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| **Tender No.: SCCC/PROG/SE23/01**  A close up of a logo  Description automatically generated |

**UEN Registration No.: 201309577Z**

**INVITATION TO TENDER FOR THE DESIGN, FABRICATION AND MAINTENANCE OF A CHINESE NEW YEAR ART INSTALLATION, AND DESIGN OF RED PACKETS FOR THE SINGAPORE CHINESE CULTURAL CENTRE**

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| **DESIGN PROPOSAL** | | | **FORM A** |
| To: Singapore Chinese Cultural Centre  1, Straits Boulevard, Singapore 018906 | | **Tender No:** | **SCCC/PROG/ SE23/01** |
| Name of Tenderer: |  | | |
| Name of company (if applicable): |  | | |
| Designation of Tenderer: |  | | |
| Tenderer address: |  | | |
| Tenderer email: |  | | |
| Tenderer contact number: |  | | |
| Indicative budget: |  | | |
| **Detailed proposal**  Some points to consider   * What is the key concept of the exhibition? * How will the exhibition bring across the idea of “togetherness”? * Why is the exhibition attractive to youths and young families? * How is the exhibition relevant to Chinese Singaporean culture? * How does the exhibition create greater awareness of SCCC? * Where will the installations be placed at? * What are the spaces that the exhibition will be utilising? * What are the designs that will appear on the light boxes? * Who are the artists and main people involved? * Who are the partners you plan to collaborate with? * Have you worked with these artists and partners before? * What will be done to ensure the exhibits on display can last for three months? * How is the red packet and e-greeting card attractive to the public? | | | |
| Required supporting documents:  (a) CVs/Portfolios of key personnel  (b) Proposed list of artists and artworks, if applicable  (c) Sketch of Roof Garden installation  (d) Sketch of red packet design  (d) Other supporting documents (e.g., additional drawings, decks, etc.) | | | |

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| **TenderER’S OFFER** | | | | **FORM B** |
| To: Singapore Chinese Cultural Centre  1, Straits Boulevard, Singapore 018906 | | | **Tender No:** | **SCCC/PROG/ SE23/01** |
| **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 **25 April 2023.** 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023. | | | | |
| 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 C** |
| 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** | | | | | | | **FORM D** |
| ***Item No.*** | ***Name/Model of item*** | ***Quantity (No. of units)***  ***(a)*** | ***Tender Quotation Per Unit (Including Freight, Delivery and Installation***  ***(b)*** | ***Tender Quotation Per Item***  ***(a) x (b) = (c)*** | ***Discount***  ***(d)*** | ***Net Tender Quotation***  ***(c) – (d) = (e)*** | ***Any other Relevant Remarks*** |
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| ***Total Value*** | | | |  |  |  |  |

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| **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 E** |
| ***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’S COMPANY**  **(If Tenderer is forming a consortium to bid for this project, please list current projects completed by each member of the consortium.)** | | | | | | | **FORM F** |
| ***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**  **(If Tenderer is forming a consortium to bid for this project, please list profile of project team from each member of the consortium.)** | | | | | **FORM G** |
| (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*** | ***Qualification*** | ***Experience (Past & current projects)*** | ***Awards*** |
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