

APPLICATION FOR CONTRACTOR REGISTRATION

construction industry development board

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What is the Register of Contractors?

The Register of Contractors was established by the **Construction Industry Development Board (cidb)** in terms of the CIDB Act 38 of 2000 and Construction Industry Development Regulations as published in Government Gazette number 26427 of June 2004. The Act makes it mandatory for public sector clients to apply this register when considering tenders.

Who must Register?

Any enterprise that tenders or enters into a contract for construction works with the public sector, must be registered. Once-off joint ventures do not have to register, provided that each partner of the joint venture is separately registered.

Exemptions

NHBRC: Contractors who work as *Home Builders* must be registered with the **National Home Builders Registration Council (NHBRC)** and do not need to complete this form, unless they wish to contract with the public sector on any other kind of construction work.

Labour only: Contractors who undertake substantially *Labour-Only* contracts are exempt from registration. Accordingly, contractors who are provided with the bulk of construction material by the client or by third parties, need not be registered.

How are contractors assessed?

Contractors are assessed in terms of their capacity and ability to perform specific classes of construction works of a certain value. A contractor's grading designation is reflected in the following symbols on the registration certificate:



5

The single number represents a contractor's capability to undertake a contract with a specified **tender value range**. See *Table C on Guidance page 'c'*.



C E

Two letters depict the **class of construction works** in which the contractor is registered. See *Table B: Classes of Construction Works on Guidance page 'b'*.

Note:

- This form is issued free of charge and is available from the cidb website and offices.

What are the benefits of being registered?

Being registered:

- qualifies contractors to tender for public sector work
- promotes contractor development and sustainability
- builds a contractor track record with a credible institution
- reduces tendering costs to clients and contractors
- provides clients with an opportunity to identify potentially emerging contractors for targeted development support.

Please note that registration with the cidb does not guarantee the award of contracts.

INSTRUCTIONS

The first ten pages — the cover and guidance pages ‘a’ to ‘i’ — contain information and guidance. The next six pages — Page 1 of 6 to 6 of 6 — contain the form to be filled in.

- Print the form, then use black ink, and clearly fill in only the relevant parts of the form, as described in **Table A** below.
- Please submit pages 1 to 6 of the form to the **cidb**, even if you were not required to complete all sections.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting documentation will not be processed. See **SECTION J: Checklist**.
- **For more information or if you need help, visit our website at www.cidb.org.za or call 0860-103-353.**

CONDITIONS OF REGISTRATION

The contractor must:

- confirm particulars provided in this form annually;
- pay relevant administration fee(s), as well as the stipulated annual fee;
- notify the **cidb** of any change of particulars relating to an existing registration;
- be free from any restrictions to tender;
- comply with the **Code of Conduct for All Parties Engaged in Construction Procurement**, as published by the **cidb** in the Government Gazette no. 25656 of 2003. (*Also available at: www.cidb.org.za*)
- provide a new, original tax clearance certificate, upon expiry of the previous certificate; and
- renew registration every three years.

Table A: Use This Table To Determine Which Sections To Complete

- If you are submitting a new application or a renewal of registration, please use the **Table** below.
- If you are submitting an update to an existing registration, complete **SECTION A: TYPE OF APPLICATION, SECTION I: DECLARATION**, as well as any sections where particulars have changed.

| SECTION | Who must complete it? |
|--|--|
| A: Type of Application | All applicants |
| B: About your Enterprise | All applicants |
| C: Potentially Emerging Enterprise | All applicants that want to be registered as a potentially emerging enterprise. |
| Di: Financial Capability: Annual Average Turnover | All applicants except: <ul style="list-style-type: none"> ▪ newly constituted enterprises i.e. enterprises with less than two years turnover; ▪ those contractors who are applying for contractor grading designations 1 or 2; and ▪ those contractors who are applying for contractor grading designations 3 or 4 and who choose to complete SECTION Dii. Newly constituted enterprises who have a track record of between one and two years, and who want their contractor grading designation to be based on this information, should complete this section. |
| Dii: Financial Capability: Employable Capital | All applicants except: <ul style="list-style-type: none"> ▪ those contractors who are applying for contractor grading designation 1; ▪ those contractors who are applying for contractor grading designations 2 and who choose to complete SECTION E; and ▪ those contractors who are applying for contractor grading designations 3 or 4 and who choose to complete SECTION Di. |
| Ei — iii: Track Record | All applicants, except: <ul style="list-style-type: none"> ▪ newly established enterprises; ▪ those contractors who are applying for contractor grading designation 1 who have not completed a contract to the value of R10 000 or more, including VAT; and ▪ those contractors who are applying for contractor grading designation 2 and who choose to complete SECTION Dii. Newly constituted enterprises who have a track record of between one or two years, and who want their contractor grading designation to be based on this information, should complete this section. |
| Eiv: Track Record: Transfer of Track Record | All applicants wishing to transfer track record from one entity to another. |
| Fi: Works Capability: Qualified Persons | All applicants for contractor grading designation 6 or higher in the EE, ME and Specialist classes of construction works. All applicants for contractor grading designation 7 or higher in the GB and CE classes of construction works. |
| Fii: Works Capability: Electrical Engineering | All applicants for electrical engineering class of construction works. |
| Fiii: Works Capability: Home Builders | Home Builders who are registered with the NHBRC as Home Builders. |
| G: Contractor Grading Designation | All applicants |
| H: Fees Payable | All applicants |
| I: Declaration | All applicants |
| J: Checklist | All applicants |
| K: Feedback | Optional |

