PUBLIC SECTOR PANELS OF CONSULTANTS (PSPC)

TERMS OF LISTING

(Effective for all applications submitted on and after 1 June 2026)

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PUBLIC SECTOR PANELS OF CONSULTANTS
LISTING REQUIREMENTS
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LISTING CRITERIA FOR PSPC Appendix A

- Architectural (AR)
- Civil & Structural (CS) Engineering
- Mechanical & Electrical (ME) Engineering
- Quantity Surveying (QS) Consultancy
- Project Management (PM)

LIST OF RECOGNISED QS-RELATED DEGREES FOR QS DISCIPLINE Appendix B

TERMS OF LISTING

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

1.1 Functions of the PSPC

1.1.1. The Public Sector Panels of Consultants (PSPC) is administered by the Building and Construction Authority (BCA), on behalf of the Ministry of Finance to serve the procurement needs of government departments, statutory bodies and other public sector organisations. The PSPC serves only for public sector procurement. As such, business entities which are not listed with PSPC are not precluded from providing consultancy services outside the public sector.

1.2. 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.

1.2.2. 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 APPLICATION DETAIL

2.1 Application Procedure

2.1.1 All applications are to be submitted online via the PSPC e-Submission System. It is the applicant's responsibility to ensure the completeness of the application by following the instructions and submitting the required information online. Incomplete application, application without supporting documents submitted or application not accompanied by the stipulated fees will not be processed.

2.1.2 Consultancy firms which wish to be listed with the PSPC must show that they meet the qualifying criteria for the particular panel applied for, subject to the listing eligibility (please see Appendix A). The PSPC Listing Criteria state the specific listing requirements for the particular discipline and project value banding that each panel can undertake. Consultancy firms which wish to apply for listing on the PSPC are advisedto read the Terms of Listing carefully before submitting the application form. All applications must be accompanied by the necessary supporting documents.

2.1.3 For public sector projects adopting the PSPC and the Quality-Fee Method (QFM), listed firms will be invited by the public sector agencies to indicate their interest when there are project opportunities. Expression of Interest (EOI) will be invited through Gebiz under *"Request for Information"*. The interested firms may first undergo a short-listing process. All firms allowed to tender would then be evaluated on both quality and fee proposals. Information on the QFM can be downloaded from the Quality Fee Method (QFM) Framework.

2.2 Processing Fees

2.2.1 The preferred modes of payment are credit/debit card (i.e. VISA, Mastercard). The processing fee is non-refundable regardless of the application result. BCA may adjust the processing fees at any time without giving prior notice.

2.2.2 The processing fees *(with effect from 1 Jan 2024)* for all disciplines are as follows:

Panels	Listing Codes	Processing Fees (GST Inclusive)
1	AR01, CS01, ME01, QS01, PM01	$163.00
2	AR02, CS02, ME02, QS02, PM02	$122.00
3	AR03, CS03, ME03, QS03, PM03	$81.00
4	AR04, CS04, ME04, QS04, PM04	$41.00

2.3 Eligibility for Higher Project Value Panel

2.3.1 Listed consultancy firms which have acquired sufficient experience in their current panel of project value banding may apply to be upgraded to a higher panel listing, subject to listing eligibility.

2.4 References

2.4.1 In the course of processing the applications, reference may be obtained from the clients of the projects. 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.

2.5 Processing Time

2.5.1 Under normal circumstances, if the submissions are complete and in order, BCA will endeavour to inform the applicants of the outcome within 2 weeks.

2.6 Outcome of Application

2.6.1 BCA will notify each applicant on the outcome of the application by electronic mail as soon as the case has been processed. Successful applicants will be listed on the BCA's Webpage.

2.7 Fraudulent or Misleading Information

2.7.1 Each applicant or listed consultancy firm warrants to BCA that the information and documents provided to BCA and its employees are true in every particular.

2.7.2 BCA may, amongst other things, take the following courses of action if any information and/or documents submitted are false, forged, fraudulent, misleading or reasonably suspected by BCA to be false, forged, fraudulent or misleading:

(a) Lowering the eligibility of firm from the current panel listed
(b) De-listing from the PSPC
(c) Reporting the applicant or listed consultancy firm to the relevant authorities for legal action

2.8 Verification of Information

2.8.1 BCA and its employees reserve the right to contact references and other sources to verify the information and documents submitted by each applicant or listed consultancy firm.

2.8.2 The applicant and listed consultancy firm understands that the information and contents in documents submitted may be disclosed to third parties in the course of verification checks conducted by BCA and its employees.

3.0 LISTING REQUIREMENTS

3.1 Track Record and Performance

3.1.1. Projects are considered completed when a Certificate of Statutory Completion (CSC), Temporary Occupation Permit (TOP) or Final Completion Certificate (for non-CSC/TOP projects[1]) has been issued. The submitted project(s) must be relevant to the discipline under which the firm is applying. Where requested, applicants must submit copies of CSC, TOP or Final Completion Certificate (for non-CSC/TOP projects) to substantiate these track records.

3.1.2 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 webpage)* to fulfil the track record requirement 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).

