

FACILITIES MANAGEMENT REGISTRY (“FM Registry”)

Application and Registration Guidelines

Objectives and purpose of FM Registry

1. The FM Registry is a registration scheme, administered by the Building and Construction Authority (“**BCA**”), that serves the Facilities Management (FM) procurement needs of the public sector including government ministries and statutory boards (i.e. Government Procurement Entities).
2. Firms registered under the FM Registry are eligible to:
 - (i) **participate in public sector FM tenders** with project values corresponding to the tendering limit based on their registration grades; and
 - (ii) **be engaged as a first-level subcontractor (i.e. to be directly engaged by a main contractor) in public sector FM projects.**

For avoidance of doubt, BCA does not require firms to be registered under the FM Registry to perform FM work and provide FM-related goods and services for private sector projects. However, other regulatory or client-specific requirements may still apply for private sector projects.

3. Registration by any firm under the FM Registry or acceptance of any track record for the purpose of FM Registry registration **does not automatically**:
 - (i) entitle the firm the privilege of employing work permit holders or other foreign employees; and
 - (ii) allow the deployment of foreign workers to all business activities undertaken by the firm.

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 FM Registry will need to comply with statutory and regulatory requirements governing FM works.

Who may be registered

5. A firm intending to participate in (i) public sector FM tenders; and/or (ii) public sector FM projects as a first-level subcontractor will need to be registered under the FM Registry.
6. A firm (“Firm”) who may apply for registration under the FM 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 FM Registry.
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 FM Registry.
9. Firms that are sole proprietorships, partnerships, or limited partnerships will only be eligible to apply for registration under entry level registration grades (i.e. L1, M4) as elaborated below under the section titled 'Registration Requirements'.

Scope of Registration

Workheads

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

Registration Grade

12. The registration grade ("**Registration Grade**") of a Firm registered in respect of a Workhead under the FM Registry would determine, where applicable, the value of the public sector FM tenders that the Firm registered under the FM 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 following Workheads and Registration Grades:

Relevant Workhead	Corresponding Registration Grade
FM01	M4
FM02, FM03, FM04	L1

16. An Applicant who would like to be registered under the FM Registry must satisfy the requirements set out in this section and the FM 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 FM 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 FM 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 FM 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 FM Registry in the transferred Workhead(s) while the Receiving Company will be registered in the transferred Workhead(s). If the Receiving Company is not currently registered in the FM Registry/Contractors Registration System/Suppliers 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 FM Registry/Contractors Registration System/Suppliers Registry, the Receiving Company will retain its current registration validity period.
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 FM Registry in the Workhead after the transfer of the Workhead, is not allowed.
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 FM Terms of Registration (“**FM TOR**”) and the FM SRR carefully, which can be found on BCA’s website. By submitting an application to be registered under the FM Registry, an Applicant agrees to be bound by the FM TOR and the FM 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, M4	\$562
L2	\$688
L3	\$749
L4	\$935
L5, M3	\$1,122
M2	\$1,497
L6, M1	\$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, consultants or managing agents 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, L6, M1, M2 or M3. 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 FM 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 https://www.bca.gov.sg/ebacs/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 FM 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 FM Registry, the Suppliers Registry, and/or the Contractors Registration System;
 - b. additional Workhead(s) under the FM Registry, the Suppliers 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 FM01 Workhead Registration Grade M2 Registered Firm whose registration validity period ends on 1 Jan 2025 is successful in their upgrading application to FM01 Workhead Registration Grade M1, 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 FM 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 FM 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 FM 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 the following:
 - (i) M3 and M4 Registration Grades for FM01 Workhead;
 - (ii) L1 Registration Grade for FM02, FM03 and FM04 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 FM SRR for the requirements for Personnel Resources. In addition to the FM 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	<ul style="list-style-type: none"> (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)
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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 FM SRR for the Management & Development requirements.