Table B: CLASSES OF CONSTRUCTION WORKS (*Schedule 3 of the Regulations*)

| DEFINITION | BASIC WORKS TYPES | EXAMPLES | |
|--|---|---|---|
| CIVIL ENGINEERING (CE) | | | |
| Works primarily concerned with materials such as steel, concrete, earth & rock & their application in the construction, operation, maintenance & management of hydraulic, structural, environmental & systems aspects of infrastructure works & services. | Water, sewerage, transport, urban development & municipal services | <ul style="list-style-type: none"> ▪ Airports & runways ▪ Bridges, culverts & canals ▪ Concrete dams ▪ Cooling towers ▪ Earth & rock fill dams ▪ Earthworks, roads & storm water drainage ▪ Elevated reinforced concrete towers ▪ Freeways ▪ Grand stands ▪ Irrigation ▪ Marine and dredging works | <ul style="list-style-type: none"> ▪ Pump stations & pipelines ▪ Railways & sidings ▪ Security fences ▪ Sewerage & reticulation ▪ Silos ▪ Solid waste disposal sites ▪ Sporting facilities & swimming pools ▪ Township services (water, sewer, roads & storm water) ▪ Tunnels & underground works ▪ Wastewater & sewerage treatment ▪ Water retaining structures ▪ Water reticulation & treatment |
| ELECTRICAL ENGINEERING WORKS (EE) | | | |
| Works primarily concerned with installation, testing, operation & maintenance of equipment, plant & systems in the electrical, electronic, communication & electrical systems areas | Electrical power generation, transmission, distribution & utilisation, communications networks, & electronic plant & equipment & systems. | <ul style="list-style-type: none"> ▪ Electrical distribution systems & reticulations ▪ Electrical installations in buildings ▪ Intercommunication systems ▪ Power generation ▪ Radio, telemetry & Scada ▪ Standby plant & uninterrupted power supply ▪ Street & area lighting ▪ Substations & protection systems ▪ Transmission Lines | |
| GENERAL BUILDING WORKS (GB) | | | |
| <ul style="list-style-type: none"> ▪ Works primarily concerned with the provision of permanent shelter for its occupants or contents; or ▪ Works that cannot be categorised in terms of the definitions provided for civil, electrical or mechanical engineering works, or specialist works. | Buildings & ancillary works other than those categorised as: <ul style="list-style-type: none"> ▪ civil engineering works ▪ electrical engineering works ▪ mechanical engineering works ▪ specialist works. | <ul style="list-style-type: none"> ▪ Airport control towers ▪ Aquariums ▪ Auditoriums, opera houses, concert halls & theatres ▪ Civic centres, city & town halls ▪ Communications, radio & television, computer buildings, ▪ Conference centres ▪ Conservatories ▪ Defence & education facilities ▪ Domestic facilities / dwelling units ▪ Fencing ▪ High rise buildings | <ul style="list-style-type: none"> ▪ Hospitals / clinics ▪ Justice buildings ▪ Industrial buildings, aircraft hangers, barracks, sheds, warehouses ▪ Laboratories ▪ Low rise buildings ▪ Mortuaries ▪ Museums, monuments & memorials ▪ Police stations & prison complexes ▪ Recreational & leisure facilities ▪ Refurbish / renovate buildings ▪ Security facilities / workshops |
| MECHANICAL ENGINEERING WORKS (ME) | | | |
| Works primarily concerned with the installation, testing, operation & maintenance of machines, machine & thermodynamic processes & manufacturing, materials handling plants & systems. | Machine systems including those relating to the environment of building interiors. | <ul style="list-style-type: none"> ▪ Air-conditioning & mechanical ventilation ▪ Boiler installations & steam distribution ▪ Central heating ▪ Centralised hot water generation ▪ Compressed air, gas & vacuum installations ▪ Conveyor & materials handling installations | <ul style="list-style-type: none"> ▪ Cranes & hoists ▪ Dust & sawdust extraction ▪ Kitchen equipment ▪ Laundry equipment ▪ Lift installations & escalators ▪ Piped services ▪ Pumping installations ▪ Refrigeration & cold rooms ▪ Waste handling systems (including compactors) |
| SPECIALIST WORKS | | | |
| SA | Alarms, security & access control systems | SJ | Piling & specialized foundations for buildings & structures |
| SB | Asphalt works (supply & lay) | SK | Road markings & signage |
| SC | Building excavations, shaft sinking, lateral earth support | SL | Structural steelwork fabrication & erection |
| SD | Corrosion protection (cathodic, anodic & electrolytic) | SM | Timber buildings & structures |
| SE | Demolition & blasting | SN | Waterproofing of basements, roofs & walls using specialist systems. |
| SF | Fire prevention & protection systems | SO | Water supply & drainage for buildings (wet services, plumbing) |
| SG | Glazing, curtain walls & shop fronts | SP | Building of homes as contemplated in the <i>Housing Consumer Protection Measures Act 95 of 1998</i> |
| SH | Landscaping, irrigation & horticultural works | | |
| SI | Lifts, escalators & travellers (installation, commissioning & maintenance) | | |

