TENDER REF. NO.: SCCC/TR/2021/001

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EN Registration No.: 201309577Z

**REQUEST FOR PROPOSALS TO CONCEPTUALISE AND EXECUTE A SERIES OF TRAILS FOR SINGAPORE CHINESE CULTURAL CENTRE FOR ONE (1) YEAR FROM 1 APRIL 2021 TO 30 APRIL 2022 WITH THE OPTION TO EXTEND FOR ANOTHER 2 YEARS**

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| **reQUEST FOR PROPOSAL** |

 **Reference No.: SCCC/TR/2021/001**

**REQUEST FOR PROPOSALS TO CONCEPTUALISE AND EXECUTE A SERIES OF TRAILS FOR SINGAPORE CHINESE CULTURAL CENTRE FOR ONE (1) YEAR FROM 1 APRIL 2021 TO 30 APRIL 2022 WITH THE OPTION TO EXTEND FOR ANOTHER 2 YEARS**

1. Singapore Chinese Cultural Centre (SCCC) is requesting for proposals from tenderers to conceptualise, and execute a series of trails for SCCC for one (1) year from 1 April 2021 to 30 April 2022 with the option to extend for another 2 years.
2. Please download the Tender Document from the SCCC website at at <http://www.singaporeccc.org.sg/tender>.
3. All proposals must be submitted in a sealed envelope, together with all required forms, supporting data and relevant information, in duplicate, to SCCC before the closing date of submission.
4. All proposals are to be deposited into the Tender Box located at:

 **Singapore Chinese Cultural Centre**

**1 Straits Boulevard**

**Level 1 Lift Lobby**

**Singapore 018906**

1. The closing date of submission is **12 March (Fri) 2021, 5pm**.
2. A mandatory briefing for all interested tenderers will be held on **2 March (Tue) 2021, 3pm** at the **Singapore Chinese Cultural Centre, Meeting Room 4** (1 Straits Boulevard, Singapore 018906, Level 11). Please RSVP your attendance to Vincentloh@singaporeccc.org.sg by 1 March 2021, 5pm.
3. Kindly note that SCCC does not bind itself to accept the lowest quote and/or any proposals.

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| **INSTRUCTIONS** |

1. **DEFINITIONS**

1.1 All terms used in this Request for Proposal (RFP), which are defined under clause 1 of the Conditions of Contract, shall have the meanings so described to them.

1. **SUBMISSION OF PROPOSAL**
	1. The Proposal along with its’ required Tender Documents, supporting data and relevant information must be submitted in a sealed envelope, deposit by hand into the Tender Box located at SCCC by the stipulated date and time. The Tenderer shall mark the top left hand corner of the envelope with: **SCCC/TR/2021/001**

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| ***Proposals in sealed envelopes are to be deposited*** ***into the Tender Box located at:******Singapore Chinese Cultural Centre******1 Straits Boulevard*** ***Level 1 Lift Lobby******Singapore 018906*** ***by******Friday, 12 March 2021, 5pm*** |

* 1. Proposals submitted after the closing date and time will not be accepted.
	2. The Tenderer shall also submit samples of work if SCCC so requests.

1. Such samples shall be delivered by a time mutually agreed by SCCC and the Tenderer. Failure to provide the required samples at the stipulated time may render the Tenderer liable to disqualification.
2. The Tenderer shall indicate whether he wishes the samples to be returned. If no indication is given, SCCC shall not be obliged to return any samples to the tenderer.
3. All cost, including but not limited to all shipping and transportation duties incurred in providing and delivering such samples to SCCC shall be borne by the Tenderer.

#### Tenderers shall submit their Proposals in two (2) sets, one set is to be marked “original” and the other set is to be marked “copy”.

#### In addition, prepare one (1) thumb drive containing softcopies of your submission. We ask that all submissions to be in Excel, Powerpoint, or Word format for all document. Please ensure that materials can be viewed on a standard Window PC with Microsoft Office 2016.

#### All expenses incurred in the preparation of this Proposal shall be borne by the Tenderer.

1. **LANGUAGE**
	1. The Proposal, its required Tender Documents, all supporting data and relevant information submitted as part of the Proposal must be written or properly translated into the English language.
2. **COMPLIANCE WITH INSTRUCTIONS AND FORMS**
	1. Proposals are to be submitted according to the instructions contained in and using the forms prescribed in this RFP. Any Proposals which:
3. are not in accordance with the instructions; or
4. vary any of the prescribed forms,

are liable to be disqualified at the SCCC’s discretion.

