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| **TenderER’S OFFER** | **FORM A** |
| To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906 | **Tender No:** | **SCCC/CC/2021/02** |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018. |
| 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.* |

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| **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*
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| **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 | **Monthly retainer fee for Webpage(s) and module development**Webpages design and development up to 40 pages inclusive of:* Bilingual copywriting and copyediting
* Development of materials including:
	+ Up to 30 graphics, charts or other illustrations,
	+ Listings, Forms, Booking System and EDMs for any new webpages when required.
	+ Scroller function for multiple images on webpage(s) or advanced image gallery.
	+ Integration of content with SCCC’s social media platforms.
* Provide staging sites for review and approval before webpages go live.
 | 1 year |  |  |  |
| 2 | **Monthly retainer fee for Website performance and reports**Development and execution of general SEO strategy Implementation of SEO related inputs (Keywords, Meta tags, Description tags, Doctype declaration, Character encoding, URL structure, Robots.txt, Canonical link element, XML and HTML sitemaps, custom 404, Redirects, HTTP headers, HTML code, iFrame etc.) for the website. Adhoc SEO strategies and reporting for webpages pertaining to SCCC’s programmes.Monthly web traffic reports. | 1 year |  |  |  |
| 3 | **Monthly retainer fee for Maintenance, backend and technical structure**As listed in para 1.3. | 1 year |  |  |  |
| 4 | **Monthly retainer fee for Website Security and Performance**As listed in para 1.4. | 1 year |  |  |  |
| ***Total Value*** |  |  |

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| **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 | Design and development of additional webpages inclusive of copywriting in English and Chinese | 1 event |  |  |  |
| 2 | General website platform upgrade and migration including but not limited to domain name transfer, content retention, internal optimization, URL mapping, SEO services.  | 1 lot |  |  |  |
| 3 | Development of Listings, Forms, Booking System and EDMs | 1 event |  |  |  |
| 4 | Design and development of microsite inclusive of copywriting in English and Chinese to be deployed onto SCCC’s main website | 1 lot |  |  |  |
| 5 | Deployment and Application and Vulnerability Security Testing including but not limited to OWASP Top 10 Security Scan, Penetration Testing, Open Source Intelligence (OSINT) Testing and Consolidated Report and Recommendations to fix, of external microsites to be deployed onto the main website | 1 lot |  |  |  |
| 6 | Upgrade and update of current bandwidth  | 1 lot |  |  |  |
| 7 | Development of additional graphics, charts or other illustrations  | 1 event |  |  |  |
| 8 | Development of homepage banners  | 1 event |  |  |  |
| ***Total Value*** |  |  |

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| **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*** |
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| **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*** |
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