

Tender No.: SCCC/PROG/PE22/002



UEN Registration No.: 201309577Z

**INVITATION TO TENDER FOR THE PRODUCTION OF
VIDEO CONTENT FOR THE SINGAPORE CHINESE
CULTURAL CENTRE (FOOD AND FESTIVALS)**

INVITATION TO TENDER

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers for the **production of video content**, as described in the Tender Specifications and on the terms set out in the Tender Document.
2. The budget for this project shall not exceed **S\$300,000.00**, inclusive of GST.
3. The following documents that form part of this Tender Document have been prepared to enable prospective vendors to tender for the above-mentioned works that would meet the SCCC's requirements and specifications. These forms may be obtained from <http://www.singaporeccc.org.sg/tender>
 - a. Tender Guidelines
 - b. Conditions of Contract
 - c. Requirement Specifications
 - d. Tenderer's Offer (FORM A)
 - e. Tenderer's Profile (FORM B)
 - f. Price Schedule of Tenderer's Offer (FORM C)
 - g. Major Projects completed by Tenderer's Company within the last three (3) years (FORM D)
 - h. Current Projects undertaken by Tenderer's Company (FORM E)
 - i. Profile of Tenderer's Project Team (FORM F)
4. Tender Offers must be submitted in a sealed envelope, together with all required forms, supporting data and relevant information in a ring bound A4 folder, both original and a copy, to SCCC before the closing date of submission.
5. The closing date for submission is **21 February 2023, 1pm**.
6. Tender Offers are to be deposited into the Tender Box located at:

Singapore Chinese Cultural Centre
1 Straits Boulevard
Level 1 Lift Lobby
Singapore 018906
7. A mandatory briefing will be held on **Thursday, 2 February 2023, 11.30am via Zoom**. Please RSVP your attendance to exhibitions@singaporeccc.org.sg by Wednesday, 1 February 2023, 3pm, and include "SCCC/PROG/PE22/002" in the email subject.
8. SCCC does not bind itself to accept the lowest of any Tender Offers.

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TENDER GUIDELINES

1. DEFINITIONS

1.1 All terms used in the Tender Guidelines, which are defined under clause 1 of the Conditions of Contract, shall have the meanings so described to them.

2. SUBMISSION OF TENDER

2.1 The Tenderer shall complete and sign the Tender's Offer and complete all parts of this Tender Document as required to be completed by the Tenderer.

2.2 The Tenderer shall submit this Tender Document in a sealed envelope deposit by hand into the Tender Box located at SCCC Level 1 lift lobby by the stipulated date and time. The Tenderer shall mark the top left-hand corner of the envelope with:

**SCCC/PROG/PE22/002
XXXDAY, DDMMYYYY, XPM**

2.3 Tenders submitted after the stipulated date and time will not be accepted.

2.4 The Tenderer shall also submit samples of work if SCCC so requests.

- a. 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 tender liable to be disqualified.
- b. The tenderer shall indicate whether he wishes for the samples to be returned. If no indication is given, SCCC shall not be obliged to return any samples to the tenderer.
- c. All costs, 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.

2.5 Tenderers shall submit the tender and supporting brochures/handbooks in two (2) sets. One set is to be marked "original" and the other set is to be marked "copy".

2.6 All expenses incurred in the preparation of this tender shall be borne by the Tenderer.

3. GOODS AND SERVICES TAX (GST)

3.1 The Tenderer shall not include any Goods and Services Tax (GST) in the Price Schedule of Tender's Offer.

3.2 The Tenderer shall declare his GST status in his tender. 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.

3.3 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.

3.4 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.

4. QUERIES

4.1 Any queries in respect of this Tender Document or any matter related thereto may be submitted in writing to Ms Tan Yuan Lin (Project Executive, Exhibitions) at exhibitions@singaporeccc.org.sg by 15 February 2023, 3pm.

4.2 SCCC reserves the absolute right not to entertain or respond to any query, which, in the SCCC's opinion, is inappropriate or improper.

4.3 On submitting his tender, the Tenderer shall be deemed to have examined this Tender Document and satisfied himself with regard to any query on this Tender Document.

5. PRESENTATION

5.1 The Tenderer shall, on the request of SCCC, make no more than two (2) presentations on such aspects of his tender as may be required by SCCC.