1. **OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY (IP)**
	1. All information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this RFP by or on behalf of the SCCC shall remain the property of SCCC. Tenderers shall immediately return all or any of the same on written request by SCCC or destroy the same within 1 week of the award to the Tenderer (except in the case of the successful Tenderer).
	2. All IP reflected or subsisting in the information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this RFP by or on behalf of the SCCC belong to SCCC or third parties as the case may be.

* 1. All Proposals and accompanying documents, plans, drawing, materials or other items that are submitted response to this RFP shall become the property of the SCCC. However, IP reflected or subsisting in the same shall remain vested with the Tenderer or other third parties as the case may be.
1. **GOODS AND SERVICES TAX (GST)**
	1. The Tenderer shall not include any Goods and Services Tax (GST) in the price of Tenderer’s Offer.

6.2 The Tenderer shall declare his GST status. He shall clearly indicate whether he is, or whether he will be a taxable person under the GST Act. He shall, if available, furnish the GST registration number to SCCC.

##### 6.3 If the Tenderer is a taxable person under the Singapore GST Act, SCCC will pay the Tenderer, in addition to the rates and prices proposed, the GST chargeable on the Provide of Goods and Services provided pursuant to this tender.

6.4 A Tenderer who declares himself to be a non-taxable person under the GST Act but who becomes a taxable person after the award of the tender shall forthwith inform SCCC of his change in GST status. He shall be entitled to claim from SCCC any GST charged on the Provide of the Goods or Services made by him after his change in GST status.

1. **QUERIES**
	1. Any queries in respect of this RFP or any matter related thereto may be submitted in writing to Mr Vincent Loh (Assistant Director, Programmes, DID: 6812 7210, vincentloh@singaporeccc.org.sg) before **11 March 2021, 5pm.**
	2. SCCC reserves the absolute right not to entertain or respond to any query, which, in the SCCC’s opinion, is inappropriate or improper.
	3. On submitting the Proposal, the Tenderer shall be deemed to have examined and satisfied with regard to any query on this RFP.
2. **PRESENTATION**

8.1 The Tenderer shall, on the request of SCCC, make no more than two (2) presentations of the Proposal.

##  **Validity period**

9.1 Proposals submitted shall remain valid for acceptance for a period of **60 days** commencing on the closing date. This validity period may be extended by mutual consent in writing of SCCC and the Tenderer.

1. **AWARD**

10.1 SCCC shall be under no obligation to accept the lowest or any Proposals.

10.2 SCCC shall normally not enter into correspondence with any Tenderer regarding the reasons for non-acceptance.

10.3 SCCC reserves the right to accept portion of each Proposal as SCCC may decide.

10.4 The Letter of Acceptance issued by SCCC shall create a binding contract on the part of the Tenderer to provide to SCCC the services offered in the Proposal.

10.5 The Contract shall be governed by the Conditions of Contract.

10.6 SCCC shall notify a successful Tenderer of its acceptance of his tender, whether in whole or in part, by sending a Letter of Acceptance by post to that Tenderer and the posting of the Letter of Acceptance shall be deemed good service of such notice.

10.7 SCCC may at its discretion require the Tenderer to sign a written agreement.

10.8 SCCC may make awards to more than one Tenderer.

**11. VARIATIONS**

11.1 SCCC reserves the right to negotiate with the Tenderer, where exceptional circumstances so necessitate, to vary any provision or part of this RFP without reference to any other party. Any such variation shall be subject to the mutual consent in writing of SCCC and the Tenderer.

**12. AMENDMENTS**

12.1 SCCC reserves the right to amend any terms and specifications, or to issue supplementary terms and specifications to this RFP at any time prior to the closing date and time of submission. Such amendments will be communicated to the interested Tenderers in writing.

