

Tender No.: SCCC/PROG/TGIF24/001



**UEN Registration No. :
201309577Z**

TENDER FOR PRODUCTION AND MARKETING OF TGIF MUSIC STATION 《周 5 音乐站》, PRESENTED BY SINGAPORE CHINESE CULTURAL CENTRE, FROM APRIL 2024 TO MAR 2025 WITH AN OPTION TO EXTEND FOR YEAR 2025 AND YEAR 2026 AT THE SINGAPORE CHINESE CULTURAL CENTRE

(1 YEAR + 1 YEAR OPTIONAL + 1 YEAR OPTIONAL)

INVITATION TO TENDER

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers for the provision of sound, lighting, visual, staging equipment, artiste management, marketing and collaterals, music copyrights (onsite and online) for TGIF Music Station. Production of a series of hybrid music performances to be held at SCCC Concourse (for live audience and livestream) and offsite venues (if any) as described in detail in the Tender Specifications and on the terms set out in the Tender Document.
2. 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.sccc.org.sg/tender>
 - Tender Guidelines
 - Conditions of Contract
 - Draft Banker's Guarantee
 - Technical Specifications
 - Tenderer's Offer (FORM A)
 - Tenderer's Profile (FORM B)
 - Price Schedule of Tenderer's Offer (FORM C)
 - Major Projects completed by Tenderer's Company within past 3 years (FORM D)
 - Current Projects undertaken by Tenderer's Company (FORM E)
 - Profile of Tenderer's Project Team (FORM F)
3. 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, to SCCC before the closing date of submission. (Tenderers are required to save a set of tender document soft copies to G drive link provided by SCCC after closure of tender submission on the same day).
4. The closing date for submission is **27 February 2024, 2.00pm.**
5. 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**
6. A mandatory briefing for all interested Tenderers will be held on **30 January 2024, 2.00pm** at the **Singapore Chinese Cultural Centre, Board Room** (1 Straits Boulevard, Singapore 018906, Level 11). Please RSVP your attendance to rsvp@singaporeccc.org.sg by **29 January 2024, 2.00pm.**
7. SCCC does not bind itself to accept the lowest of any Tender Offers.

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 **(together with all soft copies to G drive folder as given by SCCC)** in a sealed envelope deposit by hand into the Tender Box located at SCCC by the stipulated date and time. The Tenderer shall mark the top left-hand corner of the envelope with:

SCCC/PROG/TGIF2024/001
XXXXXXday, XX XXXX 2023, Xpm
Tenders in sealed envelopes are to be deposited
into the Tender Box located at
1 Straits Boulevard
Level 1 Lift Lobby
Singapore 018906
Singapore Chinese Cultural Centre Admin Office

- 2.3 Tenders submitted after the stipulated date and time will not be accepted.
- 2.4 The Tenderer shall also submit samples of work upon SCCC's request.
- 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 1 set of hard copy tender and supporting brochures/handbooks and another set in soft copy to be save in G Drive folder as given by SCCC.
- 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 events@singaporeccc.org.sg before **26 February 2024, 2.00pm.**
- 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 Once submitting the 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 **180 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 thirty (30) 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 thirty (30) days of the Date of Contract, the tenderer shall deposit with SCCC, if so requested by SCCC, copies of the insurance policies and premium receipts therefore 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

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 a ring bound A4 folder to SCCC before the closing date of tender. **(Tenderers are required to save a set of tender document soft copies to G drive link, provided by SCCC after closure of tender submission).**
- 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

The Contractor shall carry out and fully complete 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 printed comprehensive documentation and (1) soft copy with all saved 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. Intellectual Property Rights and other Licences

- 5.1 All intellectual property rights arising out of or created in connection with the Music Station Series shall be owned solely by SCCC. The Contractor hereby assigns and shall assign and shall procure that all third parties in whom such intellectual property rights may be vested shall assign absolutely to SCCC all such intellectual property rights, with full title guarantee. The Contractor shall ensure that no element of the Music Station Series or part thereof, including without limitation the direction, music, lyrics, score, choreography, script, set design, sound design or lighting design, nor any other intellectual property right arising out of or created in connection with the Concert, shall be used for any purpose other than the promotion and/or presentation of the Music Station Series, save where the prior written consent of SCCC is obtained.
6. The Contractor shall promptly record and disclose (or procure the recording and disclosure of) all such intellectual property rights arising out of or subsisting in connection with the Music Station Series to SCCC, and at the request and expense of SCCC, do (or procure the doing of) all things necessary or desirable to substantiate the rights of SCCC in relation to intellectual property rights, including but not limited to the execution of any assignments or any other documents, and/or the procurement of all assignments or any other documents from all persons involved in the Music Station Series including but not limited to all artists, performers, designers, sets, properties and wardrobe managers, stage managers, lighting and sound operators, and other technical crew, or any other relevant third parties.
7. Without limitation to the generality of the foregoing, the Contractor shall, in fulfillment of its obligations under paragraph 6 above, provide to SCCC all engagement contracts with all performers and persons involved in the Music Station Series for SCCC's review and approval. If requested by SCCC, the Contractor shall procure the execution of any assignment documents required from any of the said persons together with the execution of their respective engagement contracts.
8. For the purposes of the Contract, intellectual property rights shall include without limitation any copyright, performance right, design right, trade mark (whether registered or unregistered), service mark, trade dress, trade name, goodwill, patent, know-how, confidential information, trade secret, any application (whether pending, in process or issued) or right to apply for any of the foregoing, and any other industrial, intellectual property or protected right similar to the foregoing (whether registered, registrable or unregistered) in any country and in any form, media, or technology now known or later developed, and any accrued or future rights and causes of action in respect of any infringement of any of the foregoing.
9. It is the duty and responsibility of the Contractor to ensure and prove, and the Contractor hereby represents and warrants that:
- 9.1 Save where the Contractor shall procure the assignment of intellectual property rights to SCCC absolutely with full title guarantee pursuant to paragraphs 2 to 4 above, all licences, clearances, waivers and other approvals or consents have been obtained from the relevant rights owners in respect of all other intellectual property rights (if any) comprised in or used in relation to the conduct, performance and/or communication to the public of the Music Station Series, as well as all materials to be reproduced, published, displayed, sold, distributed, communicated to the public or otherwise used in connection with the Music

Station Series as provided for and contemplated in the Contract. The Contractor shall produce the originals (and provide copies thereof for retention by SCCC) of such licences, clearances, waivers, approvals or consents to SCCC upon request;

- 9.2 the Music Station Series and related materials in no way breach, violate or infringe any applicable laws, regulations, rules, directives, circulars, notices or directions relating to and/or governing the same. Without prejudice to the foregoing, the Contractor represents and warrants that the Music Station Series and related materials do not contain, in whole or in part, any material that may, under any applicable laws, reasonably be construed to be inappropriate, objectionable or unlawful, including without limitation, material that is defamatory, threatening, offensive, harassing, immoral, indecent, obscene, vulgar, racist, criminal, or material that promote or contain instructions on illegal or unlawful activities, harm or injury against any person or group of persons; and
- 9.3 without limitation to the foregoing, the Contractor has, where applicable, obtained all necessary licences, clearances, waivers and other approvals or consents in respect of all music compositions, arrangements and recordings used in the Music Station Series.
10. Unless otherwise agreed with SCCC in writing, the Contractor shall be responsible for making payment of all applicable fees, royalties, or any other expenses necessary for obtaining the licences, clearances and waivers and other approvals or consents pursuant to paragraph 9 above, at no additional cost to SCCC.

11. Recordings

- 11.1 The Contractor agrees that SCCC may record, film, broadcast, photograph, obtain images of and/or reproduce the Music Station Series presented under the Contract (including its production) by any electronic, digital or other means provided that such recordings and images are used by SCCC only for archival, promotional, publicity or non-profit purposes, including without limitation, for the purposes of promoting the Music Station Series and its future editions, SCCC or the Chinese arts and culture in Singapore in general. The Contractor shall not undertake any recording, photography or filming of the Music Station Series or its production without the express written consent of SCCC, unless specifically provided for otherwise in the Contract. The Contractor shall provide to SCCC at no charge a copy of any recordings of the Music Station Series made by the Contractor. The Contractor shall procure all necessary consents from the performers, artists and/or the relevant rights owner(s) to the recording, photography or filming and the use of any such recording, photography and filming as provided in the Contract, including by expressly providing for such consents to be given in all engagement contracts with the artists and relevant rights owner(s).

12. Miscellaneous

- 12.1 The Contract does not create or purport to create any right under the Contracts (Rights of Third Parties) Act 2001 (or subsequent amendments thereto) which is enforceable by a person or party who or which is not a party to the Contract. Any person or party who or which is not a party to the Contract shall have no right under such Act (or subsequent amendments thereto) to enforce any of the terms and conditions therein.

REQUIREMENT SPECIFICATIONS

1. BACKGROUND

- 1.1 Established in 2014, Singapore Chinese Cultural Centre (SCCC) collaborates with arts and cultural groups and community partners to promote and develop local Chinese culture. Through engaging and accessible content, it aims to nurture greater appreciation of Singapore's multi-cultural identity and a stronger sense of belonging.
- 1.2 TGIF Music Station, started in January 2018, is a series of music performances at SCCC's concourse with physical attendees. During 2020, TGIF had taken an online approach for digital production and has since gained a strong following online. From 2022, SCCC adopted a hybrid mode, where the music concert was staged at SCCC's concourse and broadcast live to an online audience. The curation of TGIF Music Station programming should meet SCCC's strategic objectives :
- To promote pride in one's identity as Chinese Singaporean, whose culture is rooted in a cohesive multi-racial society
 - To generate greater awareness amongst general public (those with little engagement with Chinese culture) that Chinese Singaporean culture is unique and encourage them to find out more
- 1.3 Tenderers are required to submit a proposal for organising monthly sessions (held on 3rd week of the month or otherwise as instructed by SCCC) of TGIF Music Station. Each session shall be presented in hybrid mode, with physical attendees at SCCC's designated venue, together with live-streaming to SCCC's and partners' social media platforms, and online playback. Due to unforeseen circumstances, if there is a restriction in having onsite audience, the sessions shall be conducted in an external studio with no onsite audience, for live streaming and online playback purposes.

2. SCOPE OF WORK

- 2.1 We are inviting Tenderers to provide the following:

Expectation	Requirements
Creative & Specification The following specifications, if applicable, are to be stated clearly as itemised quotation for the Tender Price: 1. Production and Stage Manager 2. Sound Engineer and Crew 3. Stage hands 4. Lighting Programmer and Crew 5. Video and live streaming crew 6. Set-up and	<u>Concept</u> TGIF Music Station should present aspects of Chinese Singaporean culture in fresh and innovative ways, performed by popular artistes such as singers, musicians, arrangers, dancers, and choreographers. Majority of artistes must be Singaporeans or locally-based. Overseas artistes (whether performing in Singapore or streamed from their home country) must not exceed 30% of the total annual artiste line-up. The song and artiste selection must appeal to SCCC's target audience of working adults in their mid-20s and 30s.
	<u>Content</u> Each monthly session shall have a theme related to local Chinese culture or values. https://singaporeccc.org.sg/deep-dive-into-ten-values-treasured-by-the-chinese/
	Each session shall include a 15-30 mins performances/chats between

<p>Dismantle crew 7. Artistes & Musicians, 8. and any other key personnel</p>	<p>emcees and artistes, on topics related to local Chinese culture.</p> <p>Each session's songlist must be predominantly in Mandarin. Songs in English or Chinese dialects must not exceed 30% of total songs in each session.</p> <p>Each session's songlist must include at least 25% songs which have been composed, produced, or re-arranged by Singaporeans. These facts need to be highlighted to the audience by the emcee.</p> <p>Duration of the concert shall be between 1.5 - 2 hrs.</p> <p>Emcee shall be bilingual.</p> <p><u>Venue</u></p> <p>The default location of the sessions will be at SCCC's concourse, except for outreach sessions, or otherwise instructed by SCCC.</p> <p>For outreach sessions, if the date is not within SCCC's TGIF regular sessions, a pre-recording shall be produced for delayed live-stream on the actual date.</p>
<p>Technical Specifications</p> <p>Tenderers are required to propose the technical requirements and specifications appropriate for the music station with the necessary justifications. The following specifications, if applicable, are to be stated clearly as itemised quotation for the Tender Price:</p>	<p>Provide professional audio equipment and systems to cater for both acoustic and amplified performance. Produce good sound output for up to 500 people onsite and live stream. Include equipment according to artistes' technical rider, which can include but not limited to monitor speakers, microphones, direct boxes, stands, wireless IEM systems, aviom etc.</p> <p>See list of items , where applicable (not limited) :</p> <ul style="list-style-type: none"> I) Sound, audio systems and equipment; II) Musical instruments and backline; III) Lighting equipment and system ; IV) Visual equipment and system; V) Truss system; VI) Visuals/ Multimedia LED Screen (Min 6x4m) VII) Power supply or generators (if any); VIII) Staging / risers, hardware, props and barricades; IX) Production and technical manpower fees (encompassing staging, sound, lighting, visual, videography, etc.); X) Hair and make-up artists' fees; XI) Structures' PE endorsement, risk assessments, licences and permits, insurance and all other safety-related documents; XII) Personnel (including third party suppliers/vendors) work permits and relevant certification, compliance to the prevailing laws and guidelines; and/or XIII) Any other necessary specifications or requirements.
<p>Marketing</p> <p>To propose a marketing plan to undertake the full marketing and</p>	<p>To undertake the designing and production of the monthly key visuals and marketing collaterals</p> <p>To include key personnel such as singers to commit to reasonable</p>

