

I-TENDER FORM

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).

APPLICATION FOR AN EMPLOYER NUMBER AND AUTHORISATION OF INTERNET USERS

Quick guide to advertising tenders and registering projects

Step 1

Apply for an Employer Number and Authorise Internet Users

Step 2

Advertise Tender (Optional for private sector clients)

Step 3

Register award of contract

Step 4

Register cancellation / termination of contract if contract has been cancelled or terminated

Step 5

Register Practical Completion (optional)

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 10 000 000

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 contractors 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.

Note

This form is issued free of charge and is available only on the cidb website.

APPLICATION FOR AN EMPLOYER NUMBER AND AUTHORISATION OF INTERNET USERS

- 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 remove people, please fill in Section B

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 086 681 9995

To mail your application:

- Make a photocopy of the form to keep for your own records.
- You dont 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/Organisation (If this an update on information):

Physical Address: _____ Postal Address: _____

_____ Code: _____ _____ Code: _____

Accounting Officer / Municipal Manager: Title: _____ Initials: _____ Surname: _____
Designation: _____ email: _____
Telephone: (___) _____ Fax: (___) _____ Cell: _____

Supply Chain Manager: Title: _____ Initials: _____ Surname: _____
Designation: _____ email: _____
Telephone: (___) _____ Fax: (___) _____ Cell: _____

SECTION A: EMPLOYER INFORMATION (CONTINUED)

General Contact: Title: _____ Initials: _____ Surname: _____

Designation: _____ email: _____

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

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

Organisation Name: _____

SECTION B: AUTHORISATION 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

Infrastructure Manager: Title: _____ Initials: _____ Surname: _____

Designation: _____ email: _____

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

Note

- 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.
- Admin user is a person mandated to manager and administer the employer's account e.g. create new users, reset passwords, deactivate users and assign permissions.

Supply Chain

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

Admin User	Title			First Names	Surname	email Address	Contact Number
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				

SECTION B: AUTHORISATION OF INTERNET USERS (CONTINUED)

Infrastructure

The following people are authorised as users on behalf of the employer.

Admin User	Title			First Names	Surname	email Address	Contact Number
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				

The following people are to be removed.

Admin User	Title			First Names	Surname	email Address	Contact Number
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				
	Mr	Mrs	Ms				

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 employers 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:

D	D	M	M	Y	Y	Y	Y
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Designation: _____

Please Print Name: _____

Pretoria Head Office
+27 12 482 7200/+27 86 100 cidb

Gauteng Provincial Office
Pretoria • 0861 428 222

Western Cape Provincial Office
Cape Town • 0861 927 222

Eastern Cape Provincial Office
Bisho • 0861 222 327

Northern Cape Provincial Office
Kimberley • 053 861 9631

Free State Provincial Office
Bloemfontein • 0861 377 222

KwaZulu-Natal Provincial Office
Durban • 0861 596 222

Limpopo Provincial Office
Polokwane • 0861 222 765

Mpumalanga Provincial Office
Nelspruit (Mbombela) • 0861 678 222

North West Provincial Office
Mahikeng • 0861 243 222

Anonymous Fraud Line
0800 112 432
Call Centre: 0860 103 353
email: cidb@cidb.org.za
www.cidb.org.za

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.