6. VALIDITY PERIOD

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

7. AWARD

7.1 SCCC shall be under no obligation to accept the lowest or any tender.

7.2 SCCC shall normally not enter into correspondence with any tenderer regarding the reasons for non-acceptance of a tender.

7.3 SCCC reserves the right to accept portion of each tender as SCCC may decide.

7.4 The Letter of Acceptance issued by SCCC shall create a binding contract on the part of the tenderer to Provide to SCCC the goods and/or services offered in the tender.

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

7.6 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.

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

7.8 SCCC may make awards to more than one tenderer.

8. VARIATIONS

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

9. SECURITY DEPOSIT

9.1 Within ten (10) days of the Date of Contract, the tenderer shall deposit with SCCC, if so requested by SCCC, the Security Deposit or the Banker's Guarantee, as the case may be, required under the Conditions of Contract.

10. INSURANCE

10.1 Within ten (10) days of the Date of Contract, the tenderer shall deposit with SCCC copies of the insurance policies and premium receipts if required under the Conditions of Contract.

CONDITIONS OF CONTRACT

1. DEFINITIONS

SCCC:	Singapore Chinese Cultural Centre
Tenderer:	The company that submits this Tender Document in the manner as prescribed herein
Contract:	The agreement entered into by the Contractor and SCCC stating the rights and obligations of the respective parties
Contractor:	The successful Tenderer whose tender 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 Tender Specifications
Project Completion Date:	The date which all goods and/or services shall be functional/ ready as specified in the Tender Specifications
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. INSTRUCTIONS FOR TENDER SUBMISSIONS

2.1 The Tenderer is required to complete and submit the required documents as specified in the Tender Notice in sealed envelope, together with all supporting data or relevant information in an A4 folder, both original and a copy, to SCCC before the closing date of tender.

2.2 Tenderers are to treat this tender as strictly confidential and not to communicate their prices to a third party nor reveal anything or any matter relating to the Tender.

2.3 Incomplete submissions and/or late submissions shall be invalidated. Any submissions through methods that are not prescribed shall not be entertained. Any failure to comply with the instructions contained herein shall result in the Tenderer's submissions being disqualified from the tender process and/or rejected.

3. SCOPE OF CONTRACT

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

4. DOCUMENTATION

4.1 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 the Tender, 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).

4.2 In the event of any conflict between the provisions of any documentation or information or data supplied by the contractor including the supporting data, and the provisions of this tender document exclusive of the supporting data, the provisions of this Tender Document shall prevail unless SCCC agrees otherwise in writing.

5. PROJECT COMPLETION DATE

5.1 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:

- a. Force majeure; or
- b. 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:

- a. 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
- b. 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.

5.2 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:

- a. 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
- b. 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.

5.3 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 Tender Document and the Contract.

6. PERFORMANCE REQUIREMENTS

6.1 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.

6.2 The Contractor shall provide the proposed content of the Project to SCCC as soon as possible so that both parties may jointly address any concerns with the content at the earliest opportunity to minimise aborted efforts.

6.3 The Contractor shall ensure that the Project and all activities undertaken in relation to the Project shall not,

- a. be offensive or obscene in nature;
- b. be derogatory or defamatory of any third party; or
- c. bring dispute to or prejudice SCCC in any way whatsoever, or be construed to:
 - i. Advocate or lobby for lifestyles seen as objectionable by the general public;
 - ii. Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society;
 - iii. Undermine the authority or legitimacy of the Government and public institutions or threaten the nation's security or stability.

6.4 If SCCC's concerns in clause 6.3 cannot be addressed to its satisfaction, SCCC reserves the right to terminate the Project, discontinue any further disbursement and/or recover any disbursed funds.

7. COMPLIANCE WITH LAW

7.1 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.

8. VARIATIONS

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

9. ASSIGNMENT

9.1 The Contractor shall not transfer, assign and/or subcontract its rights and/or obligations under the Contract or any part, share or interests therein.

9.2 Without prejudice to the rights of the Contractor, SCCC may assign and/or transfer its rights and/or obligations under the Contract.

10. PAYMENTS

10.1 Payment shall be made by SCCC within **sixty (60) calendar days** upon receipt of the valid invoice from the Contractor, subject to the relevant clauses contained herein.

11. SECURITY DEPOSIT

11.1 The Contractor shall place with SCCC by way of a cheque or banker's draft a security deposit for a sum equal to 10% of the Contract Price as security for the due performance and observance of the Contractor's obligations pursuant to the Contract, if so requested by SCCC.

