

SUPPLIERS REGISTRY

Application and Registration Guidelines

Objectives and purpose of Suppliers Registry

1. The Suppliers Registry is a registration scheme, administered by the Building and Construction Authority (“**BCA**”), that serves the supply procurement needs of the public sector construction projects commissioned by government ministries and statutory boards (i.e. Government Procurement Entities).
2. Firms registered under the Suppliers Registry are eligible to **participate in public sector supply tenders** for construction projects with estimated procurement values corresponding to the tendering limit based on their registration grades.

For avoidance of doubt, BCA does not require firms to be registered under the Suppliers Registry to perform supply services for private sector construction projects. However, other regulatory or client-specific requirements may still apply for private sector construction projects.

3. Registration by any firm under the Suppliers Registry or acceptance of any track record for the purpose of Suppliers Registry registration does not entitle the firm the privilege of employing Construction workers from Non-Traditional Source¹ and People’s Republic of China (PRC).

For work permit application matters, firms may wish to refer to the Ministry of Manpower (MOM) website. For the legal deployment of foreign workers, firms may wish to refer to the Employment of Foreign Manpower Act 1990 Employment of Foreign Manpower (Work Passes) Regulations 2012, Fourth Schedule, Part V Paragraph 2 on Specific Activities at this link <https://sso.agc.gov.sg/SL/EFMA1990-S569-2012>.

4. Firms registered under the Suppliers Registry will need to comply with statutory and regulatory requirements governing supply services for construction projects.

Who may be registered

5. A firm intending to participate in public sector supply tenders for construction projects will need to be registered under the Suppliers Registry.
6. A firm (“Firm”) who may apply for registration under the Suppliers Registry refers to a sole proprietorship, partnership, limited liability partnership, limited partnership, or a company, and does not include an individual.

Eligibility

7. Any Firm who, at the time of application, is debarred by the Standing Committee on Debarment (SCOD) from participating in public sector tenders will not be eligible for registration under the Suppliers Registry.

¹ Non-traditional source refers to India, Sri Lanka, Thailand, Bangladesh, Myanmar, and Philippines.

8. Any Firm who is formed, controlled by, related or connected to directors/partners of companies or sole proprietors, that are debarred by SCOD will not be eligible for registration under the Suppliers Registry.
9. Firms that are sole proprietorships, partnerships, or limited partnerships will only be eligible to apply for registration under the entry level registration grade (i.e. L1) as elaborated below under the section titled 'Registration Requirements'.

Scope of Registration

Workheads

10. Under the Suppliers Registry, a Firm can register for one or more Supply (SY) workheads (collectively "**Workheads**" and each a "**Workhead**").
11. Details of the various Workheads are set out in the SY Specific Registration Requirements ("**SY SRR**"), which is a document published on BCA's website. A Firm who wishes to apply to be registered under the Suppliers Registry ("**Applicant**") should refer to the SY SRR to determine the appropriate Workhead(s) under which the Applicant should apply for registration under the Suppliers Registry.

Registration Grade

12. The registration grade ("**Registration Grade**") of a Firm registered in respect of a Workhead under the Suppliers Registry would determine, where applicable, the value of the public sector construction supply tenders that the Firm registered under the Suppliers Registry is eligible to participate in.
13. In order to determine the tendering limit of the Workhead applied for, each Workhead (where applicable) has multiple corresponding Registration Grades to choose from. The higher the Registration Grade, the higher the tendering limit, and the more stringent the registration requirements are. Applicants are to choose one Registration Grade (where applicable) **in relation to their chosen Workhead**. The tendering limits can be found on BCA's website.
14. A successful Applicant will have its registration granted in respect of a Workhead and the corresponding Registration Grade (where applicable) ("**Registered Firm**"). For avoidance of doubt, BCA reserves the right to register the Firm in a lower Registration Grade than the one chosen by the Applicant.

Registration Requirements

15. An Applicant who is a sole proprietorship, a partnership, or a limited partnership will only be eligible to apply for registration under the SY Workheads at the Registration Grade L1.
16. An Applicant who would like to be registered under the Suppliers Registry must satisfy the requirements set out in this section and the SY SRR. BCA in its sole discretion will

assess and determine whether the Applicant should be registered and if so, the appropriate Registration Grade to be registered under.