HOW CONTRACTOR GRADING DESIGNATIONS ARE DETERMINED

Notes

- Your **contractor grading designation** is determined by your **financial capability** and your **works capability**.
- Your **financial capability** relates to your financial history (turnover), the value of your completed contracts and the amount of working capital you can muster to sustain a contract, i.e. **employable capital**. Employable capital is determined from the liquid cash resources available to you, including bank balances, loans that may be leveraged and any financial sponsorships.
- Your **works capability** is determined by the largest contract you have undertaken in your class of construction works, the number of professionals you employ, and your fulfillment of relevant statutory requirements.
- If you are a newly established enterprise, your annual turnover and track record with regard to contracts completed is not taken into account to determine your contractor grading designation. However, if you have a track record of at least one, but less than two years, your contractor grading designation will be calculated both as for an established enterprise, and as for a newly established enterprise with no history. You will be awarded the most favourable grading designation of the two.
- Your **contractor grading designation** will be used by government (national, provincial, municipal and state owned enterprises) to decide if your tender will be considered for a particular construction works contract. For example: if you are registered as a 5CE, you will be considered for public sector civil engineering works contracts of a value not exceeding R5 million. You may register for different classes of works. For example, you may be registered as a 5CE and as an 8ME. This means that you will also be considered for public sector mechanical engineering works contracts of a value not exceeding R100 million.

TRANSFER OF TRACK RECORD

The records of one entity may be transferred to that of another entity and treated as if it were the same entity for the purposes of assessment where:

- a sole proprietor becomes a close corporation or a Pty(Ltd);
- a close corporation becomes a Pty(Ltd), or vice versa, without any substantial changes; or
- a company registered in terms of an Act undergoes only a name change for whatever reasons without changing its principals.

Table C: TENDER VALUE RANGE (*Table 8 of the Regulations*)

A registered contractor's grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of tender values indicated in the third and fourth columns — in the contractor's registered class of construction works.

| Contractor Grading Designation | Tender Value Range designation | Range of Tender Values | |
|---------------------------------|--------------------------------|------------------------|-----------------------|
| | | Greater than | Less than or equal to |
| 1 (class of construction works) | 1 | R 0 | R 200 000 |
| 2 (class of construction works) | 2 | R 200 000 | R 500 000 |
| 3 (class of construction works) | 3 | R 500 000 | R 1 500 000 |
| 4 (class of construction works) | 4 | R 1 500 000 | R 3 000 000 |
| 5 (class of construction works) | 5 | R 3 000 000 | R 5 000 000 |
| 6 (class of construction works) | 6 | R 5 000 000 | R 10 000 000 |
| 7 (class of construction works) | 7 | R 10 000 000 | R 30 000 000 |
| 8 (class of construction works) | 8 | R 30 000 000 | R 100 000 000 |
| 9 (class of construction works) | 9 | R 100 000 000 | No Limit |

DETERMINING FINANCIAL CAPABILITY

Notes for Enterprises with 2 or more years turnover

Depending upon the contractor grading designation applied for, your financial capability will be determined from:

- your annual average turnover over the 2 years immediately preceding the application. The turnover over the most favourable financial year of the 2 years immediately preceding the application may be used in the assessment of turnover, provided that the contractor satisfies all other criteria relating to financial capability.

Continued on Guidance page "d"

DETERMINING FINANCIAL CAPABILITY (Continued from previous Guidance page)

- the largest construction works contract that you have completed during the 5 years immediately preceding the application.
- the employable capital that you are able to mobilize.

The specific requirements that you need to satisfy in respect of the contractor grading designation applied for are:

1: none **2:** either have completed a contract with a value not less than R80 000 **or** have employable capital not less than R50 000 **3 or 4:** have completed a contract with a value not less than R260 000 (grading designation 3) or R800 000 (grading designation 4) and either have an annual average turnover not less than R750 000 (grading designation 3) or R1 500 000 (grading designation 4) **or** have employable capital not less than least R150 000 (grading designation 3) or R300 000 (grading designation 4) **5 and higher:** have completed a contract, have an annual average turnover and have employable capital not less than that tabulated in **Table D**, below, for the contractor grading designation applied for.

Table D: Determining Financial Capability (Table 1 of Board Notice 66 of 2005)

| Financial Capability | | Track Record | | Minimum Current Financial Capability |
|----------------------|---|---|--|---|
| Designation | Maximum Value of contract that a contractor is considered capable of performing (upper limit of tender value range) | Minimum Average Annual Turnover over the last 2 years | At least one Contract completed during the last 5 years, with a Value greater than | Employable Capital (EC) of at least (Net Asset Value x Bank Rating Factor)+ financial sponsorship |
| 1 | R 200 000 | R 0 | R 0 | R 0 |
| 2 | R 500 000 | R 0 | R 80 000 | R 50 000 |
| 3 | R 1 500 000 | R 750 000 | R 260 000 | R 150 000 |
| 4 | R 3 000 000 | R 1 500 000 | R 800 000 | R 300 000 |
| 5 | R 5 000 000 | R 2 500 000 | R 1 600 000 | R 500 000 |
| 6 | R 10 000 000 | R 6 000 000 | R 3 000 000 | R 1 500 000 |
| 7 | R 30 000 000 | R 18 000 000 | R 8 000 000 | R 4 500 000 |
| 8 | R 100 000 000 | R 70 000 000 | R 26 000 000 | R 18 000 000 |
| 9 | No limit | R 210 000 000 | R 80 000 000 | R 54 000 000 |

The grading of foreign enterprises is based on the average exchange rate at the date of receipt of a completed application.