<p>promotion campaign of the music station</p>	<p>efforts in marketing and promotion such as, but not limited to, uploading posts on their social media channels, attending media conferences, Q&A sessions, media interviews, meet & greet, etc.</p> <p>Activating artistes' fan clubs to support at each TGIF session.</p> <p>Liaising and work with all TGIF's social media partners on securing cross-post and marketing of every TGIF session.</p> <p>A marketing strategy proposal should be included in the main proposal.</p>
<p>Licensing and Permits</p>	<p>To ensure all music copyrights, licences and permits are secure for the production on ground and online.</p> <p>Online platforms include but not limited to Facebook, YouTube, Instagram, Tik Tok and media owned related platforms that SCCC partner with. All licences must be able to support at least 3 months of presence on these platforms for each show.</p>
<p>Support</p>	<p>Propose lists of artistes for SCCC's management approval 2 months prior to each session.</p> <p>To provide all approved artistes bios (in English and Chinese) and high-resolution photos 1 month prior to each session.</p> <p>Liaise with artistes, artistes' managers, artistes' entourage and SCCC Team for production meetings, rehearsals and show day.</p> <p>Secure artistes to cross post and shout out post on their social media platforms such as FB, IG and TikTok where applicable.</p> <p>Provide administration management as a singular billing party amongst all artistes and vendors.</p>
<p>Set-up and Tear-down</p>	<p>The Contractor must strictly adhere to the set-up and tear-down timeline for both show day and all rehearsals. All structures, equipment, debris etc. are to be cleared from site immediately at the end of performance. Inspection will be conducted to check on the condition of the site.</p> <p>The Contractor must supply their own generators for power supply for the construction of all structures, and apply for all the necessary / relevant permits and licenses (e.g. water and power supply etc.) to facilitate their operational work on site.</p> <p>The Contractor and workers must adhere to the security measures / rules and regulations of the SCCC and current SMM's guideline as per NAC website.</p> <p>The Contractor is also fully responsible for the safety and security of the truss and structures, logistics set up including all the tools and all sound and lighting equipment, workers' belongings etc. SCCC will not be liable for any damages or loss of equipment or belongings etc.</p> <p>The Contractor is fully responsible for the cleanliness during the set-up and tear-down period.</p> <p>The Contractor must put up proper signages to alert the public during</p>

	<p>the set up and dismantle period. Proper site management must be strictly adhered for the safety and cleanliness of the site throughout the whole period of set-up till all structures are dismantled.</p> <p>The Contractor must make good any damage to the property of SCCC at the end of the event whenever requested by SCCC to do so.</p>
Any other areas	<p>Any Other Areas:</p> <ul style="list-style-type: none"> • Ensure all safety requirements are met. • Observe reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out under Workplace Safety & Health Act. • Provide and supply all the necessary manpower (including safety engineers, qualified technicians, and support staff etc.) that is required for the construction of truss, towers or any structures requirements • All manpower must possess the proper certification and work permits for the works required according to MOM guidelines. • Seek and secure all the relevant and necessary licenses and approvals such as Professional Engineer (PE) endorsement, License Electrical Workers (LEW) temporary licensing, Building and Construction Authority (BCA) license and license(s) from all the respective public agencies for the construction of truss, towers or any structures requirements. • Apply for the necessary permits to ensure the smooth operations of the event. (Compass licensing, change of use of venue etc) <p>All necessary risk assessments, insurance and other documentation must be prepared and submitted to SCCC Estate department 7 working days before performance date.</p>
Note	Other suggestions may be included in the proposal as optional cost items (please do not include costs of optional items in the final cost).

3. DELIVERABLES

The appointed tenderer has to adhere and meet the deliverables set by SCCC.