3.1.3 In addition to the requirements on project values, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused for listing on the PSPC. Generally, firms applying for eligibility to panels of higher project value banding should achieve a high standard of performance in the projects undertaken by them.

3.1.4 For an application by a joint venture entity, the joint venture entity may adopt the track record of either or both of its shareholders (for corporation) or constituent partners, provided always that: -

(a) The project(s) adopted by the joint venture entity for its track record (the "Adopted Project") shall not be used by either of its shareholders or partners for the purposes of its own PSPC listing when the joint venture entity is being listed on the PSPC by reason of the Adopted Project;
(b) The Adopted Project is expected to have been completed in the past 5 years; and
(c) In respect of renewal applications by the joint venture entity, the Adopted Project must have been stated in the first application by the joint venture entity.

3.1.5 The joint venture entity should not renew its listing using the Adopted Project if the Adopted Project has been completed more than 5 years ago. Under such circumstance for renewal, the joint venture firm shall meet the track record requirement using projects completed by the joint venture entity itself.

[1] Non-CSC/TOP projects refer to construction projects that do not have any BP/ST submission to BCA (e.g. only submission to technical agencies) and hence have no CSC/TOP certificate.

3.2 Personnel Resources

3.2.1 Applicants should satisfy BCA that they have the necessary full-time personnel resources stationed in Singapore to undertake the work corresponding to the panel applied for.

3.2.2 For architectural and engineering consultants, only firms that are allowed to offer such services under the Architects Act or the Professional Engineers Act may apply. For Registered Architects, the personnel's Practising Certificate is expected to indicate the applicant firm's name, and for Professional Engineers, the applicant firm's name as the first name of practice under the "Address of Practice" in the personnel's Practising Certificate is expected. Personnel should not be listed in more than one firm of the same discipline under the PSPC at any one time and should be a full-time employee in the applicant firm.

3.2.3 Part-time employees cannot be accepted as any of the personnel submitted by the applicant firm for meeting the Personnel requirements. For purpose of verification of full-time employment and qualification of employees, the following are expected to be submitted during application:

Personnel/Qualification	**To Submit^**
- Registered professionals	- Educational certificates [1]; - Valid practising certificates; and - Proof of employment showing monthly salary is not less than SGD2,400 *(i.e. CPF contribution statement (Form 90), Employment Pass or S Pass)* [2]
- Supporting professionals with PEB/BOA recognised professional qualifications - QS or PM Professionals and Supporting professionals	- Educational certificates [1]; and - Proof of employment showing monthly salary is not less than SGD2,400 *(i.e. CPF contribution statement (Form 90) Employment Pass or S Pass)* [2]
- Accredited personnel under respective Built Environment accreditation schemes	- Proof of accreditation from accrediting body; and - Proof of employment showing monthly salary is not less than SGD2,400 *(i.e. CPF contribution statement (Form 90), Employment Pass or S Pass)* [2]

^Please refer to Appendix A for the specific listing criteria.

[1] : For personnel with Post Graduate degree, scanned copies of both Bachelor and Post Graduate degrees have to be submitted.

[2] : For recently employed personnel with an employment period of less than three months from date of PSPC application submission, firms may submit the appointment letter with salary expressed in indicative range as proof of employment.

3.3 Additional Requirements for Certain Panels

3.3.1 Professional Indemnity Insurance

Where applicable, the firm is expected to forward the relevant documents to support that it has the stipulated Professional Indemnity Insurance (PII).

3.3.2 Verification for QS and PM Professionals' Track Records

Where applicable, the firm must forward the client's verification of the particular QS and PM professionals' own track records.

3.3.3 Training Course Requirements

3.3.3.1 Training Course for Green Mark Manager (GMM) /Green Mark Accredited Professional (GMAP) or Green Mark Facilities Manager (GMFM)/Green Mark Accredited Professional (GMAP(FM))

Where applicable, the firm must satisfy the requirement that at least the stipulated number of technical staff, supporting professional or registered professional has attended and passed the Training Course for GMM/GMAP or GMFM/GMAP(FM) conducted by BCA. BCA would require a Certificate of Successful Completion as supporting document for the firm to maintain its PSPC listing. Please refer to AppendixA for the specific listing criteria.

3.3.3.2 Training Course for Green Mark Professional (GMP) /Green Mark Advanced Accredited Professional (GMAAP)

Where applicable, the firm must satisfy the requirement that at least one technical staff, supporting professional or registered professional has attended and passed the Training Course for GMP/GMAAP conducted by BCA. BCA would require a Certificate of Successful Completion as supporting document for the firm to maintain its PSPC listing. Please refer to Appendix A for the specific listing criteria.

3.3.3.3 Training Course for Green Mark Facilities Professional (GMFP) /Green Mark Advanced Accredited Professional (Facilities Management (GMAAP(FM))

Where applicable, the firm must satisfy the requirement that at least one technical staff, supporting professional or registered professional staff has attended and passed the Training Course for GMFP/GMAAP(FM) conducted by BCA. BCA would require a Certificate of Successful Completion as supporting document for the firm to maintain its PSPC listing. Please refer to Appendix A for the specific listing criteria.

