



SINGAPORE RED CROSS SOCIETY

INVITATION TO TENDER

**DESIGN AND RENOVATION WORKS AT LEVEL 4 GENERAL OFFICE FOR
RED CROSS HOME FOR THE DISABLED**

[SRCS/ITT/2024/002]

22 FEBRUARY 2024

IMPORTANT NOTES

1. Vendors must RSVP via email to tender.enquiry1@redcross.sg by **Wednesday, 28 February 2024, 4:00 pm** in the following format:
 - Email subject header: **“RSVP 29/2/24: Design and Renovation works at Level 4 General Office for the Red Cross Home for the Disabled [COMPANY NAME]”**
 - Email must include a copy of **business card** and a duly completed **Form 5**. Form 5 can be found at the end of this document under the Prescribed Forms section
2. Compulsory Tender Briefing: **Thursday, 29 February 2024, 11:00 am**
3. Tender closing date: **Thursday, 21 March 2024, 5:00 pm**

Tender bids must be submitted via TenderBoard

22 FEBRUARY 2024

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. SRCS/ITT/2024/002

INVITATION TO TENDER:

DESIGN AND RENOVATION WORKS AT LEVEL 4 GENERAL OFFICE FOR RED CROSS HOME FOR THE DISABLED

1. Singapore Red Cross Society ("SRC") invites Tender Offers for the goods and/or services described in detail in the Requirement Specifications and on the terms set out in the Tender Documents as a whole.
2. The Tender Documents of this Invitation to Tender ("ITT") comprises the following:
 - Letter of Invitation
 - Tender Information
 - Prescribed Forms (Forms 1 to 5)

The Tender Documents will be made available from **Thursday, 22 February 2024** on SRC's website: www.redcross.sg and on www.TenderBoard.biz

3. Tender Offer must be submitted in accordance with **Section 5** of Tender Information. Tenderers must submit their Tender Offers by the Closing Date, which is **Thursday, 21 March 2024, 5.00 pm**. Late or incomplete submissions will be disqualified.
4. Interested vendors are required to register their interest via email by **Wednesday, 28 February 2024, 4.00 pm**, to the email: tender.enquiry1@redcross.sg. Interested vendors **must** submit a signed copy of the non-disclosure agreement form (**Form 5**) along with a scanned copy of their business card when registering interest via email.
5. There will be a Compulsory Tender Briefing on **Thursday, 29 February 2024 at 11.00am**. Venue is at the Red Cross Home for the Disabled, Family Link @ 8 Lengkok Bahru, #04-01, (S)159052. Attendance is compulsory for all Vendors intending to submit a Tender Offer. Please RSVP your attendance in accordance with Section 7 of Tender Information.
6. All Q&A will be uploaded onto www.TenderBoard.biz. Please login to view the Q&A.
7. Singapore Red Cross Society does not bind itself to accept the lowest or any Tender Offers and reserves the right to accept the offer in whole or in part.



Benjamin William
Secretary-General
Singapore Red Cross Society

TENDER INFORMATION

INVITATION TO TENDER: DESIGN AND RENOVATION WORKS AT LEVEL 4 GENERAL OFFICE FOR RED CROSS HOME FOR THE DISABLED

1. Introduction

Red Cross Home for the Disabled is a residential home for those with multiple disabilities. We provide quality care to those who are unable to care for themselves due to their unfortunate disabilities. We focus on enhancing the physical, mental, social and emotional well-being of our residents. However, most of the residents are immobile and therefore they are mostly bed-bound and are not very responsive in general.

2. Scope of Work

This ITT is for the **Construction and Design Works at Level 4 General Office** for Red Cross Home for the Disabled.