11.2 SCCC may accept a banker's guarantee for the purpose stated in Clause 11.1 in lieu of Security Deposit to be furnished. The guarantee may be in the form of the Draft Banker's Guarantee or such other form as may be acceptable to SCCC.

11.3 Subject to the provisions of the Contract, the Security Deposit shall be refundable within thirty (30) calendar days of delivery of the Works to the full satisfaction of SCCC. For the avoidance of doubt, SCCC may deduct and/or offset any amount it is entitled to under the Contract from the Security Deposit.

12. TERMINATION

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

- a. 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;
- b. 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
- c. 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.

12.2 Upon termination under sub-clause 12.1,

- a. 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 9 as if he had himself completed the Works;
- b. 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.

12.3 The rights of SCCC specified under clause 17 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.

13. NON-DISCLOSURE

13.1 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. If need to be, all Tenderers shall be required to enter into a non-disclosure agreement with SCCC.

14. INDEMNITIES

14.1 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.

14.2 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.

14.3 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.

14.4 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 may have under this contract.

15. THIRD PARTY INSURANCE

15.1 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:

- a. 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.
- b. 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
- c. 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.

15.2 Such insurance shall be taken out with an insurer approved by SCCC for such period(s) and on such terms as SCCC may require and in default of production of a satisfactory relevant policy or premium receipt or current certificate of insurance from such insurer SCCC may itself insure against the risks described in sub-clause 19.1 and recover the costs thereof from the Contractor and/or deduct such cost from any sums due to the contractor. SCCC may, from time to time, require the Contractor to provide copies of the insurance policies for its records.

16. WAIVER

16.1 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.

17. NOTICE

17.1 Any notice to be served on the Contractor under this 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.

18. ARBITRATION

18.1 Any dispute or difference between the parties in connection with this Tender Document 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.

19. APPLICABLE LAW

19.1 This Tender Document and the Contract shall be construed in accordance with and governed by the Laws of Singapore.

REQUIREMENT SPECIFICATIONS

1. BACKGROUND

1.1 SCCC collaborates with arts and cultural groups, and community partners to promote and develop local Chinese culture. Through engaging and accessible content, SCCC hopes to nurture a greater appreciation of Chinese Singaporeans' multi-cultural identity and instill a stronger sense of belonging.

1.2 SCCC's permanent exhibition (PE) *SINGAPO 人: Discovering Chinese Singaporean Culture* opened to the public on 1 March 2020. The exhibition focuses on how Chinese heritage, cultural interactions, and public policies have shaped Chinese culture in Singapore, and led it to evolve in ways which are different from other Chinese communities in the world.

1.3 SCCC aims to promote greater appreciation of Chinese Singaporean identity and culture, from a contemporary perspective, using elements of daily life, for example, language, food and social practices (festivals). Online videos are part of SCCC's programming efforts to further support the permanent exhibition.

1.4 SCCC will be commissioning a series of twenty (20) videos to fulfil the aims set out in 1.1 and 1.3. The videos shall be broadcasted on SCCC's social media platforms, and out-of-home platforms, from May 2023 to 2024, at the frequency of one video every fortnight.

1.5 Tenderers are required to submit a **proposal for the conceptualisation and production of twenty (20) videos**. The videos are intended to showcase the distinctiveness of Chinese Singaporean culture and encourage viewers to subsequently visit the PE.

1.6 As part of this Contract, the Tenderer shall work closely with SCCC on the scriptwriting, selection of profiles and video production throughout the contract period. The appointed Tenderer shall take into consideration the branding and identity of SCCC.

2. OVERVIEW OF VIDEO SERIES

2.1 This series of twenty (20) videos, targeted at youths and young families, shall be broadly appealing to the general public.

2.2 These videos will be based on the two major themes of festivals and food featured in SCCC's permanent exhibition. The topics are listed in the table below. SCCC will provide preliminary research materials, and the Tenderer shall conduct further research to substantiate the videos' content.

2.3 The videos should introduce the festivals' origins, customs and practices, its adaptations in Singapore, and the values it brings across. Videos on the dishes should feature their origins, distinctiveness, and local adaptations, if any.

