|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TenderER’S OFFER** | | | | **FORM A** |
| To: Singapore Chinese Cultural Centre  1, Straits Boulevard, Singapore 018906 | | | **Tender No:** | **SCCC/CC/2021/03** |
| **Name of Tenderer:** |  | | | |
| **Tenderer Address & Telephone No:** |  | | | |
| 1. We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name in block letters) hereby offer and undertake on the acceptance of this tender to provide all the works/services as mentioned in the Tender Specifications and subject to the Conditions of Contract. 2. Our tender is made subject to the Conditions of Tender and we agree that our tender remains open for consideration for a period of **60 days** commencing on the closing date for the submission of tenders i.e., on **Monday, 18 January 2021, 5:00pm**. 3. We understand that you are not bound to accept the lowest or any tender you may receive and that you reserve the right to, and we agree that you may, accept our tender in whole or in part in accordance with Tender Guidelines.   Unless and until a formal agreement is executed, as may be required by you in the Tender Guidelines, our offer with any authorised variations and your written acceptance thereof shall constitute a binding agreement between us.   1. We agree that as and when requested by SCCC, we shall extend the validity of this offer for one or more periods not exceeding in total \_\_\_\_\_\_\_\_ calendar months. 2. Our price (herein referred to as the “Contract Price”) for works/services to be provided by us is: **S$**\_\_\_\_\_\_\_\_\_\_\_\_\_, excluding GST. 3. A breakdown of the Contract Price for the works/services is given in the Priced Schedule attached hereto. 4. We further undertake to give you any further information, which you may require.   Dated this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021. | | | | |
| Tenderer’s Company or Business Registration No: | | Tenderer’s official Stamp: | | |
| Authorised Signature: | |
| Name: | | Telephone/Handphone No:  Fax: | | |
| Designation: | | Email: | | |
| *NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.* | | | | |

## 

## 

|  |  |  |
| --- | --- | --- |
| **TENDERER’S PROFILE** | | **FORM B** |
| Company’s Name: |  | |
| Address: |  | |
| Country of Incorporation: |  | |
| Year of Establishment: |  | |
| Ownership: |  | |
| Registration Number with ACRA  *(State Financial Category)* |  | |
| GST Registration No. |  | |
| Total Paid-up Capital: |  | |
| *Please attach copy of the following:*   * *Organisation Chart* * *Latest Audited Balance Sheet and P&L Statement* * *List of Reference Customers* | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRICE SCHEDULE OF TENDERER’S OFFER (FOR COMPULSORY ITEMS)** | | | | | **FORM C** |
| ***Item No.*** | ***Item*** | ***Quantity (No. of units)***  ***(a)*** | ***Tender Quotation Per Unit***  ***(b)*** | ***Tender Quotation Per Item***  ***(a) x (b) = (c)*** | ***Any other Relevant Remarks*** |
| ***1*** | Audience Survey   * Data entry of all surveys, including physical and digital copies, collected a year across approximately 30 activities. These raw data shall be submitted to SCCC in Microsoft Word or Microsoft Excel format * To provide analysis of up to 50 online and/or onsite events, expecting approximately 50 responses from each survey | 1 year |  |  |  |
| ***2*** | * Permanent Exhibition Visitor Survey * - To provide data compilation and reports for online survey * only | 1 year |  |  |  |
| ***3*** | Reports   * To provide reports for approximately 20 events per year and 2 half-yearly reports | 1 year |  |  |  |
| ***4*** | Perception survey   * To conduct survey with minimum sample size of 1000 respondents and provide the analysis of the findings through a summary report | 1 time per year |  |  |  |
| ***5*** | Administer survey   * To include the cost of providing, upkeeping and ensuring the digital security of the survey platform, whether paid or free | 1 year |  |  |  |
| ***6*** | Data entry for additional 500 hardcopy and/or online surveys | 1 |  |  |  |
| ***Total Value*** | | | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCHEDULE OF RATES OF TENDERER’S OFFER (FOR OPTIONAL ITEMS)** | | | | | **FORM D** |
| ***Item No.*** | ***Item*** | ***Quantity (No. of units)***  ***(a)*** | ***Tender Quotation Per Unit***  ***(b)*** | ***Tender Quotation Per Item***  ***(a) x (b) = (c)*** | ***Any other Relevant Remarks*** |
| ***1*** | Additional Audience Survey Per Event Report | 1 |  |  |  |
| ***2*** | Design for survey report or presentation highlighting key findings for the public’s consumption | 1 |  |  |  |
| ***3*** | Data entry for additional hardcopy survey and/or online survey | 100 |  |  |  |
| ***Total Value*** | | | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MAJOR PROJECTS COMPLETED BY TENDERER’S COMPANY WITHIN THE LAST 3 YEARS** | | | | | **FORM E** |
| ***Govt Bodies/Stat Boards/Other Clients*** | ***Title*** | ***Description of Project*** | ***Contract Value*** | ***Start Date*** | ***End Date*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROFILE OF TENDERER’S PROJECT TEAM** | | | | | **FORM F** |
| (Please complete below and state clearly the qualifications and experience of the staff in your team who would be assigned to this project, if awarded. Please attached their CVs) | | | | | |
| ***Name and Contact*** | ***Designation*** | ***Yrs of experience*** | ***Qualification*** | ***Experience (Past & current projects)*** | ***Awards*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |