



**Western Cape
Government**

CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

The Western Cape Government Department of Transport and Public Works herewith invites you to register your company on the Consultant Register System launched in 2021.

The system was developed to serve as an electronic roster to ensure that companies operating in the Built Environment and Infrastructure Sector are appointed on a rotational basis within the Department of Transport and Public Works.

The system is utilised by the three Chief Directorates of Education, General and Health Infrastructure for appointment on new projects planned during the financial year.

The Consultant Register System can be accessed via the following address:

<https://crs.westerncape.gov.za>

Please see the attached leaflet for information on how to register your company on the system.

The system will be open from **1 February 2023 until 31 March 2023** for registration.

We recommend that you complete your company's application and obtain the recommended green light before the closing date of 31 March 2023.

The system provides a Help menu that has answers to Frequently asked questions, an Application submission process explanation, Support contact details and a User Manual on how to upload, update or register your company. We request that these be studied before contacting the Technical and System Administrator for queries that are potentially covered in the guidance documents provided.

For queries not addressed in the Manuals or FAQs please contact the following individuals:

Technical Support:

Robert Pearson

Tel: +27 72 118 4098

E-mail: Robert.Pearson@westerncape.gov.za

System Support (for Supply Chain related matters only):

Hilton Stroud

E-mail: hilton.stroud@westerncape.gov.za

Jemuel Arnold

Email: Jemuel.arnold@westerncape.gov.za

Mervin Fredericks

Email: Mervin.fredericks@westerncape.gov.za

Lance Hoffman

Email: lance.hoffman@westerncape.gov.za



CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

What is the Consultant Register System?

The Consultant Register System (CRS) is an electronic roster system database for the Western Cape Government's Department of Transport and Public Works where consultants can register to be considered for appointment on projects in the Western Cape.

How does it differ from the Central Supplier Database (CSD) and Western Cape Supplier Evidence Bank (WCSEB)?

The CRS focusses on the professional registration, skills, expertise and experience of the consultant within a company through the provision of information related to these topics whereas the CSD and WCSEB focusses on the specific company regulatory information. Please note, it is a compulsory requirement of Provincial Government, that all companies envisaging to do business with the Department must be registered on both the CSD as well as the WCSEB. Please ensure that you are duly registered on both databases before or after you are registered on the CRS.

Who can register?

Any consultant or company within the professional built environment that provides services related to infrastructure design, construction and project management.

Why should a consultant register on the CRS?

The Western Cape Department of Transport and Public Works are implementing an electronic roster system that works on a rotational basis where the selection process is conducted by an electronic system through a series of algorithms.

- Improve the opportunity for your company to do work with the Western Cape Government Department of Transport and Public Works
- If you are interested in doing work with the Western Cape Government Transport and Public Works

- A consultant will have all their information recorded in one place and can be updated in one place

What will be required by consultants to register?

All consultants will be required to complete the required information on the CRS website and must ensure that the information provided is complete, accurate and comprehensive. The following would be amongst the required information:

- Companies legal and tax status
- Empowerment Status
- Professional Registration Status
- Professional Indemnity Insurance Status
- Professional Staff Information, expertise and qualifications
- Infrastructure Experience
- Company expertise and skills available

The system provides a Help menu that has answers to Frequently asked questions, an Application submission process explanation, Support contact details and a User Manual on how to upload, update or register your company. We request that these be studied before contacting the Technical and System Administrator for queries that are potentially covered in the guidance documents provided.

If you are already registered?

Great! We do still require that you review your company information and update any changes while the system is open. Refer the FAQ section on the system for further information.

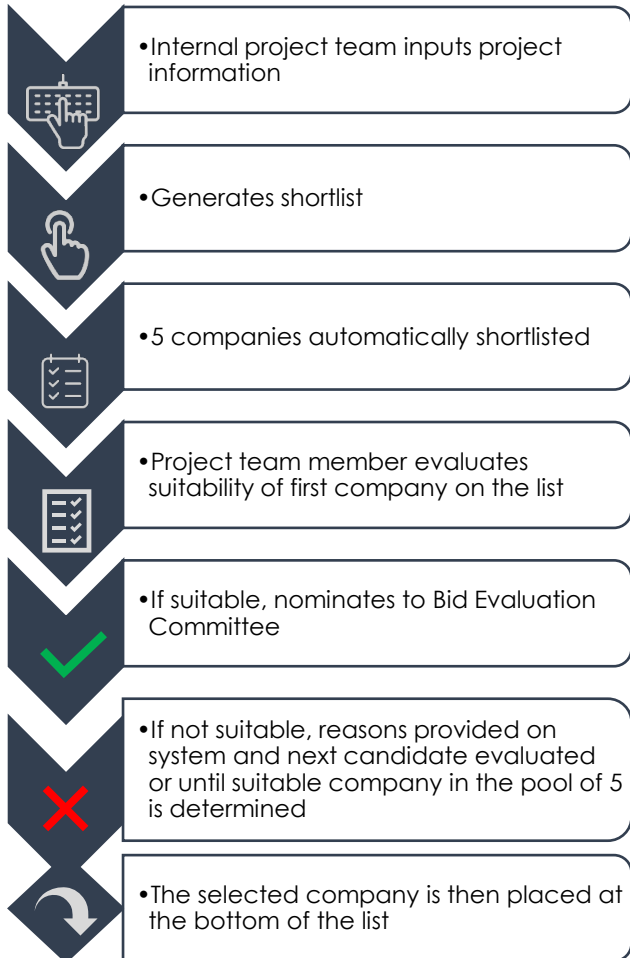
How the roster selection process works

Briefly outlined is the internal selection process flow to shortlist and consider a consultant company for a project. Each internal professional discipline will be responsible for their respective discipline to be shortlisted and evaluated.



CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS



CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CRS Registration Process

