

14<sup>th</sup> February 2020

Dear Tenderers,

**PROPOSED ADDITIONS AND ALTERATION WORKS TO THE OFFICE OF FOOTBALL ASSOCIATION OF SINGAPORE**

1. The Football Association of Singapore (“the Employer”) hereby invites tenderers to participate in the above Tender, which is published in the Straits Times and open to the following:

Supply Head	BCA / CR06 (Interior Decoration & Finishing Works)
Tendering Limit	L3 (Up to \$4 Million)
Tender Closing Date & Time	2 March 2020, 1700hrs
Validity Period	90 Days from submission deadline

2. This is a hardcopy Tender and contains the following:

- This Letter of Invitation to Tender
- Instruction to Tenderers
- Form of Tender
- Contractor’s Particulars
- Form of Contract – S.I.A. Lump Sum Contract. 9<sup>th</sup> Edition
- Appendix A1 to S.I.A. Lump Sum Contract, 9<sup>th</sup> Edition
- Appendix A2 – Specimen Deed of Warranty Format
- Appendix A3 – Specimen Letter of Undertaking for Restriction of Employment of Foreign Workers
- Appendix A4 – Declaration of Equity Participation of Singapore Government and Ownership of Company / Firm
- Appendix A5 – Specimen Risk Assessment
- Appendix A6 – Schedule of ID Equipment List
- Appendix A7 – House Rules for Jalan Besar Stadium
- ID Technical Specifications
- M.E.P Technical Specifications
- Preamble Notes
- Bills of Quantity
- Schedule of Unit Rates
- List of Drawings

You are advised to read and abide by the guidelines enclosed in this ITT carefully before your tender submissions.

A **compulsory** Site Briefing and site visit will be conducted on 18<sup>th</sup> February 2020 at 1500hrs at site. You are required to register at **Level 2 Boardroom, Jalan Besar Stadium, 100 Tyrwhitt Road, Singapore 207542**, from 1445hrs onwards for the briefing. Please ensure that your company and your details inclusive of contact details are pre-registered with the Consultant’s representative as per instruction published in the Straits Times. Attendance for Site Briefing is a mandatory requirement to participate in the tender process.

Those Tenderers who do not attend the site briefing and who submit their proposals will automatically disqualified from the tender process.

Please submit your Attendance confirmation to the following personnel, Mr Sakthi Vel Ganesan (email: sakthivel@fas.org.sg) and Mr Melvyn Ng (email: Mail@aspacio.com.sg) by 1700 hrs on 17<sup>th</sup> February 2020 with the following details:

- Company Name
  - Company Registration Number
  - Representative names and designations (maximum two (2) representatives)
  - Contact details of at least 1 of the attendees
3. Interested tenderers are to submit their completed tender proposals via 2 hardcopies (marked "Original" & "Duplicate") and 1 Flash drive with Company Name clearly labelled on the drive by the stipulated closing date and time. Any tender proposals received after the closing date or any incomplete submissions will not be considered.
  4. For the purpose of Paragraph 3, please refer to Instructions to Tenderers, on the items to submit.
  5. In the event that the Employer seeks clarification upon any aspect of the tender proposal, the tenderer shall provide a full and comprehensive response in writing within three (3) working days from the date of the Employer's notification.
  6. All prices shall be quoted in Singapore Dollars.
  7. All rates and prices quoted shall be exclusive of the Goods and Services Tax ("GST") prevailing at 7% chargeable on the said provision of the goods and services.
  8. All tender proposals submitted shall constitute binding offers and shall remain valid for acceptance for a validity period of **90 Days** from the closing date of the Tender or any extension thereof to be agreed in writing by the tenderer at the request of the Employer.
  9. The Employer is not obliged to accept the lowest, the whole or any part of any tender submitted by any tenderer.
  10. For the Employer to make payment for the goods and/or services rendered, the successful Tenderer is required to submit a hard-copy invoice via mail. The successful Tenderer is required to register with FAS as a vendor in order to submit invoice. The Employer will make payment to the successful Tenderer via inter-bank GIRO (IBG).



11. All requests for clarifications regarding this ITT shall be made in writing and directed to:

Name : Mr Sakthi Vel Ganesan / Mr Melvyn Ng  
Designation : Senior Executive / Associate Director  
Email : sakthivel @fas.org.sg / Mail@aspacio.com.sg

Thank you and we look forward to receiving your proposals.

Yours sincerely,



Yazeen Buhari  
General Secretary  
Football Association of Singapore

