

APPLICATION FOR AN EMPLOYER NUMBER AND AUTHORISATION OF INTERNET USERS

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

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

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

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

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.



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