17. The general requirements are:
 - (i) Track Record and Performance (where applicable, in respect of valid contracts performed by the Applicant with documentary proof, endorsed and assessed by clients);
 - a. The Applicant may choose to rely on track records of a merged company (i.e. a company that has been acquired by the Applicant or that the Applicant has merged with) to satisfy the Track Record and Performance requirement under the Suppliers Registry. BCA retains the discretion to determine if the Applicant has satisfied the Track Record and Performance requirement.
 - b. An Applicant's track record in one contract may be used for the Applicant's application for multiple Workheads. If so, the contract value of each Workhead under that contract will be assessed with the same type of Workhead applied for, in order to determine which Registration Grade the Applicant is suitable for.
 - (ii) Financial capability;
 - (iii) Relevant technical personnel; and
 - (iv) Management & Development certifications.

Details of the above requirements are set out in Annex A below.

18. The specific requirements for registration vary depending on the Workhead(s) and Registration Grade the Applicant applies for. Applicants are to refer to the SY SRR, which set out the specific requirements applicable to the relevant Workhead(s).
19. An Applicant must be registered with the Accounting and Corporate Regulatory Authority (“**ACRA**”) at the time of application and attach a scanned copy of its latest ACRA business profile.
20. The above registration requirements also apply to all renewal applications.

Transfer of Workhead(s)

21. Firms already registered in the Suppliers Registry (referred to as Transferring Company in this section), and undergoing a merger, acquisition, or structural re-organisation that results in a change of their UEN, can apply to transfer their Workhead(s) to a Receiving Company.
22. The Transferring Company may transfer one or more Workheads already registered for. Following such a transfer, the Transferring Company will be deregistered from the

Suppliers Registry in the transferred Workhead(s) while the Receiving Company will be registered in the transferred Workhead(s).

23. A partial transfer of the Transferring Company’s track record in a Workhead (i.e. the transfer of some, and not all of the completed contracts relied upon), such that the Transferring Company remains registered on the Suppliers Registry in the Workhead after the transfer of the Workhead, is not allowed. If the Receiving Company is not currently registered in the Suppliers Registry/Contractors Registration System/Facilities Management Registry, the validity period of registration shall be the same as the Transferring Company’s remaining registration validity period. However, if the Receiving Company is currently registered in the Suppliers Registry/Contractors Registration System/Facilities Management Registry, the Receiving Company will retain its current registration validity period.
24. Details on the documents required to be submitted by both the Transferring and Receiving Companies can be found on the [BCA website](#).

Declarations of the Applicant

25. An Applicant will be required as part of their application to make additional declarations to support their application when requested by BCA.

Application Procedure

26. An Applicant who wishes to apply for registration must read the Suppliers Registry Terms of Registration (“**SY TOR**”) and the SY SRR carefully, which can be found on BCA’s website. By submitting an application to be registered under the Suppliers Registry, an Applicant agrees to be bound by the SY TOR and the SY SRR.
27. An Applicant can submit its application online at www.bca.gov.sg/eBACS. The submission should include every item in the checklist in the correct sequence. It is the Applicant’s responsibility to ensure the completeness of the submissions, including the provision of a valid email address. Incomplete or non-compiled submissions may be disregarded.

Processing Fees

28. The processing fee payable for an application is inclusive of the Goods and Services Tax (“GST”) (Table A) and is non-refundable regardless of the application result and the validity period of the registration granted. Payment can only be accepted through VISA, MasterCard, PayNow, or Internet Banking for all online transactions.

Table A (Fee quoted for an individual Workhead and respective Registration Grade)

Registration Grade	Amount per Workhead (inclusive of GST)
L1	\$562

L2	\$688
L3	\$749
L4	\$935
L5	\$1,122
L6	\$2,628

References

29. In submitting an application, the Applicant authorises and consents for BCA to make all necessary enquiries relating to the Applicant. Applicants are required to attach scanned references from their clients/consultants of contracts comprising their track records. BCA may also obtain further information from the Applicant’s references (i.e. auditors, banks, former clients and/or consultants who supervised the works of the Applicant) either by requesting the presence of such persons or sending officers from BCA to the Applicant’s head office (local or overseas) for further verification. All flight/transport, accommodation (overseas), incidental and service charges, shall be borne by the Applicant. If no references are forwarded, BCA will complete the processing based only on the available information.