Enterprises with less than 2 years’ turnover

Financial capability is determined from the employable capital that you are able to mobilise, using **Table E**, below, **OR** if you have a track record of between one and two years, the contractor grading designation may be based on the criteria for enterprises with a turnover of two years and more. (See **Table D** above.) In this case, the turnover will be based on one year and the largest construction works contract that you have completed for the period that you have been trading.

Table E: Financial Capability of Newly Established Enterprises (Table 6 of Board Notice 66 of 2005)

A ‘newly established enterprise’ is an enterprise that has been in operation for at least one, but less than two years.

| Financial Capability | | Minimum current capability |
|----------------------|---|--|
| Designation | Maximum value of contract that a contractor is considered capable of performing | Employable capital (EC) of at least (Net Asset Value x Bank Rating (r)) + financial sponsorship(s) |
| 1 | R 200 000 | No Requirement |
| 2 | R 500 000 | R 50 000 |
| 3 | R 1 500 000 | R 250 000 |
| 4 | R 3 000 000 | R 500 000 |
| 5 | R 5 000 000 | R 850 000 |
| 6 | R 10 000 000 | R 2 500 000 |
| 7 | R 30 000 000 | R 7 000 000 |
| 8 | R 100 000 000 | R 29 000 000 |
| 9 | No limit | R 90 000 000 |

Employable capital is calculated from the formula (NAV x r) + s, where:

- NAV is the net asset value (sum of the contractor’s assets less the sum of the contractor’s liabilities) for the two years immediately preceding the application, contained in the summarised financial statements certified by an Auditor or, in the case of a close corporation, the accounting officer;
- “r” is the bank rating factor determined in accordance with **Table F**, (see Guidance page “e”) based on a one month period and the values contained in **Table G** (see Guidance page “e”) and
- “s” is the total value of financial sponsorship (any financial support from another party that contributes to the value of the applicant’s employable capital) that is acceptable to the **cidb**.

Note: Where a contractor only has a savings account, minimum monthly bank balances over a period of one year may be used by the **cidb** to determine a bank rating factor. These balances must be certified by the bank.

DETERMINING FINANCIAL CAPABILITY *(Continued from previous Guidance page)*

Table F: Bank Rating Factor *(Table 3 of the Regulations)*

| Bank Code | Description of Bank Code | Bank Rating Factor (r) |
|-----------|---|------------------------|
| A | Undoubted for the amount of enquiry | 3 |
| B | Good for the amount of enquiry | 3 |
| C | Good for the amount quoted if strictly in the way of business | 2 |
| D | Fair Trade risk for amount of enquiry | 1 |
| E | Figures considered too high | 1 |
| F | Financial position unknown | 1 |
| G | Occasional dishonours | 1 |
| H | Frequent dishonours | 1 |

Table G: Value on which Bank Rating is determined *(Table 2 of the Regulations)*

| Financial Capability | | |
|----------------------|--|--|
| Designation | Maximum value of contract that a contractor is considered capable of | Value on which Bank Rating will be based |
| 1 | R 200 000 | No requirement |
| 2 | R 500 000 | R 24 000 |
| 3 | R 1 500 000 | R 78 000 |
| 4 | R 3 000 000 | R 240 000 |
| 5 | R 5 000 000 | R 480 000 |
| 6 | R 10 000 000 | R 900 000 |
| 7 | R 30 000 000 | R 2 400 000 |
| 8 | R 100 000 000 | R 7 800 000 |
| 9 | No limit | R 24 000 000 |

DETERMINING WORKS CAPABILITY

Notes regarding works capability

Your works capability is determined by the following:

- The largest contract executed in the last 5 years in the class of construction works applied for, as indicated in **Table H** below; and
- The employment of the required number of qualified persons to work in the class of works applied for, as indicated in **Table I** (see Guidance page "f"), for registration at contractor grading levels 6 upwards.

Table H: Largest Contract Executed in the Last 5 Years *(Table 5 of the Regulations)*

| Works Capability | | Largest contract executed in the last 5 years in the class of construction works applied for |
|------------------|---|--|
| Designation | Maximum value of contract that a contractor is considered capable of performing | |
| 1 | R 200 000 | No requirement |
| 2 | R 500 000 | R 80 000 |
| 3 | R 1 500 000 | R 260 000 |
| 4 | R 3 000 000 | R 800 000 |
| 5 | R 5 000 000 | R 1 600 000 |
| 6 | R 10 000 000 | R 3 000 000 |
| 7 | R 30 000 000 | R 8 000 000 |
| 8 | R 100 000 000 | R 26 000 000 |
| 9 | No limit | R 80 000 000 |

Continued on Guidance page "f"