Theme	Topic	Number of episode(s)
Festival	Chinese New Year	1
Festival	Qingming Festival	1
Festival	Duanwu Festival	1
Festival	Qixi Festival	1

Festival	Zhongyuan Festival	1
Festival	Mid-Autumn Festival	1
Festival	Nine Emperor Gods Festival	1
Festival	Tua Pek Kong Festival	1
Festival	Winter Solstice	1
Food	Indian Mee Goreng	1
Food	Popiah	1
Food	Hainanese Chicken Rice	1
Food	Bak Kut Teh	1
Food	Yong Tau Foo	1
Food	Kaya Toast and Nanyang Coffee	1
Food	Chilli Crab	1
Food	Hokkien Mee	1
Food	Laksa	1
Food	Hainanese Curry Rice	1
Food	Curry Puff	1
	Total	20 episodes

2.4 The series can be presented in the form of a documentary, interview, or scripted story, preferably with a Singaporean angle. Animations are not allowed.

2.5 There must be a takeaway message at the end of every video to reinforce the theme of the episode. Viewers should realise that each video is part of a larger series presented by SCCC, an organisation interested in promoting Chinese Singaporean culture. The aim of the series is to promote a sense of pride amongst viewers that Chinese culture (as expressed in everyday values) is still relevant today and forms part of our personal identity as Chinese Singaporeans. The video should be thought-provoking and lead viewers to reflect on the relevance of such values to their own lives. It may adopt a moving or humorous tone, with the key aim to encouraging viewers to watch the entire video.

2.6 Out of the 20 episodes, 10 shall be presented primarily in English, and the other 10 in Mandarin. Some code-switching is allowed if interviewees are more comfortable speaking in that manner. Sub-titling in both languages is mandatory.

2.7 The length of each episode shall not exceed three (3) minutes.

2.8 The selection of profiles (interviewees, presenters, voice-over talent etc.) should consider diverse representation in terms of age, gender, and ethnicity.

3. SCOPE OF WORK

3.1 Tenderers are invited to provide the following:

S/N	Item Description
1.	PRE-PRODUCTION
1.1	Discuss with SCCC to refine content, storyboard, style and direction of the proposed video series.

1.2	Design visual identity system, taking into consideration SCCC's branding.
1.3	Develop twenty (20) scripts, inclusive of a takeaway message for each video. Ten (10) of the episodes shall be in English, and the other ten (10) in Chinese/Mandarin.
1.4	Select actors, profiles and/or narrators in consultation with SCCC, and to contact shortlisted individuals on SCCC's behalf.
1.5	Seek and secure all the relevant and necessary licenses and approvals from all the respective public agencies for filming, such as Urban Redevelopment Authority (URA), Land Transport Authority (LTA), National Arts Council (NAC), and Infocomm Media Development Authority (IMDA).
2.	PRODUCTION
2.1	Provide adequate manpower for the entire production. This may include but not limited to producer, director, screenwriter, makeup artist, and production assistant.
2.2	A monetary token of appreciation should be provided to profiles/interviewees who are not paid for their services.
2.3	Purchase archival images or videos required for the video series.
3.	POST-PRODUCTION
3.1	English and Chinese subtitles must be included for all videos, and all superimposed text must come in both English and Chinese. Translation shall be done by SCCC's recommended translator and whose services shall be paid for by the Tenderer.
3.2	To include relevant superimposed text in the video, and SCCC's logo at the top right corner throughout the video.
3.3	Final video shall be delivered in format(s) suitable for broadcasting on both online platforms such as YouTube, Facebook, Instagram, and SCCC's website, and out of home platforms.
3.4	Provide short format of 30 seconds for each video for marketing purposes.
3.5	Provide long format of entire video series or partial video series (based on Tenderer's video proposal).
3.6	All videos (short format and long format) should be submitted in two versions: with and without SCCC logo.
4.	TENDERER'S SUPPORT
4.1	Act as a single billing party amongst all participating vendors.
4.2	Provide a project manager as the point of contact for the entire period of the project, who shall also manage all participating vendors. ¹
4.3	Safety requirements: <ul style="list-style-type: none"> • Observe reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out • Provide and supply all the necessary manpower required for the project. • All manpower must possess the proper certifications and work permits for the works required according to government guidelines. • Ensure provisions of insurances, site management and site protection throughout the contract period.
4.4	All necessary risk assessments, insurance and other documentation must be prepared and submitted to SCCC 21 calendar days before filming at SCCC premises.
5.	OPTIONAL ITEMS
5.1	Tenderers may include optional items in the proposal, but this shall be quoted separately and not to be included in the Tenderer's Offer (FORM A).

