (for non-CSC/TOP projects).