What is the CIDB Register of Projects?

In terms of Act 38 of 2000, the Construction Industry Development Board (CIDB) must establish a Register of Projects that gathers information on the nature, value and distribution of projects and provides the basis for a best practice project assessment scheme to promote the performance of public and private sector clients in the development of the construction industry.

What is i-Tender?

i-Tender was established by the CIDB to facilitate the Register of Projects. i-Tender enables clients:

- to advertise tenders on the CIDB website. This automatically alerts contractors who are registered with CIDB, by email and sms
- to register projects by logging award of contracts on the CIDB website
- to comply easily with legislative requirements (i-Tender is optional for private sector clients).

Note

- Any construction project that relates only to the provision of homes as contemplated in the Housing Consumer Protection Measures Act 95 of 1998, is exempt from these regulations.

Which Projects Need to be Registered?

Any construction works contract which exceeds the following values, including VAT:

- Public sector: R 200 000
- Private sector: R 3 000 000

A construction works contract means a contract for the provision of a combination of goods and services arranged for the development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset, including building and engineering infrastructure.

When do you Register your Project?

Public sector and private sector employers must register contracts within one month and three months, respectively, from the date on which the contractor’s offer to perform a construction works contract is accepted in writing.

What is the purpose of this form?

The purpose of this form is:

- for Employers to obtain an Employer Number in order to:
  - use the on-line i-Tender facility to inform contractors about tenders
  - register a contract
  - register the cancellation / termination of a contract
  - register the completion of a contract
- for Employers to authorise users
- for Employers to inform CIDB of any changes of information.

Who needs to apply for an Employer Number and why?

Any person, body of persons or organ of State who enters into a prime contract with a contractor for the provision of construction works.
INSTRUCTIONS

- To apply for an employer number, complete Section A
- To notify the cidb of authorised internet users, complete section B
- To update particulars, complete Sections A and B, as necessary
- Section C must be completed every time a form is submitted to the cidb
- Please print clearly, use black ink and complete all relevant sections.
- Once you have completed the form, please double check that you have correctly filled in all required information.

To fax your application:
- Tear off both pages in order to feed it through the fax machine.
- Be sure to fax the application side and not the information side of the pages.
- Fax the completed application to the cidb at 012-481-9086.

To mail your application:
- Make a photocopy of the form to keep for your own records.
- You don’t have to tear off pages to mail the form.
- Mail your form to: cidb Private Bag X14, Brooklyn Square 0075, Pretoria, South Africa

To deliver your application:
- Make a photocopy of the form to keep for your own records.
- Deliver your form to: cidb Blocks N & R, SABS Campus, Leyds Street Entrance, Groenkloof, Pretoria

For more information or to apply online go to www.cidb.org.za. If you need help call 0860-103-353.

APPLICATION FOR AN EMPLOYER NUMBER AND AUTHORISATION OF INTERNET USERS

Type of application: New Application ☐ Update of Information ☐

SECTION A EMPLOYER INFORMATION

SECTION A i: Contact Information

Employer: A person, body of persons or organ of State who enters into a prime contract with a contractor for the provision of construction works.

Employer Number (If this is an update of information): __________________________________________

Organisation Name: ________________________________________________________________

Physical Address: ______________________________ Postal Address: ______________________________

Code: ______________________________ Code: ______________________________

Contact Person: Title: _____ Initials: _____ Surname: ______________________________

Designation: ______________________________ email: ______________________________

Telephone: ( ) ______________________ Fax: ( ) ______________________ Cell: ______________________

SECTION A ii: General Information

Please mark relevant boxes with an “X”

Type of organisation: Private Sector ☐ National Dept. ☐ Provincial Dept. ☐ Municipal Entity ☐

Local Municipality ☐ Metropolitan Municipality ☐ District Municipality ☐ State Owned Enterprise ☐ Other ☐

If other, please specify: ________________________________________________________________

Areas of Operation: Gauteng ☐ Free State ☐ KwaZulu-Natal ☐ Limpopo ☐ North West ☐

Eastern Cape ☐ Northern Cape ☐ Western Cape ☐ Mpumalanga ☐ National ☐
SECTION B  
AUTORISATION OF INTERNET USERS

Employers may elect to either authorise users by filling in the section below or by authorising an administrator of users who will register authorised users on behalf of the Employer, at www.cidb.org.za

Administrator of users: Title: Initiials: Surname:  
Designation: email:  
Telephone: ( ) Fax: ( ) Cell:  

Notes  
- A user is a person mandated to register projects on behalf of the Employer e.g. Employees, Agents, Consultants and Representatives.  
- Users will be issued with user names and passwords by the cidb via e-mail to the e-mail address corresponding to each user.

The following people are authorised as users on behalf of the employer. (If you have more users, please add an extra page.)

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The following people are to be REMOVED as users on behalf of the employer.

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SECTION C  
DECLARATION

- I, the undersigned, declare that:  
  - I am duly authorised to make this application on behalf of the Employer;  
  - The information furnished is true and correct in every respect;  
  - I will inform the cidb of any change to the information supplied in this form;  
  - The employer and employer’s representative will abide by 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)

Signature: Date:  
Designation: Please Print Name:  

Organisation Name: __________________________________________________________
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 (CRS) 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.

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