¹ Refer to Annex D for roles and responsibilities of project manager.

4. DELIVERABLES

4.1 The appointed Tenderer must adhere and meet the following deliverables set by SCCC.

Time	Key Activities
March and April 2023	Scripting and selection of profiles (if applicable)
April 2023	Filming
May 2023	Launch of video series
May 2023 to March 2024	One new video to be submitted to SCCC every fortnight

5. PAYMENT

5.1 Payment shall be made in accordance with the payment milestone as set out below unless otherwise agreed in writing.

Milestone	% of Contract Price	Cumulative Total (%)
30 days from the award of the tender, and receipt of the invoice for the same.	40	40
30 days from the submission and acceptance of five (5) videos, and receipt of the invoice for the same.	15	55
30 days from the submission and acceptance of five (5) videos, and receipt of the invoice for the same.	15	70
30 days from the submission and acceptance of five (5) videos, and receipt of the invoice for the same.	15	85
30 days from the submission and acceptance of five (5) videos, and receipt of the invoice for the same.	15	100

6. SUBMISSION REQUIREMENTS

6.1 A tender proposal must include the following:

- a. FORM A: Tenderer's Offer
- b. FORM B: Tenderer's Profile
- c. FORM C: Price Schedule of Tenderer's Offer
- d. FORM D: Major Projects completed by Tenderer's Company within the last three (3) years
- e. FORM E: Current Projects undertaken by Tenderer's Company
- f. FORM F: Profile of Tenderer's Project Team

7. TENDER BRIEFING

7.1 A mandatory briefing will be held on **Thursday, 2 February 2023, 11.30am via Zoom**. Please RSVP your attendance to exhibitions@singaporeccc.org.sg by Wednesday, 1 February 2023, 3pm, and include "SCCC/PROG/PE22/002" in the email subject.

8. EVALUATION

8.1 Proposals will be evaluated based on the following criteria:

Criteria	Percentage
Price competitiveness	40%
Quality of proposal	30%
Compliance with tender specs	10%
Track record	20%
Total	100%

8.2 Shortlisted Tenderers may be invited to a tender interview according to the indicative timeline.

Event	Date/Period
Tender briefing	2 February 2023 11.30am
Tender submission	21 February 2023 1pm
Tender interview	24 February 2023 9am to 12pm
Award	March 2023

9. OTHER REQUIREMENTS

9.1 An itemised quotation must be provided in the tender submission.

9.2 SCCC reserves the right to award the project in parts, if required.

9.3 SCCC is the sole copyright owner of any artwork generated as a result of this project.

10. ENQUIRIES

10.1 For enquiries, please contact:
Ms Tan Yuan Lin
Project Executive, Exhibitions
exhibitions@singaporeccc.org.sg

10.2 The Centre reserves the right not to entertain queries which may be irrelevant, spurious or prejudicial to other tenderers.

Annex A: Content Reference for Festivals

1. The presentation of the festivals needs to bring across the takeaway message: Chinese festivals are still relevant today because of the values they promote, and these festivals now reflect a Singaporean identity due to the evolution of practices in Singapore.
2. Sample content for two festivals is provided below for reference:

Category	Qingming Festival	Duanwu Festival
Origins of festival	<p>“Qing Ming” (清明) literally means “clear and bright” . The term was probably used because it indicated the crisp and invigorating season enjoyed at this time of the year in China. Within Chinese culture, Qing Ming has been set aside as a date which is meant for ancestor worship. Qing Ming is named after the fifth of the Twenty-four Chinese Solar Terms, which are semi-monthly periods of the Chinese popular calendar corresponding to the day on which the sun enters the first and fifteenth zodiacal signs.</p> <p>Qing Ming Jie (All Souls’ Day) is popularly associated with Jie Zi Tui(介子推), who lived in Shanxi(山西)province in 600 B.C. Legend has it that Jie saved his starving lord Chong Er’ s life by serving a piece of flesh from his own leg. When Chong Er became the ruler of a small principality, he became known as Duke Wen (晋文公) . Duke Wen invited Jie to join him. However, Jie declined, preferring to lead a hermit life with his mother in the mountains. Duke Wen ordered his men to set the mountain on fire, thinking he could force Jie out of the mountain. Jie chose to remain and was burnt to death. To commemorate Jie, Duke Wen then ordered all fires in every home to be put out on the anniversary of Jie’s death. Thus began the “cold food feast” where no food could be cooked since no fire could be lit.</p> <p>Han Shi Festival occurs on the eve of Qing Ming and is often considered part of the Qing Ming festival. Some scholars even believe that the custom of remembering Jie became one of</p>	<p>Duanwu Jie falls on the fifth day of the fifth lunar month around the summer solstice. The festival is also commonly referred to as the Fifth Month Festival amongst the Chinese. In China, it was believed that the fifth lunar month is an evil month, as it is the hottest day of the year, which results in more people falling sick.</p> <p>With regard to the origins of the festival, there are several different versions that people subscribe to. A popular narrative with regards to the Duanwu Festival revolves around Qu Yuan (屈原, 340-278 B.C.), who was one the greatest poets in China, as well as a patriotic minister in the state of Ch(楚国) during the period of the Warring States. In 305 BC, Qu Yuan opposed the alliance between the king of Chu and the state of Qin(秦) which led to his exile. In 278 BCE, several months after the collapse of the state of Chu, on the fifth day of the fifth moon in 279 BCE, Qu Yuan, driven to despair, threw himself into the Mi Luo River(汨罗江). Hereupon the legend varies:</p> <p>Some suggest that fishermen at the scene attempted to their minister. Having failed, they sought to appease his spirit by throwing rice stuffed in bamboo stems into the river to prevent the fish from eating Qu Yuan’s body.</p> <p>One version states that the rice offerings were snatched by a river dragon and the rice had to be bundled in chinaberry leaves instead and tied with five different</p>

	<p>tomb-sweeping and remembering ancestors. Other records stated that Qing Ming falls on the third day of the third month or about 106 days after the Winter Solstice, and Han Shi Festival takes place three days prior to Qing Ming Festival. Despite such close proximity in dates, some scholars argue that these two festivals are not related. Poems on Qing Ming were said to be written long before Duke Wen ever existed.</p>	<p>coloured silk threads in order to be effective. The triangular rice dumplings, or zong zi(粽子), thus became entwined with the festivities.</p> <p>Another version tells of farmers rowing out in dragon boats in their attempt to save Qu Yuan. Hence, dragon boat racing has been held annually on the fifth day of the fifth lunar month, to honour the memory of Qu Yuan.</p> <p>Qu Yuan is however not the only person linked with the origins of the festival. Other stories tell the tales of Wu Zixue(伍子胥) and Cao E (曹娥). Wu was betrayed by his own country and forced to take his life by his King, King Fu Chai. Fu Chai would eventually order Wu Zixue's body be wrapped in leather and thrown into the river. Cao E on the other hand was a filial daughter who had killed herself in order to save her father who had drowned in the river. Duanwu Festival hence served the purpose of commemorating these individuals.</p>
<p>Customs and practices of the festival</p>	<p>In China, the main activity done during Qing Ming is tomb-sweeping which became popular during the Tang dynasty. Such rituals were to be carried out personally at the cemetery. Another main ritual of Qing Ming would include "Burning the cloth bundle". This "cloth bundle" is actually a package that would be sent to the nether world. In the past, some paper shops would sell what was known as the "cloth bundle skin", which were big packets made of paper. There were two types that were being sold. One had wood-block printing of the Sanskrit version of The Mantra of Attaining Eternal Birth(a Buddhist chant) all around, with a lotus-decorated plaque printed in the middle for one to fill in the recipient's name. It acted as a package and a memorial tablet. The other type was a plain paper with just a blue label in the</p>	<p>Duanwu festival is celebrated annually in China, especially for people living along Chang Jiang 长江. The adults drink xiong huang jiu(雄黄酒), sulfuric wine which is believed to prevent diseases. The biggest significance of this festival is the "zong" (粽), rice dumplings wrapped in bamboo leaves. In order to ward off devils and disasters, portraits of zhongkui(钟馗), a Daoist God is hung at the doors. It is common practice for children under the age of 1 to be put in the care of their maternal grandparents to avoid evil spirits. Young children will be made to apply realgar, carry a perfume sachet, put on five-coloured ribbons and take a medicated bath. These practices are said to ward off evil and strengthen the body.</p>