Processing Time

30. Applications that contain all required information and duly completed documents may be processed within two (2) weeks, except for applications for Registration Grades L5 or L6. Applications which require overseas verification may also take a longer time to be processed.

Outcome of Application

31. An Applicant will receive a letter from BCA notifying them of the outcome of their application and the validity period of their registration (if their application is successful) ("**Application Result Letter**").
32. Upon successful registration under the Suppliers Registry, BCA will publish the Registered Firm’s name, registered Workhead(s), Registration Grade(s) and such other details deemed appropriate by BCA on the BCA e-directory at www1.bca.gov.sg/bca-directory.
33. BCA reserves the right to reject any application that is missing the required information and/or supporting documents three (3) months after the date of application.
34. BCA is not bound to furnish reasons for rejecting or accepting any application. BCA retains the sole discretion in assessing any application to be registered under the Suppliers Registry, and if so, the appropriate Registration Grade the Applicant should be registered under.

Additional registration(s) during the validity period

35. During the validity period of their registration, a Registered Firm may apply to be registered under:
- a. different Workhead(s) under the Suppliers Registry, the Facilities Management Registry, and/or the Contractors Registration System;
 - b. additional Workhead(s) under the Suppliers Registry, the Facilities Management Registry, and/or the Contractors Registration System; or
 - c. a higher Registration Grade of registered Workhead(s)

provided the Registered Firm meets the SRR of the respective Workhead(s) and/or Registration Grade(s).

If a Registered Firm's application as described in this paragraph is successful, the validity period of the relevant additional registration(s) will end on the same date as the current registration validity period of the Registered Firm. For example, if a SY01 Workhead Registration Grade L5 Registered Firm whose registration validity period ends on 1 Jan 2025 is successful in their upgrading application to SY01 Workhead Registration Grade L6, their new registration validity period end date will remain as 1 Jan 2025.

Registration Renewals

36. Registered Firms are encouraged to apply for registration renewal around two (2) months before the expiry of their current registration under the Suppliers Registry, to avoid disruption to their tendering eligibility.

ANNEX A

Track Record and Performance

1. An Applicant must have the requisite track records as set out in the SY SRR for the particular Workhead(s) and respective Registration Grade(s) applied for. Applicants are expected to have a good and consistent track record.
2. An Applicant is to attach scanned copies of the following documents in respect of the completed contracts used as track records:
 - (i) any relevant letter of award, purchase order, work order (mandatory to submit at least one);
 - (ii) latest payment certificate; and
 - (iii) client's endorsement.

Financial Capacity

3. An Applicant should satisfy BCA that they have sufficient financial resources to meet the financial commitments to perform work under the respective Workhead(s) and Registration Grade(s) they have registered for. An Applicant is to refer to the SY SRR for the requirements.
4. Applicants are expected to submit scanned copies of the audited financial report or accounts (not more than 12 months old) for verification and processing. Alternatively, Applicants may submit scanned copies of their management accounts (not more than 12 months old) for Registration Grades L1 to L4 for SY Workheads. Submitted audited reports or management accounts which are more than 12 months old, or not in the English language will not be considered.

Personnel Resources

5. An Applicant is to refer to the SY SRR for the requirements for Personnel Resources. In addition to the SY SRR, the personnel shall only be employed by the Applicant. Personnel who are Consultants or part-time employees will not be considered.
6. An Applicant is to submit the following as part of its application:

<u>Personnel/Qualification</u>	<u>To submit scanned copies of all of the following:</u>
Full-time Singaporean/PR employees	(i) Latest CPF contribution statement (Form 90) (ii) NRIC (iii) Educational certificates (in English), relevant licenses
Full-time foreign technical personnel	(i) Employment Pass, S-Pass, Dependent Pass, Long Term Visit Pass (Personnel with Dependent Pass / Long Term Visit Pass are required to submit a letter of consent from MOM) clearly showing the Date of Expiry of Work Pass

	(a screenshot of the SGWorkPass profile of the employee will also suffice)
(ii)	Educational certificates (in English), relevant licenses
(iii)	Proof of employment (e.g. Appointment Letter)

7. As part of the verification process for full-time Singaporean/PR technical personnel, an Applicant is to show proof that the monthly salary of the Singaporean/PR technical personnel is not less than SGD2,400.00 per month (e.g. through CPF contribution statements).

Management & Development

8. An Applicant is to refer to the SY SRR for the Management & Development requirements.