Target audience group : Working adults in mid 20s and 30s

No	Deliverables	KPI / Targets
1	<p>Clear concept of each show and how the 12 sessions can help SCCC achieve its strategic objectives</p> <p>Please provide concept/ synopsis for each of the 12 sessions in Form A. The concept should include themes, type of singers and songs, and expected number of singers per session.</p>	<p>SCCC's strategic objectives:</p> <ul style="list-style-type: none"> • To promote pride in one's identity as Chinese Singaporean, whose culture is rooted in

	<i>*1 session per month, starting from April 2024 – Mar 2025</i>	<p>a cohesive multi-racial society</p> <ul style="list-style-type: none"> To generate greater awareness amongst general public (those with little engagement with Chinese culture) that Chinese Singaporean culture is unique and encourage them to find out more <p>For more details, please refer to Page 9, Item 1.2</p>
2	Onsite and online audience	Average of 60k per show
3	Programme satisfaction (through surveys)	≥ 90%
4.1	Increase attendee's sense of belonging to Singapore (through surveys)	≥ 80%
4.2	Increase attendee's sense of pride towards local Chinese culture (through surveys)	≥ 80%
4.3	Increase attendee's willingness to accept differences in culture, religious beliefs, origins, views and practices that are different (through surveys)	≥ 80%
5	% who are first-time attendees	≥ 50%
6	% of attendees who are from target group (working adults in their mid-20s and 30s)	≥ 50%

4. PAYMENT

4.1 Upon commencement of the Contract, payment shall be made as follows:

- a. 50% of the Contract Price shall be disbursed to the Contractor in the form of advance payments for costs approved by SCCC in accordance with Section 4.2 below in connection with the provision of the Works;
- b. 30% of the Contract Price shall, after 6 months from the commencement of the Contract, be disbursed to the Contractor in the form of advance payments for costs approved by SCCC in accordance with Section 4.2 below in connection with the provision of the Works;
- c. 20% of Contract Price upon completion of the Music Station Series and receipt of deliverable reports from Contractor; and

4.2 The Contractor shall obtain the prior written approval of SCCC prior to incurring each and every item of cost to carry out any item of Work under the Contract. SCCC shall take into consideration the type and continuity of the Work to be carried out and whether the Work is likely to be able to proceed as scheduled, in determining whether to grant written

approval to the Contractor in its sole discretion. SCCC may withhold written approval if, in its sole view, the Work is not likely to proceed or may be delayed.”

5. ANNEXES

- a. SCCC Concourse Floor Plan attached as ANNEX A

6. SUBMISSION REQUIREMENTS

6.1 A tender proposal must include the following:

- a. Tenderer's Offer (FORM A), including proposal and concept of the 12 sessions of TGIF Music Station – Hybrid.
- b. Tenderer's Profile (FORM B)
- b. Price Schedule of Tenderer's Offer (FORM C)
- c. Major Projects completed by Tenderer's Company within past 3 years (FORM D)
- d. Current Projects undertaken by Tenderer's Company (FORM E)
- e. Profile of Tenderer's Project Team (FORM F)

7. OTHER REQUIREMENTS

- a) An itemised quotation is to be provided in the tender submission.
- b) SCCC reserves the right to award project in parts if required.
- c) SCCC is the sole copyright owner of any artworks generated as a result of this project.

8. ENQUIRIES

For enquiries, please contact:

Ms Catherine Tan
Manager, Programmes
Email: catherinetan@singaporeccc.org.sg

The centre reserves the right not to entertain queries which is considered to be irrelevant, spurious or prejudiced to one tenderer.

TENDERER'S OFFER		FORM A
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906		Tender No: SCCC/PROG/TGIF2 4/001
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 180 days commencing on the closing date for the submission of tenders i.e., on xx February 2024</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:</p> <p>12 x Hybrid sessions</p> <p>S\$ _____, excluding prevailing GST, S\$ _____, including prevailing GST.</p> <p>Our concept for each of the 12 sessions is given in the Concept Paper attached hereto.</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 _____, 2024.</p>		
Tenderer's Company or Registration No:	Business	Tenderer's official Stamp:
Authorised Signature:		
Name:	Telephone/Handphone No: Fax:	

Designation:	Email:
<i>NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.</i>	

TENDERER'S PROFILE		FORM B
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:		
<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
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
Total Value							

MAJOR PROJECTS COMPLETED BY TENDERER'S COMPANY WITHIN THE LAST 3 YEARS					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
<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

(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>Yrs of experience</i>	<i>Qualification</i>	<i>Experience(Past & current projects)</i>	<i>Awards</i>