Invitation to Tender SCCC/EP/2021/001

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# SECTION 5: PRESCRIBED FORMS

## FORM A - Form of Tender

|  |  |  |
| --- | --- | --- |
| **FORM OF TENDER** | | **FORM A** |
| To: Singapore Chinese Cultural Centre  1 Straits Boulevard, Singapore 018906 | | Tender No:  SCCC/EP/2021/001 |
| Name of Tenderer: |  | |
| Tenderer Address & Telephone No: |  | |
| We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name in block letters) hereby offer and undertake on the acceptance of this tender to supply, deliver, install, test, commission and maintain all the works and items as mentioned in the Technical Specifications and subject to the Conditions of Contract.  Our tender is made to subject to the Conditions of Tender and we agree that our tender remains open for consideration for a period of 180 days commencing on the closing date for the submission of tenders i.e., on 26 Oct 2021.  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 of 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.  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.  Our price (herein referred to as the “Contract Price”) for the equipment and services to be supplied, installed and provided by us is: S$ \_\_\_\_\_\_\_\_\_\_, excluding GST.  A breakdown of the Contract Price for the equipment and services is given in the Priced Schedule attached hereto.  We further undertake to give you any further information, which you may require.  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 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. | | |

## FORM B – Tenderer’s Profile

|  |  |
| --- | --- |
| TENDERER’S PROFILE | FORM B |
| Company’s Name: |  |
| Address: |  |
| Country of Incorporation: |  |
| Year of Establishment: |  |
| Ownership: |  |
| EPPU/BCA/NPA No. |  |
| Registration Number with ACRA:  (State Financial Category) |  |
| GST Registration No. | We are / are not \* a taxable person under the Goods and Services Act. (\* delete as appropriate)  Our GST registration number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please attach copy of the following:  • Project Team Organisation Chart  • List of Reference Customers | |

## FORM C – Schedule of Persons Empowered to Act

The following persons are empowered to sign contract documents and act on the firm’s / company’s

behalf:

|  |  |  |
| --- | --- | --- |
| **Name** | **NRIC No.** | **Position Held** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

In the case of consortiums, the documents required under Clause 15 of the Instructions to Tenderers

must also be attached.

## FORM D – Profile of Tenderer’s Team Organisation Chart

(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** | **Years of Experience and Qualification** | **Experience (Past & current projects)** | **Awards** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## FORM E – Information on Major Shareholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person, Company or Corporation who/which owns, whether directly or indirectly, at least 20% of the total number of shares in the Tenderer or who/which controls at least 20% of the voting rights in the Tenderer | | **Details of shares held by such person,**  **company or corporation** | | |
| **Name** | **Address** | **Number of**  **Shares** | **% of**  **Shares** | **Class of**  Shares |
|  |  |  |  |  |
|  |  |  |  |  |

## FORM F – Lesson Plans Proposal

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

|  |  |
| --- | --- |
| **Proposed Programme Title:** |  |
| **Programme Type:** | Guided tour (onsite)  Guided tour (online)  Guided tour with workshop (onsite)  Guided tour with workshop (online) |
| **Art Form:** | Choose an item.  Others: |
| **Materials/ Equipment needed:** | Whiteboard  Visualiser  Projector |
| **Languages:** | English  Mandarin  Bilingual (English & Mandarin) |
| **Target Audience:** | School groups  4 – 6 years (Preschool)  7 – 12 years (Primary School)  13 – 16 years (Secondary School)  17 – 18 years (JC/CI/ITE)  Special Education School  Families with children ages 4 – 12 years  Corporations |
| **Instructor to Student Ratio:** |  |
| **Duration of each session:** |  |

**Programme Details**

|  |  |
| --- | --- |
| **Learning Objectives:** |  |
| **Outline of Programme/ Summary:** |  |
| **Learning Outcome:** |  |
| **Skills Taught:** |  |

**Detailed Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Objective** | **Timing** | **Student Activity** | **Materials Required** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## FORM G – Budget Breakdown

Tenderers are required to complete the following section.

**Detailed Budget Breakdown (Please list and specify items)**

Please fill up the template provided below, by double-clicking the spreadsheet or use the spreadsheet uploaded at <https://singaporeccc.org.sg/tenders-quotations/>.

Note:

* Budget listed should be for the entire duration of this contract.
* Additional rows/columns may be added, where necessary.
* **\*Cost projections must exclude GST.**



## FORM H – List of Relevant Track Record in the Last 3 Years

|  |  |  |
| --- | --- | --- |
| **MAJOR PROJECTS COMPLETED BY TENDERER WITHIN THE LAST 3 YEARS** | | |
| **School** | **Name and description of Programme** | **Programme Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## FORM I – Marketing Plan

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

The marketing plan must include the following:

* Website listings
* Schedule of social media posts per programme

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Key Message** | **Media Format** | **Frequency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## FORM J – Mandatory Trial Tour and Hands-On-Activity

Tenderers are required to complete the following section.

Timings must be between 9am – 6pm.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Timing** | **Proposed Programme for the Trial** |
| **First Choice** |  |  |  |
| **Second Choice** |  |  |  |
| **Third Choice** |  |  |  |