	<p>middle to indicate the deceased's name.</p> <p>Ta qing(踏青, “stepping on greens”) – is another tradition during Qing Ming which means to have a picnic or a walk in the country. The initial purpose of ta qing, was an outdoor social event for people from different clans to interact. It was also an opportunity for individuals to find their partners through such an event.</p>	<p>Annual dragon boat races are organized traditionally. What started off as boat racing eventually evolved into dragon boat racing known as competitive crossing or 競渡(jingdu). It is said to be in practice to keep fit during the fifth month of the lunar calendar. This is why some Chinese also refer to this festival as 卫生/建生节, “Health Festival.</p>
Distinctive practices in Singapore	<p>In present-day Singapore, Chinese visit their ancestors' graves on the day or sometimes a day or so before or afterwards, to clean up and “sweep the graves” (sao mu), and the surrounding area, repair the grave and pay homage to their departed ancestors. Usually, two red candles and three incense sticks are placed in front of the grave together with symbolic offerings of food and drink.</p> <p>Graves that have been visited are decorated with a paper banner (纸幡) to indicate to all that the deceased' s descendants have fulfilled their filial duties to their forbears. In other occasions, a stone wedged under a stone on top of a tombstone or even a bouquet of fresh flowers placed at the tomb would serve the same purpose.</p>	<p>Like many other Chinese around the Asian region, annual dragon boat racing and consuming rice dumpling also known as bak chang(肉粽) is practised, but in Singapore, we normally enjoy the dumpling with a pot of tea. It seems that dumplings were distributed and exchanged among relatives and friends in Singapore. This is evident among the Straits Chinese and some even claim that this is part of the custom.</p>
Values	Filial piety	Loyalty

Annex B Content Reference for Food Dishes

1. The videos shall present the key takeaway message: Chinese Singaporean culture is the result of Chinese heritage, cultural interactions, and public policies.

2. Sample content for two dishes is provided below for reference:

Ingredient	Hainanese Chicken Rice	Kaya Toast
Chinese heritage	Wenchang chicken is a dish from Hainan Island in China and was brought to Singapore by the Hainanese migrants.	A dish created by the Hainanese and Peranakan Chinese in Singapore Use of soy sauce (Chinese ingredient) in the eggs.
Cultural interactions	Hainanese chefs in Singapore picked up the Cantonese cooking technique of placing boiled chicken in ice water, which gives a tender texture to the meat.	Peranakan Chinese adopted Western habits after many years of living in European colonial port cities in Southeast Asia. Many early Hainanese migrants found jobs working in British homes and ships. Hainanese and Peranakan Chinese were influenced by the British habit of eating toast with butter and jam, and soft-boiled eggs for breakfast. Kaya was used as a substitute for jam because it was difficult to find the ingredients to make British-style fruit jam in Singapore.
Public policies	British colonial government's migration policy of importing Chinese labour and having different Chinese dialect groups live close to one another created an environment where the Hainanese and Cantonese could interact. Contemporary Singapore's openness and creative environment gave rise to innovative development of chicken rice-related products such as potato chips.	British's policy of importing labour from around the world brought Hainanese to Singapore. Contemporary Singapore's openness and creative environment gave rise to innovative development of kaya toast-related products such as kaya toast ice cream and cocktails.
Local adaptations/elements	Use of pandan leaves in the cooking of the rice was a habit probably copied from the local Malays	Use of pandan leaves in the making of kaya. Nanyang coffee used robusta beans from Indonesia.

Annex C: Video Reference

Title	URL	Remarks
Kaki Says	https://youtube.com/playlist?list=PLBV_6lyG3cCacwwE413zOF4Z-TuerC8M6	<p>This an animation series that SCCC commissioned to introduce various festival origins, and customs and practices. They are targeted at a younger audience, hence, the use of animation and humorous tone.</p> <p>The new video series should adopt a slightly more matured tone.</p>
Keeping Traditions Alive	https://youtube.com/playlist?list=PLBV_6lyG3cCZGGrn6ru3aVEqPrpj4FTB2	This is a video series commissioned by SCCC to show how Singaporeans celebrate Chinese festivals in Singapore.
One of Us	https://youtube.com/playlist?list=PLBV_6lyG3cCYPxHqWloyg-jYGfqW398M3	<p>This is a video series about dialect cultures in Singapore.</p> <p>This is a good reference for the video series SCCC is commissioning, in terms of tone, visuals and profile selection.</p>