3.3.3.4 Training Course for Universe Design (UD) Assessor

Where applicable, the firm must satisfy the requirement that at least one technical staff, supporting professional or registered professional has attended and passed the Training Course for UD Assessor conducted by BCA. BCA would require a Certificate ofSuccessful Completion as supporting document for the firm to maintain its PSPC listing.

3.4 Renewal of Listing

3.4.1 Listed firms are advised to submit their renewal applications **early.**

4.0 CONDITIONS OF LISTING

4.1 Authority of BCA

4.1.1 BCA reserves the right to review or alter the status of the listed firms from time to time. The Terms of Listing set out above and the Listing Criteria shall be deemed as continuous requirements. BCA may, amongst other things, take the following courses of action if the firms fail to continuously fulfill the said requirements:

(a) Lowering the eligibility of firm from the current panel listed
(b) De-listing from the Public Sector Panels of Consultants

4.1.2 Only firms, which BCA considers as having met the qualifying criteria to undertake contracts of a nature and size as required under the relevant panel and discipline applied for, shall be considered for listing. Notwithstanding the aforesaid, the requirements stipulated shall be taken as defining only the minimum requirements expected of an applicant. BCA is not bound to accept any application notwithstanding that the applicant may have complied with these minimum requirements.

4.1.3 BCA is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this document.

4.1.4 Firms which are debarred by the Ministry of Finance will be refused listing for the duration stated in the debarment order. They may apply for consideration to be listed / re-listed after the debarment period has lapsed.

4.1.5 BCA may publish information on projects handled by the firms on the PSPC.

4.1.6 BCA shall be under no obligation to assign any reason for accepting or rejecting any application, downgrading or lowering the eligibility of any firm, or de-listing any firm.

4.1.7 Notwithstanding the listing status, there is no guarantee that the firms will be appointed to undertake any public sector projects under the PSPC.

4.1.8 Firms listed on the PSPC shall be obliged to furnish particulars and information requested by BCA, for the purpose of obtaining data for survey purposes pertaining to PSPC, QFM and other related policies. Consultant or employee of the firm shall furnish the particulars and information to the best of his or her knowledge and belief. In addition, BCA may periodically require listed firms to furnish pertinent particulars to BCA for the purpose of assessing the eligibility of their continued listing with BCA (e.g. compliance to listing requirements under *Clause 3.0 Listing Requirements*). Failure to comply with such requirements may result in de-listing.

4.1.9 Firms that have received an aggregated score of less than 50 out of 100 points under the Consultants' Performance Appraisal System (CPAS), based on their public sector project performance over the past three (3) years, will be temporarily suspended from tendering for public sector projects, during which their PSPC listing will be temporarily removed for a period of three (3) months. For multi-disciplinary firms, temporary delisting will be applied to the individual discipline instead tothe whole multi-disciplinary firm. PSPC Firms which have been lifted from the delisting period will be reinstated at the last registered PSPC discipline / panel.

4.2 Update of Firms' Particulars

4.2.1 Consultancy firms that are listed on the PSPC shall advise BCA immediately of any changes in its management status, address, personnel resources or any other pertinent information affecting the firm's eligibility for listing on the relevant panel, which may occur from time to time.

4.2.2 Notification of change of firm's particulars should be filed online at this website https://pspc.bca.gov.sg/ with the supporting documents.

4.3 Validity

4.3.1 The validity of any listing is for a period of **three (3) years**, as stated in the **Application Result letter**. Listing will thereafter lapse automatically unless a renewal is filed and approved by BCA. Applications for renewal are to be submitted online **within six (6) months** before the expiry of the validity period.

4.3.2 There is no pro-rating of processing fees for applications.

4.4 Change of Panel

4.4.1 A listed consultancy firm that desires to change the panel in which it is listed has to officially request BCA through the PSPC e-Submission System at the prevailing processing fees applicable to the desired panel. BCA, at its discretion, may direct the listed consultancy firm to provide BCA with such documentation as required by BCA to substantiate the request, including but not limited to records of Employer CPF Statements.

4.4.2 BCA shall, at its sole discretion, approve or reject the request. BCA is not obliged to provide reasons for its decision.

4.4.3 For a listed consultancy firm that is successful in its request to change its existing panel listing to a lower listing code, BCA shall not accept further requests to change to a higher panel listing code within 12 months from the date of the last request.

4.4.4 For requests that have been rejected, BCA may take the following courses of action if it finds that the request was made only to enable the listed consultancy firm to tender for projects it would not ordinarily have been eligible for under its existing listing:

(a) Lowering the firm's existing panel listing
(b) De-listing the firm from the PSPC

4.4.5 Notwithstanding BCA's approval of any request to the change in panel listing, BCA reserves the right to alter the listing code where it deems fit at any time following the approval.

4.5 Revisions

4.5.1 The Government or BCA may from time to time revise the PSPC system, these Terms of Listing, and the Listing Criteria as it deems fit. Such revision may include addition to or amendment of the requirements for listing for any panel or for listing generally.