Construction and Design Works at Level 4 General Office for Red Cross Home for the Disabled (RCHD):

*To include but not be limited to the following

No.	Description
A	INSURANCE & PRELIMINARIES
1	Contractor to allow for preliminaries which shall include, but not limited to, the following and the likes; (i) Contractor's All Risk Insurance (with Employer as the Principal, the Contractor and all subcontractors as joint insured for their respective rights and interests.) - Limit on amount insured (third party) to be \$1,000,000.00 for any one occurrence, unlimited any one period. (ii) Work Injury Compensation Insurance (with Employer as the Principal, the Contractor and all subcontractors as joint-insured for their respective rights and interests. (iii) Management and supervision for the works. To provide PPE and safety precautions for the works. To provide necessary protection and housekeeping on site. Cleaning of site inclusive of, but not limited to the following: a) Sweeping of site & removal of debris b) Cleaning of all surfaces upon practical completion c) To provide & lay protective materials (e.g. plastic sheet & plywood) to cover flooring, walls, office equipment (e.g. CCTV, projector), etc.
B	BUILDER WORKS
1	<u>Whole Office Unit</u>
1.1	<u>Flooring Works</u> <ul style="list-style-type: none">To supply labour, tools and materials to install 5mm thick vinyl flooring in the whole unit (exclude skirting).
1.2	<u>Painting Works</u> <ul style="list-style-type: none">To supply labour, tools and materials for painting works (exclude doors & door frames) including sealer coating and general inspection for peeled paint & water marks.
	<u>False Ceiling</u>

1.3	<ul style="list-style-type: none"> To supply labour, tools and materials to replace the existing false ceilings due to relocation/alteration of light fittings.
1.4	<p><u>Air Conditioner</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to relocate the existing air conditioners (including drainage pipe & gas pipe) due to restructuring/alteration.
2	<p><u>Reception</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to fabricate and install reception counter with inner shelves and drawers. Approximate dimensions: 2000mmL x 600mmD x 850mmH
3	<p><u>Director Room</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to install gypsum board partitions. To supply labour, tools and materials to install wooden/timber door frames. To supply labour, tools and materials to fabricate & install 1 working table with inner shelves and drawers. To supply labour, tools and materials to fabricate & install low filing cabinets.
4	<p><u>Store Room</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to install gypsum board partitions. To supply labour, tools and materials to install wooden/timber door frames.
5	<p><u>Meeting/Conference Room</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to install sliding 12mm thick laminated glass door (Approximate Dimensions : 5800mmL x 2400mmH) To supply labour, tools and materials to install 2 nos. of small meeting rooms (e.g. pop station) with capacity for 2 persons & 4 persons respectively.
6	<p><u>Staff Working Area</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to fabricate & install working desks (Approximate Dimensions : 1400mmL x 600mmD x 850mmH) with inner shelves & drawers for 18-20 staff. To supply labour, tools and materials to fabricate & install low and high filing cabinets.
7	<p><u>Walkway Area</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to fabricate/customise and install display cabinet with glass door and shelves. Approximate dimensions: 3300mmL x 2660mmH
8	<p><u>Entrance Signage</u></p> <ul style="list-style-type: none"> To supply labour, tools and materials to fabricate/customise lighted signage at entrance (in accordance to the AI file provided).
C	HACKING, DISMANTLING & DISPOSAL WORKS
1	To supply labour and tools and to hack, dismantle and dispose of the reception counter, all gypsum board partitions and all system furniture & fittings.