DETERMINING WORKS CAPABILITY *(Continued from previous Guidance page)*

Table I: Minimum Number of Qualified Persons *(Table 4 of the Regulations)*

| Works Capability | | Minimum number of full-time equivalent qualified persons required for registration in a class of construction works | | | | |
|------------------|---|---|------------------------|-----------------------------|-----------------------------|------------------|
| Designation | Maximum Value of Contract that a contractor is considered capable of performing | General Building (GB) | Civil Engineering (CE) | Electrical Engineering (EE) | Mechanical Engineering (ME) | Specialist Works |
| 1 | R 200 000 | - | - | - | - | - |
| 2 | R 500 000 | - | - | - | - | - |
| 3 | R 1 500 000 | - | - | - | - | - |
| 4 | R 3 000 000 | - | - | - | - | - |
| 5 | R 5 000 000 | - | - | - | - | - |
| 6 | R 10 000 000 | - | - | 1 | 1 | 1 |
| 7 | R 30 000 000 | 1 | 1 | 2 | 2 | 2 |
| 8 | R 100 000 000 | 2 | 2 | 3 | 3 | 3 |
| 9 | No limit | 3 | 3 | 4 | 4 | 4 |

- The “full-time equivalent” means that, for example, two part time engineers, each working 20 hours a week, would equal one full-time engineer.
- A qualified person is recognised by virtue of his or her training and experience as having the necessary qualifications to undertake construction works in a specific class. All qualified persons, (e.g. architects, quantity surveyors, etc.) employed by a contractor are required to be registered or to be in the process of registering*, with the relevant councils. For instance:
 - For the classes of construction works “Civil Engineering”, “Electrical Engineering” and “Mechanical Engineering” the qualified person will be registered in accordance with the Engineering Profession Act 46 of 2000 or the Project and Construction Management Professions Act 48 of 2000; and
 - For the classes of construction works “General Building” and “Specialist Works” the qualified person must be registered in accordance with one or more of the following:
 - the Project and Construction Management Professions Act 48 of 2000
 - the Engineering Profession Act 46 of 2000
 - the Architectural Profession Act 44 of 2000
 - the Quantity Surveying Profession Act 49 of 2000
 - the Landscape Architectural Profession Act 45 of 2000
 - For the class of construction works of Electrical Engineering, the applicant must submit a certified electrical contractor licence issued by the Electrical Contracting Board of South Africa.

* If you do not have the minimum number of fulltime equivalent qualified persons registered at the time of the application, you may submit proof of the application and proof of payment for registration with the relevant built environment council for such persons. Proof of actual registration must be submitted to the **cidb** with your annual contractor registration update.

RELAXATION REGARDING FINANCIAL OR WORKS INFORMATION

- If a contractor has operated in previous years but, for whatever reasons has not been trading over the last few years and is not able to provide the required financial or works information, the contractor may be assessed in accordance with the requirements of **Table D** (see Guidance page “d”) and **Table H** (see Guidance page “e”), based on the following:
 - a letter from a bank or other financial institution undertaking to provide bridging capital greater than the employable capital requirement (see **Table D** on Guidance page “d”), over the next calendar year in the event that the contractor is awarded a tender in a particular tender value range or lower;
 - a favourable review by the **cidb** of the contractor’s past work record and the curriculum vitae of its principals;
 - the necessary electrical contractor license, if applicable;
 - registration with the NHBRC as a home builder, if applicable.

POTENTIALLY EMERGING ENTERPRISES *(Regulation 25.8)*

A registered, potentially emerging contractor may be awarded a contract at one level higher than the enterprise’s registered contractor grading designation, if the client or employer:

- is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade; and
- ensures that financial, management or other support is provided — in the context of a targeted development programme — to enable the contractor to successfully execute that contract.

JOINT VENTURES

- A joint venture is a grouping of two or more contractors who jointly and severally undertake to perform a construction works contract.
- Any enterprise that tenders or enters into a contract for construction works with the public sector, must be registered. Once-off joint ventures do not have to register, provided that each partner of the joint venture is separately registered and that the leading partner has a contractor grading designation in the relevant class of construction works.
- The contractor grading designation for a once-off joint venture is assessed by the client, based on:
 - the sum of the annual turnover of all the members of the joint venture;
 - the sum of the employable capital of all the members of the joint venture; and
 - the total number of equivalent full-time qualified persons.
- The **cidb** has developed a calculator to enable assessment of joint ventures. This calculator is available on the **cidb** website at www.cidb.org.za. Notwithstanding any calculation, the following partnerships amongst registered contractors are deemed to satisfy the contractor grading requirements for a joint venture in the following designations:

| Joint Venture combinations to achieve a higher combined grade | Grade achieved by the Joint Venture |
|--|-------------------------------------|
| Three Grade 2 contractors | 3 |
| Three Grade 3 contractors | 4 |
| Two Grade 4 contractors or One Grade 4 and two Grade 3 contractors | 5 |
| Two Grade 5 contractors or One Grade 5 and two Grade 4 contractors | 6 |
| Two Grade 6 contractors or One Grade 6 and two Grade 5 contractors | 7 |
| Three Grade 7 contractors | 8 |
| Three Grade 8 contractors | 9 |

CONTRACTOR REGISTRATION FEES

Table K: Calculating Fees Payable

| Contractor Grading Designation | Upper limit of Tender Value Range designation | Administration / Renewal Fee in respect of each grade applied for | Annual Fees Payable in Respect of the Highest Contractor Grading Designation |
|--------------------------------|---|---|--|
| 1 | R 200 000 | R 250 | R 200 |
| 2 | R 500 000 | R 250 | R 250 |
| 3 | R 1 500 000 | R 750 | R 300 |
| 4 | R 3 000 000 | R 750 | R 800 |
| 5 | R 5 000 000 | R 750 | R 1 500 |
| 6 | R 10 000 000 | R 750 | R 3 000 |
| 7 | R 30 000 000 | R 750 | R 8 000 |
| 8 | R 100 000 000 | R 750 | R 25 000 |
| 9 | No Limit | R 750 | R 40 000 |

The Administration Fee: (See Table L below.)