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| **Conditions of contract** |

**1. DEFINITIONS**

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| SCCC: | Singapore Chinese Cultural Centre |
| Request for Proposal:Proposal(s):Tenderer:Contract: | The invitation to participate in this Proposal and comprises all the Proposal DocumentsThe submissions made by Tenderer in response to the Request for Proposal.The company that submits the Proposal in the manner as prescribed herein. The agreement entered into by the Contractor and SCCC stating the rights and obligations of the respective parties. |
| Contractor: | The successful Tenderer whose Proposal has been accepted in whole or in part. |
| Contract Price: | The sum stated in the Form of Tender by the Contractor as the price for carrying out and full and final completion of the works |
| Works: | The Provide, delivery of goods and /or services in conformance and accordance with the Contract |
| Project Completion Date: | The date which all goods and/or services shall be functional/ ready as specified in the Contract |
| Security Deposit:  | A refundable sum that is placed with SCCC by the Contractor as security for the due performance and observance of the Contractor’s obligation to this Contract as per clause 10 of the Condition of Contract |

**2. Scope of Contract**

2.1The Contractor shall carry out and fully complete the provision of all items of goods and/or services in accordance with the Contract in every respect and to the directions and satisfaction of SCCC.

**3. DOCUMENTATION**

3.1 The Contractor shall provide SCCC with one (1) complete set of comprehensive documentation detailing all aspects of the goods/services to be provided as prescribed in this RFP, including documentation to be used for planning, design, installation, operation, maintenance, administration and training purposes. The Contractor shall ensure that all such documentations submitted shall be of the latest version(s).

3.2 In the event of any conflict between any documentations and/or terms supplied by the Contractor and the provisions of this RFP, the provisions contained in this RFP shall prevail.

**4. PROJECT COMPLETION DATE**

4.1 The Contractor undertakes that the project shall be delivered within the period specified in the Contract. Subject to the written consent of SCCC, the Contractor may be entitled to a reasonable extension of time for delays caused by the following:

1. Force majeure; or
2. Any damage or delay not caused by or not due to the wilful act or default or negligence of the Contractor and/or his employees, agents or any person for whom the Contractor is responsible.

 PROVIDED ALWAYS that:

1. In respect of all the above events, the Contractor has not been negligent and/or failed to take all reasonable steps to prevent and/or minimise such losses, delays and/or damages; and
2. Any request for such extension of time shall be made in writing to SCCC within SEVEN (7) calendar days of the date of the occurrence of the abovementioned event, failing which the Contractor shall be deemed to have waived any right of extension with regards to the particular event.

4.2 Any failure by the Contractor to deliver the project by the date specified in the Contract and to the full satisfaction of SCCC shall entitle SCCC:

1. To cancel all or any items of goods and/or services pursuant to and/or arising from the Contract without any compensation regardless of any work already done and obtain the same from any other sources of SCCC’s discretion. Any and all costs and/or expenses thereby incurred shall be deducted and/or offset from any money due or becomes due and owing to the Contractor or shall be recoverable as damages; or
2. To require the Contractor to pay liquidated damages to SCCC or to allow SCCC to deduct the same from any money due or become due and owing to the Contractor as liquidated damages. The amount of such liquidated damages shall be calculated at the rate of 10% of the total Contract price for each week’s delay and an equal proportionate part of this amount for any delay of less than a week, and which shall accrue until and unless all the goods are delivered and/or all the services are performed.

4.3 For the avoidance of doubt, nothing in the foregoing shall be taken as an obligation by SCCC to mitigate and/or take any additional measures under this RFP and the Contract.

**5. PERFORMANCE REQUIREMENTS**

5.1 The Contractor shall diligently and fully perform his obligations under the Contract in accordance with the terms and conditions as set out in the Contract. The Contractor shall ensure that all goods and/or services provided are in compliance with all directives, policies and/or applicable guidelines of SCCC.

**6. COMPLIANCE WITH LAW**

6.1 The Contractor shall comply with and satisfy all requirements under all laws and regulations relevant or applicable to the performance of his obligations under the Contract and shall indemnify SCCC in respect of all costs and expenses and any liabilities whatsoever which may be incurred under or in connection with such laws and regulations.

**7. VARIATIONS**

7.1 Any variation of the provisions of the Contract shall be subject to the mutual consent in writing by SCCC and the Contractor.

**8. ASSIGNMENT**

8.1 The Contractor shall not sub-contract or assign the whole or any part of this Contract without the written consent of the SCCC. The Contractor shall be fully responsible for all acts or omissions of any sub-contractors or assignees and the acts or omissions of any such third parties shall be deemed to be the acts or omissions of the Contractor.

8.2 Without prejudice to the rights of the Contractor, SCCC may assign and/or transfer its

rights and/or obligations under the Contract.