Annex D: Roles and Responsibilities of Project Manager

1. The project manager (PM) should be **based in Singapore** throughout the project period. Project period starts from the acceptance of award until submission of the last video. If the PM has to take leave from the project, a replacement based in Singapore has to be appointed with the agreement of SCCC.
2. Submit a detailed project timeline to SCCC and receive approval before any work commences.
3. Work closely with the participating contractors and sub-contractors, and be well-informed with regards to the project.
4. Serve as the contact person for all matters related to the project, and communicate SCCC's directions to participating contractors and sub-contractors. SCCC will not manage the vendor/contractors on behalf of the PM.
5. All text and designs must be submitted to SCCC for approval before print and construction.
6. PM should be responsive within four hours should there be any issues or queries with regards to the project.
7. Arrange and attend weekly meetings to update SCCC on the progress of the project and/or to raise any concerns. PM is to share the meeting minutes with SCCC within two working days of the meeting.
8. Follow up on matters brought up during weekly meetings, and update SCCC on its outcome.
9. Be onsite during installation, teardown and whenever major works take place at SCCC. If the PM is unavailable, a replacement should be onsite to oversee the project, with the agreement of SCCC. PM is to inform SCCC at least five working days in advance and to provide contact details of the assistant.
10. Report all major issues onsite to SCCC staff promptly, and provide a solution and set a deadline to rectify the issue.

TENDERER'S OFFER		FORM A
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906		Tender No: SCCC/PROG/ PE22/002
Name of Tenderer:		
Tenderer Address & Telephone No:		
<p>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.</p> <p>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 21 February 2023.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Our price (herein referred to as the "Contract Price") for works/services to be provided by us is: S\$_____, excluding GST.</p> <p>A breakdown of the Contract Price for the works/services is given in the Priced Schedule attached hereto.</p> <p>We further undertake to give you any further information, which you may require.</p> <p>Dated this _____ day of _____, 2023.</p>		
Tenderer's Company or Business Registration No:		Tenderer's official Stamp:
Authorised Signature:		
Name:		Telephone/Handphone No: Fax:
Designation:		Email:
<p><i>NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.</i></p>		

TENDERER'S PROFILE		FORM B
Company's Name:		
Address:		
Country of Incorporation:		
Year of Establishment:		
Ownership:		
Registration Number with ACRA <i>(State Financial Category)</i>		
GST Registration No.		
Total Paid-up Capital:		
<p><i>Please attach copy of the following:</i></p> <ul style="list-style-type: none"> • <i>Organisation Chart</i> • <i>Latest Audited Balance Sheet and P&L Statement</i> • <i>List of Reference Customers</i> 		

PRICE SCHEDULE OF TENDERER'S OFFER							FORM C
<i>Item No.</i>	<i>Name/Model of item</i>	<i>Quantity (No. of units) (a)</i>	<i>Tender Quotation Per Unit (Including Freight, Delivery and Installation) (b)</i>	<i>Tender Quotation Per Item (a) x (b) = (c)</i>	<i>Discount (d)</i>	<i>Net Tender Quotation (c) - (d) = (e)</i>	<i>Any other Relevant Remarks</i>
Total Value							

MAJOR PROJECTS COMPLETED BY TENDERER'S COMPANY WITHIN THE LAST 3 YEARS (If Tenderer is forming a consortium to bid for this project, please list major projects completed by each member of the consortium.)					FORM D
<i>Govt Bodies/Stat Boards/Other Clients</i>	<i>Title</i>	<i>Description of Project</i>	<i>Contract Value</i>	<i>Start Date</i>	<i>End Date</i>

CURRENT PROJECTS UNDERTAKEN BY TENDERER'S COMPANY							FORM E
(If Tenderer is forming a consortium to bid for this project, please list current projects completed by each member of the consortium.)							
<i>Govt Bodies/Stat Boards/Other Clients</i>	<i>Title</i>	<i>Description of Project</i>	<i>Contract Value</i>	<i>Start Date</i>	<i>End Date</i>	<i>Percentage now completed</i>	

PROFILE OF TENDERER'S PROJECT TEAM					FORM F
(If Tenderer is forming a consortium to bid for this project, please list profile of project team from each member of the consortium.)					
(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)					
<i>Name and Contact</i>	<i>Designation</i>	<i>Years of experience</i>	<i>Qualification</i>	<i>Experience (Past & current projects)</i>	<i>Awards</i>