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

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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?

For firms who have an approved application before 1 June 2026, the validity is from the date of successful listing to 31 Mar 2027.

From 1 June 2026, the validity of any listing will be for a period of three (3) years, as stated in the Application Result letter. The following scenarios illustrate how the listing validity will be determined.

Scenario	**Validity of Listing**
Renewed and approved before listing expiry	The listing validity will be pegged to the existing listing expiry date for a further period of three (3) years.
Renewed and approved after listing expiry	The listing validity will commence from the approval date for a period of three (3) years.
New Application	
Change of Panel application	

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 Quality Fee Method (QFM) Framework.

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://www1.bca.gov.sg > "Growth & Transformation" > "Procurement" > "Registration of built environment firms" > "Public Sector Panels of Consultants" > "PSPC Terms of Listing".

Q2.2 What are the qualifications recognised for listing?

Please refer to the specific listing criteria found at http://www1.bca.gov.sg >"Growth & Transformation" > "Procurement" > "Registration of built environment firms" > "Public Sector Panels of Consultants" > "PSPC Listing Criteria".

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. In addition, proof of employment (i.e. CPF contribution statement (Form 90) or Employment Pass or Dependent Pass / Long Term Visit Pass) would be required for verification purposes.

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.

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://pspc.bca.gov.sg) 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://www1.bca.gov.sg >"Growth & Transformation" > "Procurement" > "Registration of built environment firms" > "Public Sector Panels of Consultants" > "PSPC Terms of Listing".

Q3.3 Will there be a pro-rate of fees?

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

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.

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 https://pspc.bca.gov.sg/#/pspc/listing/default.

5. RENEWAL ISSUES

Q5.1 How do I make a renewal application?

Renewal applications are to be made online at the PSPC e-Submission System (https://pspc.bca.gov.sg) with the required supporting documents. To facilitate the renewal application, relevant information from the existing panel listing will be ported to the renewal application. A renewal reminder email will also be sent to the firm. Prevailing processing fees apply.

Q5.2 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://pspc.bca.gov.sg) with the required supporting documents.

Q5.3 When is the latest I can submit the renewal application?

Firms may submit a renewal application within six months prior to their listing expiry date, as stated in the renewal reminder email.

Firms that are unable to submit their renewal application before the listing expiry date may submit a new application.

Q5.4 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	- 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)	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.	For all personnel
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	- Firm did not enter all BP no. - Track record uploaded has expired.	Only for Panel 1 to Panel 3 The project should be completed within 5 years and should not have expired as at the date of application submission.

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://pspc.bca.gov.sg), 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) and Practising Certificate?

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

Please upload the latest copies of PII certificate and Practising Certificate inyour online renewal application.

CONTACT INFORMATION

For all other queries, please email us at bca_pspc@bca.gov.sg.