**9. PAYMENT**

9.1 Payment shall be made in accordance with the payment schedule as set out below unless otherwise agreed in writing:

* + 1. The Contractor shall pay the sum agreed in the Contract to SCCC.
		2. The Fee shall be paid within 30 days after the satisfactory conduct of all sessions booked and receipt of an invoice for the same.

9.2 SCCC shall not have to pay for any expenses or costs of whatever nature other than those expressly set out under this Contract.

* + 1. Unless otherwise agreed in writing by SCCC, payment shall be made by electronic bank transfer. The Contractor shall provide SCCC with all bank account information reasonably required by SCCC in order to effect such payment. Each Party shall bear their own bank charges.

**10. TERMINATION**

10.1 SCCC may terminate the Contract with immediate effect by giving notice in writing to the Contractor on any one of the following grounds:

1. where the Contractor has wholly suspended work without justification or is failing to proceed with due diligence and due expedition and following expiry of two weeks’ written notice from SCCC to that effect, has failed to take effective steps to recommence work or is continuing to proceed without due diligence or expedition, as the case may be;
2. where the Contractor refuses or persistently fails and/or neglects to comply with the instructions of SCCC issued under the provisions of the Contract and following expiry of two weeks written notice from SCCC to that effect, has failed to take effective steps to comply with the said instructions; and/or
3. where the Contractor becomes bankrupt or insolvent or makes a composition with creditors or if, being a company, a winding-up order of any kind is made in respect of the Contractor, or if a receiver or manager is appointed over the Contractor’s undertaking or assets or possession of or execution on any part of such undertaking or assets is taken or levied by creditors.

10.2 Upon termination under sub-clause 10.1

1. SCCC may engage other contractors to complete those parts of the Works uncompleted by the Contractor and the Contractor shall be liable to SCCC for all additional costs incurred thereby. The Contractor shall also pay liquidated damages for delay calculated in accordance with Clause 4.2 as if he had himself completed the Works;
2. SCCC may withhold payment of any money payable to the Contractor until the Works are completed and the damages payable to SCCC arising from such termination are quantified and ascertained by SCCC (such quantification and ascertainment to be made within a reasonable time) and if the aggregate amount of such damages and all monies paid to the Contractor under this Contract exceeds the Contract Price, such excess amount shall constitute a debt payable to SCCC by the Contractor.

10.3 The specified rights of SCCC herein shall be in addition to such other rights and remedies allowed by law and otherwise as SCCC may have, or be entitled to against the Contractor for breach of contract or otherwise.

**11.** **NON-DISCLOSURE**

11.1 The Tenderer agrees not to disclose, reveal or divulge to any person or entity any information concerning the organisation, business, finances, transactions or other affairs of SCCC which may come to the Tenderer’s knowledge at any time during or after the Contract term, unless SCCC grants written consent of such a disclosure. All Tenderers shall be required to enter into a non-disclosure agreement with SCCC.

**12. INDEMNITIES**

12.1 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses for personal injury or death arising directly or indirectly from the Works or the performance of this Contract unless the same are due to the act or neglect of SCCC, SCCC’s employees or agents.

12.2 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses for damage to property which are caused directly or indirectly by any act or omission or negligence of the Contractor, his employees or agents or any person for whom the Contractor is responsible or due to any circumstances within the Contractor’s control.

12.3 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses in respect of any infringement or alleged infringement of any patent, copyright, trade secret or other property right which infringement or alleged infringement arise directly or indirectly from the performance of this Contract or any matter relating thereto unless such infringement or alleged infringement is due solely to the use of any specifications or drawings provided by SCCC.

12.4 None of the indemnities shall be defeated or reduced by reason of the fact that SCCC may have neglected or omitted to exercise any powers of supervision or control whatsoever that is may have under this Contract.

**13. THIRD PARTY INSURANCE**

13.1 As a condition precedent to the commencement of the Works, the Contractor shall ensure that there is in force throughout the term of the Works adequate policies of insurance:-

1. Against his and SCCC’s liabilities and that of SCCC’s employees in respect of or in connection with personal injuries or death arising directly or indirectly from the Works or the performance of this Contract.
2. Against his and SCCC’s liabilities and that of SCCC’s employees in respect of or in connection with any damage to property (other than the Works) arising directly or indirectly from the Works or the performance of this contract; and
3. Against his and SCCC’s liabilities and that of SCCC’s employees in respect of any liability to the Contractor’s employees or workmen or such persons engaged for the purposes of the Works under the Workmen’s Compensation Act with any amendments, modifications thereto or re-enactment thereof or any law.