D	ELECTRICAL/WIRINGS WORKS
1	To supply labour, tools and materials to modify existing DB to include new powerpoints c/w SLD and LEW endorsement (upgrading not included).
2	LEW attendance for temporary and permanent power turn-on.
3	To supply labour, tools and materials to install 25 nos. 13A X 2 Powerpoints.
4	To supply labour, tools and materials to install 20 nos. Cat 6 RJ45 Data Points.
5	To supply labour, tools and materials to install 18-20 nos. Telephone Points.
6	To supply labour and tools to relocate 6 nos. of ceiling lights.
7	Professional services to install HDMI cables and wall port (VGA/HDMI) at waist level.
E	ACMV WORKS - if required
1	ACMV works c/w design and build of ducting, flexible duct, relocation and installation of thermostat, new supply grille. Upgrading of VAV or existing FCU capacity not included.
2	To supply and install connection of ACMV works to false ceiling.
3	To provide PE Endorsement for ACMV works.
4	Submission of ACMV As-Built Drawing.
F	SPRINKLER WORKS (FIRE PROTECTION WORKS) - If required
1	To supply and install connection of new sprinkler pipe to existing main sprinkler main distributor pipe c/w all necessary pipe fitting and pipe joints.
2	To supply and install connections of sprinkler works to false ceiling.
3	Sprinkler water bond fee payable to management.
4	Labour to drain off residual water from the sprinkler pipes.
G	SUBMISSION TO AUTHORITIES
1	Prepare As-built drawing for FSC submission (Fire Plan) with PE endorsement.
2	MAA submission (Fire Plan) inclusive of Submission Fee.

3. Timeline

RSVP for Expression of Interest (Mandatory) by Wednesday, 28 February 2024, 4.00 pm	RSVP via email to: tender.enquiry1@redcross.sg (with subject header: , “ RSVP 29/2/24: DESIGN AND RENOVATION WORKS AT LEVEL 4 GENERAL OFFICE FOR RED CROSS HOME FOR THE DISABLED [COMPANY NAME] ”) Please submit a scanned copy/photo of your business card and a duly signed copy of Form 5: Non-Disclosure Agreement
Submission of tender proposals by Thursday 21 March 2024, 5.00 pm	Only Online Submission via www.TenderBoard.biz (Vendors to sign-up for a free account)
Appointment of Vendor	By end of April 2024

4. Submission of Tender Offers

5.1 All Tender Offers **must be submitted via softcopy to TenderBoard** per the requirements stated below:

Required documents for submission:

1. Proposal and quotation (inclusive of GST and all fees) with a detailed breakdown of the various costs.
2. List of similar engagements with other companies
3. Track Record
4. All Prescribed Forms in the tender document.
5. ACRA Bizfile.

5.2 All proposals must be submitted by **Thursday, 21 March 2024, 5.00 pm** via Online Submission to www.TenderBoard.biz .

5.3 Late submissions will not be accepted.

5. Evaluations

6.1 Vendors' submitted proposals shall be evaluated against the following criteria:

- a. Price Offered
(NB: Singapore Red Cross is not obliged to award the tender to the lowest-priced proposal.)
- b. Design and viability of proposal
- c. Work schedule and Scope
- d. Track Record of the Company

6. Payment

Payment shall be made to the successful tenderer within **thirty (30) days** from the satisfactory completion of the work and receipt of the invoice.

7. Contact Information

For enquiries on the tender requirements, please send clarifications via TenderBoard:

- All answers to enquiries will be published on www.TenderBoard.biz. Please sign up for a free account and login to view the Q&A
- RSVP via email to: tender.enquiry1@redcross.sg (with subject header: , “**RSVP 29/2/24: Design and Renovation works at Level 4 General Office for Red Cross Home for the Disabled [COMPANY NAME]**”) by Wednesday, 28 February 2024, 4.00pm

PRESCRIBED FORMS

Please complete all the forms in this section

Form 1

<u>VENDOR PROFILE</u>	
Company Name:	
UEN:	
Address:	
Year of Establishment:	
Paid-up Capital:	
GST Status:	We are / are not * a taxable person under the <i>Goods and Services Act</i> . (* delete as appropriate)
GST Registration No.:	
GST Registration Date:	

SCHEDULE OF PERSONS EMPOWERED TO ACT
The following persons are empowered to sign contract documents and act on the Vendor's behalf:

Name	NRIC No. (last 4 characters)	Designation

Form 2

OFFER

To: Singapore Red Cross Society ("SRC")
15 Penang Lane, Singapore 238486

Tender No:
SRCS/ITT/2024/002

Name of Vendor:

UEN:

Address:

1. We, _____ (Company Name) hereby offer and undertake on the acceptance of this Tender Offer to supply goods and/or services as specified under this Invitation to Tender.
2. Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Tender Information or downgrade anything in your Scope of Work. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Invitation to Tender or downgrade anything in the Scope of Work.
3. We declare that all the information provided in this Tender Offer (including those in the Prescribed Forms) are correct and true.
4. We undertake that we shall, if required by you, to execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed upon between SRC and us. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
5. OUR OFFER IS VALID FOR A PERIOD OF **NINETY (90)** DAYS FROM THE CLOSING DATE OF THIS TENDER.
6. We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total **06** calendar months.
7. Our price (herein referred to as the "Contract Price") for the goods and services to be supplied by us is S\$ _____.
8. A breakdown of the Contract Price for the goods and services is given in the priced schedule attached.
9. We further undertake to give you any further information which you may require.
10. We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of _____ (Company Name).

Dated this _____ day of _____, 2024

Authorised Signature:	Company stamp:
Name:	Contact No:
Designation:	Email:

NOTE:

This Form duly completed MUST accompany every Tender Offer.
Any alterations to its wordings may render the Tenderer liable to disqualification.

Form 3

PRICING BREAKDOWN (FOR RENOVATION WORKS TO FOR RED CROSS HOME FOR THE DISABLED OFFICE SPACE)			
S/N	Deliverables	Cost (S\$)	Remarks
RENOVATION FOR RED CROSS HOME FOR THE DISABLED OFFICE SPACE			
A	INSURANCE & PRELIMINARIES		
B	BUILDER WORKS (INCLUDING HOARDING)		
C	HACKING, DISMANTLING & DISPOSAL WORKS		
D	ELECTRICAL/WIRING WORKS (REFER TO FIT OUT GUIDE)		
E	ACMV WORKS (REFER TO FIT OUT GUIDE)		
F	SPRINKLER WORKS (FIRE PROTECTION WORKS)		
G	SUBMISSION TO AUTHORITIES (REFER TO FIT OUT GUIDE)		
	TOTAL COST EXCLUDE GST		

****Vendors are to submit a detailed breakdown of costs**

Form 4

LIST OF RELEVANT TRACK RECORD IN THE LAST 3 YEARS				
S/N	Name of Client	Description of Project	Value of Contract	Year

NB: Please provide a separate list if the space provided above is insufficient.

DECLARATION OF CONFLICT OF INTEREST BY VENDOR (Declaration by Company Director / Owner / CEO / Authorized Representative)		
I, _____, (NRIC No. : _____) hereby declare that to the best of my knowledge and belief that the senior management & shareholder(s) of our company have / do not have (*delete where appropriate) a conflict of interest, perceived or otherwise, with SRC:		
Name of senior management & designation/ Name of shareholder	Name of family member / relative & designation in SRC	Relationship to SRC staff

NB: Please provide a separate list if the space provided above is insufficient.

Company Stamp	Name/Designation	Signature/Date

Form 5



UNDERTAKING TO SAFEGUARD CONFIDENTIAL INFORMATION

THIS AGREEMENT is made on _____ (date) between:

- (1) SINGAPORE RED CROSS SOCIETY (“SRC”); and
- (2) _____ (“Vendor”)
(Name of Registered Business / Owner & UEN / other identifier)

whereas SRC had engaged Vendor under Purchase Order/Contract No SRCS/ITT/2024/002 to provide goods &/or services to SRC upon and subject to the terms and conditions of this non-disclosure agreement. The Vendor hereby undertakes and agrees to **comply with all the obligations under the non-disclosure requirements as described in this document:**

IT IS AGREED as follows:

1. INTERPRETATION

- 1.1 References to statutory provisions shall, except where the context requires otherwise, be construed as references to those provisions as respectively amended or re-enacted or as their application is modified by other provisions (whether before or after the date hereof) from time to time.
- 1.2 Unless the context otherwise requires or permits, references to the singular number shall include references to the plural number and *vice versa*, and references to any one of the masculine, feminine and neuter genders shall include the other said genders.

