



Western Cape
Government

CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF INFRASTRUCTURE

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

The system was developed to serve as an automated roster to ensure that companies providing consultancy services in the Built Environment and Infrastructure Sector are appointed on a rotational basis within the Department of Infrastructure.

The system is utilised by the four Chief Directorates of Education, General, Health Infrastructure and Human Settlements, 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 **3 February 2025 until 31 March 2025** for registration.

We recommend that you complete your company's application and obtain the "green light" on the system before the closing date of 31 March 2025.

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:
System/Technical Support (for Supply Chain related matters only):

Email: DOI.CRSSupport@westerncape.co.za



CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF INFRASTRUCTURE

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 Infrastructure 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 the Department of Infrastructure, that all companies interested in doing business with the Department must be registered on both the CSD as well as the WCSEB. Please ensure that you are actively registered on both databases when you register on the CRS.

Who can register?

Any consultant within the professional built environment that provides services related to infrastructure design, project management, or construction-related consultancy services

Why should a consultant register on the CRS?

The Western Cape Department of Infrastructure has implemented a roster system as part of our procurement strategy. The electronic system nominates registered companies on a rotational basis where the selection process is automated.

- Improve the opportunity for your company to provide professional services to the Western Cape Department of Infrastructure
- A consultant will have all their information regarding their expertise and capacity accessible to the Department of Infrastructure in one place instead of resubmitting these for every offer

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:

- 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! You are required to maintain your CRS profile during the system period. Refer to the FAQ section on the system for further information.

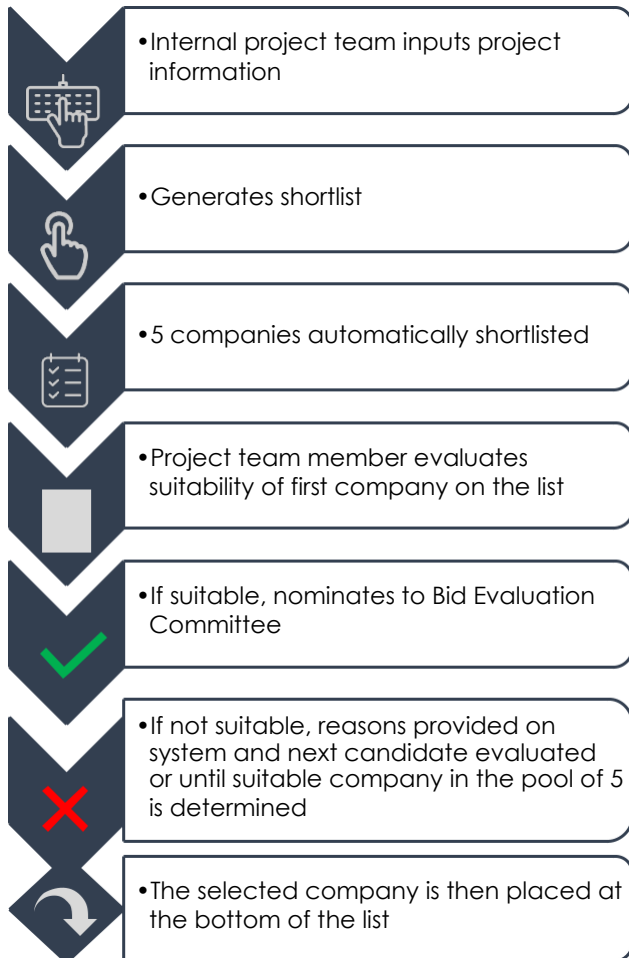
How the roster selection process works

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 INFRASTRUCTURE



CONSULTANT REGISTER SYSTEM

WESTERN CAPE GOVERNMENT
DEPARTMENT OF INFRASTRUCTURE

CRS Registration Process