13.2 SCCC may, from time to time, require the Contractor to provide copies of the insurance policies for its records.

**14. WAIVER**

14.1 The failure by SCCC to enforce at any time or any period any one or more of the terms or conditions of this contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms or conditions of this Contract.

14,2 No waiver of any breach of a provision of this Contract shall be deemed to be a waiver by SCCC of any other provision or of any subsequent breach of the same provision. The failure of SCCC to immediately enforce any of the provisions of this Contract shall in no way be interpreted as a waiver of such provision and waivers shall be binding on SCCC only if done in writing.

**16. NOTICE**

16.1 Any notice to be served on the Contractor under the Contract may be sent by post in an envelope addressed to the Contractor at his place of business or residence last known to SCCC or at the Contractor’s registered office, as the case may be, and any notice so posted shall be deemed to have been given at the time when the same would normally be delivered in the ordinary course of post.

**17. ARBITRATION**

17.1 Any dispute or difference between the parties in connection with this RFP or the Contract or any matter related thereto shall be referred to arbitration in Singapore under the Singapore International Arbitration Centre Rules and in accordance with the Arbitration Act with any amendments, modifications thereto or re-enactments thereof.

**18. APPLICABLE LAW**

18.1 This RFP and the Contract shall be construed in accordance with and governed by the Laws of Singapore.

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| **REQUIREMENT SPECIFICATIONS** |

1. **BACKGROUND**
	1. Established in 2014, Singapore Chinese Cultural Centre (SCCC) aims to promote and develop a vibrant Singapore Chinese culture, rooted in a cohesive, multi-racial society.
	2. The SCCC building, located at 1 Straits Boulevard, Singapore 018906, was officially opened on 19 May 2017. It aims to be a vibrant venue where Singaporeans gather and acquaint themselves with local Chinese arts, traditions and customs.
	3. SCCC is requesting proposals from tenderers to conceptualise and execute a series of trails for SCCC for one (1) year from 1 April 2021 to 30 April 2022 with the option to extend for another 2 years.
	4. The trails must:
2. be based around SCCC’s location in the central business district (CBD),
3. make key references to SCCC’s permanent exhibition SINGAPO人 (by starting or ending the trail at the exhibition) and
4. present local Chinese culture and history in engaging and informative ways.
	1. Proposals may include the following trails (non exhaustive/ compulsory):
5. CBD Heritage Trail
6. CBD Arts Trail
7. CBD Food Trail

1.6 The accepted Proposals will be marketed by SCCC as ticketed programmes jointly developed by SCCC and the selected Tenderer.

1. **PROPOSAL GUIDELINES**
	1. The purpose of this Request For Proposals (RFP) is to provide all interested Tenderers with a fair and open opportunity to submit Proposals that meet the project objectives. Any Proposals received after the closing date and time of submission will not be considered. Each Proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. The price quoted should be inclusive of all services rendered.
	2. The Tenderer’s proposal must include the full spectrum of work which encompasses, but is not limited, to the following services:

I) Conceptualisation, research and production of content (to be vetted by SCCC), overall project management and execution of project.

II) Provision of competent and adequate manpower to execute all works. All key personnel’s CVs must be provided in the Proposal.

III) Comply SCCC’s code of conduct and guidelines when the trail is conducted in SCCC’s premises .

IV) Registration and payment by trail attendees must be made through Tenderer’s platforms. Tenderer’s Trail Fees will be made on a revenue-sharing model of which a proposed percentage (%) will be paid to SCCC.

V) Project and production management including logistics and material matters such as audio, visual, multimedia contents, production schedule, and obtaining permits and licenses for relevant works, etc.

VI) Provision of administration and management services with all sub-contractors and/or parties involved in the production.