2. DEFINITIONS

2.1 In this Agreement, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

- 2.1.1 **“Confidential Information”** In this Agreement, “the Confidential Information” means information relating to the products, services, ideas, business, personnel, trademarks, copyrights, the intellectual property or commercial activities of SRC, including but not limited to formulas, systems and presentation, compilation, devices, concepts, techniques, processes, data which individually may, or may not be confidential, which information is not generally known to the public and either derives value, actual or potential, from not being generally known to the public and either derives value, actual or potential, from not being generally known, or has character such that SRC has a legitimate interest in maintaining its confidentiality.

In addition, the undersigned agrees as follows:

- (a) All documents given by SRC will be considered as Confidential Information, whether or not marked with any proprietary notice or legend when the disclosure takes place.
 - (b) To avoid engaging in any “design around” activities regarding the Confidential Information.
- 2.1.2 **“Vendor”** in this Agreement shall collectively include an individual, a team, a contracting firm as well as a corporate or organizational entity.
 - 2.1.3 **“Purpose”** in this Agreement shall refer to the agreed scope of works.

3. NON-DISCLOSURE

3.1 Third Parties

3.1.1 The vendor shall not disclose Confidential Information to third parties. If such third parties disclosure is necessary, or about to be made for whatever reason, the vendor shall seek the written permission of SRC, and allow SRC the opportunity to enter into a non-disclosure agreement, substantially identical to this Agreement, with the third party.

3.2 Acknowledgement of Ownership and Confidentiality

3.2.1 The vendor acknowledges and agrees that the Confidential Information that is disclosed to it by SRC, or that it acquires, sees, or learns of as a direct or indirect consequence of the discussions contemplated herein, and all dealings and transactions that follow or result from such discussion(s), are the exclusive property of SRC, and the undersigned will keep that information strictly confidential.

3.3 No Transfer of Rights

3.3.1 The vendor acknowledges and agrees that it shall not acquire any right or interest in the Confidential Information and that SRC shall remain the sole owner of the Confidential Information.

3.4 No Offer for Sale

3.4.1 The vendor acknowledges and agrees that the disclosure of the Confidential Information by SRC and the Vendor does not constitute an offer by SRC to the vendor for the sale, license or other transfer of the Confidential Information. Except as may be expressly set forth herein, neither Party shall have any financial or other obligation to each other respecting the Confidential Information.

3.5 Handling of Confidential Information

3.5.1 In consideration of the mutual exchange and disclosure of Confidential Information, each party undertakes in relation to the other party's Confidential Information:

- (a) to maintain the same in confidence and to use it only for the Purpose and for no other purpose and in particular, but without prejudice to the generality of the foregoing:
 - (i) not to make any commercial use thereof;
 - (ii) not to use the same for the benefit of itself or of any third party other than pursuant to a further agreement with the other party; and
 - (iii) not to use the same for the purpose of guiding or conducting a search of any information, materials or sources, whether or not available to the public, for any other purpose whatsoever.

- (b) not to copy, reproduce or reduce to writing any part thereof except as may be reasonably necessary for the purpose and that any copies, reproductions or reductions to writing so made shall be the property of the Disclosure;

3.6 Return of Information

3.6.1 The vendor will return to SRC any material in the undersigned possession or control that bears, embodies or refers to the Confidential Information to SRC promptly, when requested to do so by SRC. The undersigned shall return all documents and materials (and all copies thereof) containing the other party's Confidential Information and certify in writing to the other party that it has complied with the requirements of this sub-clause in the following circumstances:

- (i) within one (1) month of completion of the Purpose; or
- (ii) within one (1) month of receipt of a written request from the other party;

Signed for and on behalf of:

Company Stamp	Name/Designation	Signature/Date