- is determined by the tender value range applied for, and payable every 3 years for every class of works applied for, except for updates within an existing class
- remains valid for 3 years from the date of first registration
- is payable for each new class of works added

The Annual Fee: is determined by the highest grading designation applied for and is payable on an annual basis.

Table L: Fees for Different Types of Applications

| New applications | Update to an existing registration | | Three yearly renewal | |
|---------------------------|---|--|---|---|
| | Annual confirmation of particulars | Amendment to category of registration | | |
| Administration Fee | Payable for each class of works | Not payable unless new classes of works are added | Not payable for upgrades within an existing class of works registered in | Payable for each class of works |
| Annual Fee | Payable for highest grading designation only | Payable for highest grading designation only | Pro Rata annual fee: difference payable for higher grading designation | Payable for highest grading designation only |

Example: Calculating Fees

A contractor applies for 2GB, 4CE, 6EE and 1SO. The contractor will be required to pay the following fees:

| Tender Value Range | Class of Construction Works | Admin Fee payable (determined by the tender value range applied for) |
|---|-----------------------------|--|
| e.g. 2 | e.g. GB | R 250 |
| e.g. 4 | e.g. CE | R 750 |
| e.g. 6 | e.g. EE | R 750 |
| e.g. 1 | e.g. SO | R 250 |
| Total Admin Fee (Add all admin fees payable to get sub-total) | | R 2 000 |
| Plus Annual Fee (determined by highest tender value range applied for) | | R 3 000 |
| Total Due (Total admin plus annual fee) | | R 5 000 |

PAYMENT

Payments can be made in one of the following ways:

- By Bank Guaranteed Cheque made payable to the **cidb**. Attach the cheque to your application.
- By Electronic Transfer or Bank Deposit. Our bank details are as follows:

Bank: Standard Bank **Branch Name:** Menlyn **Account Type:** Savings **Account Number:** 01 345 127 8
Bank Code: 01-23-45-15 **Account Name:** Construction Industry Development Board

Note

- Please use your enterprise name as reference when making payment. Contractors already registered with the **cidb**, please use your **cidb** registration number as reference.

CHECKLIST

Use the **Checklist (SECTION J)** to make sure that you are submitting all the required supporting information. If you were not required to complete a specific section of the form, you are also not required to submit the accompanying documentation.

WHAT TO DO WITH YOUR COMPLETED APPLICATION

- Double check that you have correctly filled in all required information.
- Use the **Checklist** on Page 6 of 6 to make sure that you have all the required supporting documentation.

For more information or if you need help, please visit our website at www.cidb.org.za or call 0860-103-353.

To fax your application:

- Tear off pages 1 to 6 (even if you were not required to complete all sections) in order to feed them through the fax machine.
- Be sure to fax the application side and not the information side of the pages.
- Fax your completed application with proof of payment to the **cidb** at 012-482-7272.
- Original supporting documentation required must be mailed or delivered to the **cidb**. See below.

To mail your application:

- Make a photocopy of the application to keep for your own records.
- You don't have to tear off pages to mail the application.
- Mail your application, along with proof of payment and supporting documentation, to: **cidb**, Private Bag X14, Brooklyn Square 0075, Pretoria, South Africa.

To deliver your application:

- Make a photocopy of the application to keep for your own records.
- Deliver your application, along with proof of payment and supporting documentation, to: **cidb**, Blocks N & R, SABS Campus, Leyds Street Entrance, Groenkloof, Pretoria or call 0860-103-353 to enquire about the nearest **cidb** Help Desk in your area.

To register on the web: Go to www.cidb.org.za

Note

- Whether you fax your application or register on the web, all required supporting documentation must be mailed or delivered to the **cidb**.

FEEDBACK

Please help us improve our service to the industry, by letting us have your comments and suggestions. You can fax these to us at 012-482-7272 or you can email us at register@cidb.org.za

Thank you for your time!

ABOUT THE cidb

The **cidb** is committed to the transformation and sustainable development of the construction industry in South Africa.

In particular, the **cidb** aims to promote:

- sustainable industry growth and sustainable opportunities for participation by the emerging sector;
- improved industry performance and best practice;
- a transformed delivery environment underpinned by consistent and ethical procurement practice; and
- enhanced value to clients and society.

The national Construction Registers Service has been established to shape and reflect progress in the capability and transformation of the construction industry in South Africa. The service includes:

- The national Register of Contractors, which registers all contractors who undertake construction work for the public sector. The Register supports risk management, reduces the administrative burden associated with the award of contracts, and promotes the performance and development of contractors.
- The national Register of Projects, which registers all public and private sector projects above a prescribed value. The Register provides information on the nature and distribution of projects and promotes the performance of public and private sector clients in the development of the construction industry.