* 1. SCCC will evaluate, select and award the best Proposal(s), based on project objectives and budget.
	2. Upon acceptance of the terms, the project will be awarded through the signing of an agreement, which outlines the terms, scope of work and the final budget, along with other additional or optional items.
	3. During the period of work, the Tenderer shall provide a Project Manager who must be contactable during working hours.
	4. All engagement of sub-contractor(s) must be stated clearly in the Proposal with details such as name, address and company’s business registration and scope of work.
	5. SCCC retains the right to reject the proposed sub-contractors.
1. **PROJECT SCOPE**

3.1 Proposals would be evaluated based on the following criteria:

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| **Criterion** | **Description** |
| 1 | Educational  | * Content should be factually accurate and not contain objectionable or controversial information
* Visitors should learn something new/surprising about Singapore or themselves after attending the trail
 |
| 2 | Visitor Engagement | * Content should be presented in ways that encourage visitor participation
* Content should be presented in ways that encourage visitors to think more deeply about important issues
 |
| 3 | Relevance | * Content shall be relevant to SCCC’s Singapo人exhibition
 |
| 4 | Originality | * Content or experience of trails does not replicate existing trails
 |

1. **Submission Requirements**

4.1 The following items are mandatory:

1. The Proposal shall include but not limited to;
	1. A synopsis of the proposed trail including learning outcomes and objectives, routes, stop points, language used;
	2. Specifications for the proposed trail which shall include number of people, trail fees, number of frequency for the trail to be conducted, suggested date and time of trail, method of signing up, number of guides to conduct the trail, revenue model between Tenderer and SCCC, etc;
	3. Measurement of success which may include surveys, feedback on social media, write-in emails/letters, etc.
	4. Project schedule to illustrate the milestones and deliverables for this project.
2. Tenderer’s Offer (FORM A)
3. Tenderer’s Profile (FORM B)
4. Trails Proposal (FORM C)
5. Major Projects completed by Tenderer within past 3 years (FORM D)
6. Current Projects undertaken by Tenderer (FORM E)
7. Profile of Tenderer’s Project Team (FORM F)

4.2 Other requirements include:

1. An itemised quotation is to be provided in the tender submission;
2. SCCC reserves the right to award project in parts if required; and
3. **briefing**
	1. A briefing will be held on **2 March (Tue) 2021, 3pm at the Singapore Chinese Cultural Centre**, **Meeting Room 4, Level 11** (Address: 1, Straits Boulevard, Singapore 018906). Attendance is mandatory for all interested Tenderers.
	2. Tenderers are to register for briefing with Mr Vincent Loh by email by **1 March 2021, 5pm**.
4. **Enquiries**

For enquiries, please contact Mr Vincent Loh at Email: vincentloh@singaporeccc.org.sg

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| **TenderER’S OFFER** | **FORM A** |
| To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906 | **Tender No:** | SCCC/TR/2021/001 |
| **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 **12 March 2021.**
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. A breakdown of the Contract Price for the works/services is given in the Priced Schedule attached hereto.
3. 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.* |

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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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## **FORM C – Trails Proposal**

Tenderers are required to complete the following section. Please attach additional elaboration if necessary.

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| **Proposed Trail Title:** |  |
| **Synopsis of Trail** |  |
| **Languages:** |  |
| **Target Audience:** |  |
| **Frequency** *(e.g one English and one Mandarin session on Sat and Sun monthly)*  |  |

**Trail Details**

|  |  |
| --- | --- |
| **Learning Objectives:** |  |
| **Outcomes/ Takeaway:** |  |
| **Duration of each session** |  |
| **No. of guides of each session** |  |
| **Trail fees (excluding GST)***Please indicate if Tenderer is GST registered.*  |  |
| **Mode of registration***(e.g via Tenderer’s website, SISTIC)* |  |
| **Revenue model** *(% to Tenderer, % to SCCC)* |  |
| **Measurement of success***(e.g physical or digital survey forms, feedback from emails/letters/social media, etc)* |  |

**Route of Trail**

(Please provide brief description and pictures of suggested stops)

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| **MAJOR PROJECTS COMPLETED BY TENDERER WITHIN THE LAST 3 YEARS** | **FORM D** |
| ***Govt Bodies/Stat Boards/Other Clients*** | ***Title*** | ***Description of Project*** | ***Contract Value*** | ***Start Date*** | ***End Date*** |
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| **CURRENT PROJECTS UNDERTAKEN BY TENDERER** | **FORM E** |
| ***Govt Bodies/Stat Boards/Other Clients*** | ***Title*** | ***Description of Project*** | ***Contract Value*** | ***Start Date*** | ***End Date*** | ***Percentage now completed*** |
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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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