The Construction Registers Service forms part of the **cidb**'s mandate to create a regulatory and development framework that builds:

- The total construction delivery capability for South Africa's social and economic growth; and
- A proudly South African construction industry that delivers to globally competitive standards.



construction industry development board

Address

Private Bag X14
Brooklyn Square 0075
Pretoria
South Africa

Help Line

0860-103-353

Fax

012-482-7272

email

register@cidb.org.za

Website

www.cidb.org.za

SECTION A TYPE OF APPLICATION

If this is a new application, please indicate which of the following, with an "X"

Enterprise trading for less than 2 years Enterprise trading for more than 2 years

If this is an update to an existing registration, please indicate which of the following, with an "X"

Amendment to Class of Works Status Change of Particulars

Annual Confirmation of Particulars cidb registration number (if available): _____

Three-yearly Renewal of Registration cidb registration number (if available): _____

SECTION B ABOUT YOUR ENTERPRISE

SECTION B i: Enterprise Particulars

Name of Enterprise: _____

Trading as: _____

Type of Enterprise Please indicate with an "X" Public Company Private Company Close Corporation

Sole Proprietor Partnership Section 21 Company Other (Please specify): _____

Date Registered: __ D D / M M / Y Y Y Y Date operations started: __ D D / M M / Y Y Y Y

Company / CC Registration Number: _____

(Attach a copy of Certificate of Incorporation and latest name change, if any. See **SECTION J: Checklist.**)

Head Office Physical Address: _____ Head Office Postal Address: _____

_____ Code: _____ Code: _____

Contact Person Title: _____ Initials: _____ Surname: _____

Designation: _____ email: _____

Telephone: () _____ Fax: () _____ Cell: _____

Insert number of branches per province: Eastern Cape: Free State: Gauteng: Kwazulu-Natal:

Limpopo: Mpumalanga: North West: Northern Cape: Western Cape:

SECTION B ii: Principals and Ownership / Interest

Complete details for each principal in the Enterprise and attach copy of Identity Document for each. (See **SECTION J: Checklist.**) A principal is a partner in a partnership, a sole proprietor, a director in a company or a member of a close corporation. Black includes Africans, Indians and Coloureds.

| Initials and Surname | Identity Number | RSA Citizen | | Black | | Gender | | % of work time devoted to this enterprise | % of shares or interest held | % voting rights |
|----------------------|-----------------|-------------|---|-------|---|--------|---|---|------------------------------|-----------------|
| | | Y | N | Y | N | M | F | | | |
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What percentage of shareholding is held by black individuals other than principals listed above? _____

Enterprise name: _____ (Please fill this in on every page.)

SECTION C REGISTRATION AS A POTENTIALLY EMERGING ENTERPRISE

You will be considered for “potentially emerging enterprise” status only if you apply for it. (See Guidance page ‘f’.) “Emerging enterprise” means an enterprise which is owned, managed and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

SECTION C i: Management Decisions and Control

State the names of previously disadvantaged principals responsible for day to day management decisions and indicate with an “X” which activities they are responsible for.

| Name | Payment Authorization & Cheque signing | Signing & co-signing for loans | Acquisition of lines of credit | Sureties | Major purchases or acquisitions | Signing contracts | Supervision of personnel |
|------|--|--------------------------------|--------------------------------|----------|---------------------------------|-------------------|--------------------------|
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SECTION C ii: Emerging Contractor Development

Are you, or have you been, registered with an enterprise development programme? YES NO

Registration Number: _____ (Attach proof of registration, if available.)

Name of the Programme: _____

Name of Organization offering the Programme: _____

SECTION D DETERMINING FINANCIAL CAPABILITY

SECTION D i: Annual Average Turnover

(See Guidance page “c” for more information.) Attach certified turnover **OR** VAT information for the past 2 financial years immediately preceding the application. (See **SECTION J: Checklist**.) Turnover = Gross income.

Financial Year End: M M / Y Y Y Y Total Turnover *excl* VAT: _____ Total Turnover *incl* VAT: _____

Previous Financial Year: M M / Y Y Y Y Total Turnover *excl* VAT: _____

Total Turnover *incl* VAT: _____

Highest Turnover since your operation started: Amount R: _____ Year: _____

SECTION D ii: Employable Capital

The **cidb** will obtain a bank rating based on the following information. (See Guidance page “d”.) Attach certified summarised information about your Net Asset Value **AND**, if applicable, description and proof of financial sponsorships. (See **SECTION J: Checklist**)

Bank Name: _____ Branch Name: _____ Branch Code: _____

Account Holder Name: _____ Account Number: _____

Account Type: Please indicate with an “X” Current Savings Other: specify _____

Attach monthly bank balances over the last 12 months, where a savings account is indicated. (See **SECTION J: Checklist**)

From Annual Financial Statements: Total Assets: R _____ Total Liabilities: R _____

Net Asset Value (Total assets less total liabilities): R _____

Financial value of sponsorship(s) if any: R _____

Indicate nature of sponsorship(s): _____

SECTION E

TRACK RECORD

Provide contract details of the largest construction works contract completed during the past 5 years. *Attach Letter of Award, Certificate of Completion & copy of latest Payment Certificate indicating the contract value. (See SECTION J: Checklist.) Make copies of and complete SECTION E for each class of construction works applied for.*

SECTION E i: Particulars of Employer who Commissioned the Works

Provide the following information on the Employer for whom the contract was performed.

Employer: _____

Employer's Contact Person: Title: _____ Initials: _____ Surname: _____

Telephone: () _____ Cell: _____

SECTION E ii: Particulars of Contract Administrator

Person responsible for administering the contract on behalf of the employer, e.g: Principal Agent, Consulting Engineer, Architect, Project Manager, Construction Manager, etc.

Title: _____ Initials: _____ Surname: _____

Organisation: _____

Telephone: () _____ Fax: () _____

Cell: _____ email: _____

SECTION E iii: Contract Information

Contract Title: _____ Employer's Contract No: _____

Description of Contract: _____

Indicate the class of works to which the track record is applicable. Please indicate with an "X"

General Building . . . Civil Engineering . . . Electrical Engineering . . . Mechanical Engineering . . .

Specialist Works . . . Specify which class of specialist works: _____

Were you involved as: Main Contractor Sub Contractor Joint Venture Partner

Total value of your share of the contract, including VAT R _____

Contract Award Date: _____ D D / M M / Y Y Y Y Practical Completion Date: _____ D D / M M / Y Y Y Y

Province: _____ Municipality: _____

SECTION E iv: Transfer of Track Record

The records of one entity may be transferred to that of another entity, provided that there is no substantial change in the substance of the entity. Refer to Guidance page "c".
Attach particulars of changes, certified by an Auditor or, in the case of a close corporation, by an Accounting Officer. (See SECTION J: Checklist)

If this contract was performed by you, but in the name of a different entity, please tick here:

What was the nature of your relationship with the previous entity? _____

Enterprise name: _____ (Please fill this in on every page.)

SECTION F DETERMINING WORKS CAPABILITY

SECTION F i: Qualified Persons

Only required for contractor grading designation '6' and up. (See *Table I, Guidance page 'f'*.)

Provide information regarding qualified persons employed by the enterprise. If registration with the relevant built environment council is pending, please supply proof of application and proof of payment. (See **SECTION J: Checklist**)

| Initials and Surname | Identity Number | Discipline (Civil, electrical etc.) | Built environment profession council (e.g. ECSA) | Registration number or proof of application for registration | % time devoted to this enterprise |
|----------------------|-----------------|---|--|---|---|
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Total number of full time employees: _____ (For statistical purposes only.)

SECTION F ii: Requirement for Registration in Electrical Engineering

Do you possess a valid electrical contractor's license issued by the *Electrical Contractor's Board of SA*? YES NO
Attach certified copy of Electrical Contractor's License (See **SECTION J: Checklist**)

Registration Number: _____ Expiry Date: _____ M M / Y Y Y Y

SECTION F iii: Home Builders

Are you registered as a Home Builder with the NHBRC? YES NO Registration Number: _____

SECTION G APPLICATION FOR CONTRACTOR GRADING DESIGNATION

Indicate the contractor grading designation(s) you are applying for. The **cidb** will register you in the contractor grading designation(s) that you **qualify** for. You may provide reasons to the **cidb** to reconsider your application if you do not agree with the contractor grading designation(s) assigned to you.

| Contractor Grading Designation Applied for | | Existing Contractor Grading Designation (for update to existing registration only) | FOR OFFICE USE ONLY |
|--|---|---|---------------------|
| Tender Value Range (See <i>Table C, Guidance page 'c'</i>) | Class of Construction Works (See <i>Table B,</i> <i>Guidance page 'b'</i>) | | |
| e.g. 3 | e.g. CE | | |
| e.g. 3 | e.g. GB | e.g. 2GB | |
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SECTION J

CHECKLIST FOR SUPPORTING DOCUMENTATION

Provide the following supporting documentation only for those sections you had to complete. (See **Table A** on Guidance page 'a' for guidance on which sections need to be completed)

Supplied by Contractor **Received OFFICE USE ONLY**

SECTION B i: Enterprise Particulars

Company / Close Corporation: Certificate of Incorporation and most recent name change

SECTION B ii: Principals and Ownership / Interest

Attach certified copies of Identity Documents for a maximum of 20 principals. Use separate list, if necessary

SECTION C ii: Emerging Contractor Development

Attach proof of registration with an emerging contractor development programme, if available

SECTION D i: Annual Average Turnover

Summarised financial statement of the contractor's turnover for the 2 financial years immediately preceding application, certified by an Auditor or, in the case of a close corporation, by an Accounting Officer

OR

Certified copies of the following for the previous 2 financial years:

- SARS form VAT 201; and
- Acknowledgement by SARS of payment received

SECTION D ii: Employable Capital

Summarised financial statement of Net Asset Value, certified by an Auditor or, in the case of a close corporation, by an Accounting Officer

AND (if applicable)

Bank balances for last 12 months certified by bank, if contractor only has savings account

AND (if applicable)

Description and proof of financial sponsorship(s)

SECTION E: Track Record

For each class of works applied for, attach certified copies of:

- Letter of award
- Certificate of completion
- Copy of latest payment certificate indicating the contract value

SECTION E iv: Transfer of Track Record

Attach particulars of changes in name or company type, certified by an Auditor or, in the case of a close corporation, by an Accounting Officer

SECTION F i: Qualified Persons

If the registration of qualified personnel with the relevant built environment council is not yet complete, then attach proof of application and proof of payment

SECTION F ii: Requirements for Registration in Electrical Engineering

Attach certified copy of Electrical Contractor's License

SECTION H: Payment of Fees

Attach proof of payment.

SECTION I: Declaration

Attach original Tax Clearance Certificate

Notes:

- **Incomplete applications result in delays in processing.**
- **Applications without relevant supporting documentation will not be processed.**