

**Tender No.: SCCC/PROG/TGIF26/001**



**SCCC UEN Registration No.:  
201309577Z**

**TENDER FOR PRODUCTION AND MARKETING OF TGIF MUSIC STATION 《周5音乐站》 FROM APRIL 2026 TO MARCH 2027 WITH AN OPTION TO EXTEND FOR 1 YEAR AT SINGAPORE CHINESE CULTURAL CENTRE**

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

## INVITATION TO TENDER

### INTRODUCTION

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers to produce a series of hybrid music performances for our monthly TGIF Music Station to showcase and promote local artistes, singers, musicians and buskers. TGIF Music Station is organised monthly (i.e. on a selected Friday of the month or as otherwise instructed by SCCC) and is usually held live at SCCC's Level 1 Concourse, and sometimes at offsite venues (if any). It comprises a series of live music performances in Mandarin for an in-person audience at SCCC Concourse, together with live streaming to SCCC's and partners' social media platforms, and online playback.
2. The budget for TGIF Music Station for the period of service shall not exceed **SGD\$525,000.00**, inclusive of GST.

### REQUIREMENT SPECIFICATIONS

3. In view of the above, SCCC would like to request Tenderers to provide quotations for the provision of artiste management, audiovisual and staging equipment, design services, production of collaterals, marketing, and event management services as well as the provision of necessary manpower to ensure the smooth running of both on-site TGIF Music Station performances and their online live streaming. The full range of required services and duties is appended in the section titled **Requirement Specifications**.
4. The period of service is from the date the contract is awarded, with a target start date from **1 April 2026 and up until 31 March 2027, with an option to extend for 1 year**.
5. There is a possibility that the concept and format of the programme will change, or the period in which the programme will be held will change or be extended. Under these circumstances, artiste management, audiovisual services, staging equipment, design, marketing and collaterals, and event management services will be activated on an ad-hoc and optional basis.

### SUBMISSION GUIDELINES

6. 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>**.
  - (a) Tender Guidelines;
  - (b) Conditions of Contract;
  - (c) Draft Banker's Guarantee;
  - (d) Technical Specifications;
  - (e) Tenderer's Offer (FORM A);
  - (f) Tenderer's Profile (FORM B);
  - (g) Price Schedule of Tenderer's Offer (FORM C);
  - (h) Major Projects completed by Tenderer's Company within the past 3 years (FORM D);
  - (i) Current Projects undertaken by Tenderer's Company (FORM E); and
  - (j) Profile of Tenderer's Project Team (FORM F).

7. The full details of the submission requirements are appended in the section titled **Tender Guidelines**.
8. The sum quoted in the Tenderer's submission shall be deemed to cover all costs of the Tender Offers including manpower costs, supply of materials, transport, insurance, documentation, delivery and anything indispensable necessary thereto. The sum quoted must exclude Goods and Services Tax (GST) and be based on Singapore (SGD) currency unless otherwise stated.
9. The closing date for submission is **12 February 2026, 2.00pm (Singapore Time, GMT+8)**. Any submissions after this stipulated closing date and time will not be accepted.
10. A mandatory briefing for all interested Tenderers will be held on **30 January 2026, 4.00pm (Singapore Time, GMT+8)** via Zoom. Please RSVP to [events@singaporeccc.org.sg](mailto:events@singaporeccc.org.sg) by **28 January 2026, 12.00pm (Singapore Time, GMT+8)** to confirm your attendance. Tenderers who are unable to attend the mandatory briefing will be disqualified from the tender assessment.
11. SCCC is under no obligations to accept the lowest of any Tender Offers.

## CLARIFICATIONS

12. For further clarifications, you may contact the following SCCC officer:

Name: Alexis Tan  
Designation: Assistant Manager/Programmes, SCCC  
Office Tel: 6812 7221  
Email: [alexistan@singaporeccc.org.sg](mailto:alexistan@singaporeccc.org.sg)

Name: Sharon Lim  
Designation: Assistant Manager/Programmes, SCCC  
Office Tel: 6812 7218  
Email: [sharon.lim@singaporeccc.org.sg](mailto:sharon.lim@singaporeccc.org.sg)

Thank you.

Regards,

<<No signature required>>

Alexis Tan & Sharon Lim  
Assistant Managers, Programmes  
Singapore Chinese Cultural Centre

## 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 by SCCC.
- 2.2 All expenses incurred in the preparation and submissions of the tender shall be borne by the Tenderer.
- 2.3 The Tender must submit the following forms by the closing date for submission. These forms may be obtained from the website <http://www.sccc.org.sg/tender>.
- (a) Tenderer's Offer (FORM A), including proposal and concept of 12 themes (12 sessions) of TGIF Music Station, which must take into consideration the programme's hybrid format;
  - (b) Tenderer's Profile (FORM B);
  - (c) Price Schedule of Tenderer's Offer (FORM C);
  - (d) Major Projects completed by Tenderer's Company within the past 3 years (FORM D);
  - (e) Current Projects undertaken by Tenderer's Company (FORM E); and
  - (f) Profile of Tenderer's Project Team (FORM F).
- 2.4 The closing date for submission is **12 February 2026, 2.00pm (Singapore Time, GMT+8)**. Any Tenderer's Offer submitted after the stipulated closing date and time will not be accepted.
- 2.5 All required forms listed in paragraph 2.3 must be submitted in both printed hard copies and digital soft copies to SCCC by the closing date and time of submission. The printed hard copies must be sealed in an envelope, together with all required forms, supporting data and relevant information in a ring-bound A4 folder. The digital soft copies are to be saved in a G-Drive link provided by SCCC.
- 2.6 For printed hard copies, the Tenderer shall mark the top left-hand corner of the sealed envelope with the following details:

**SCCC/PROG/TGIF26/001**  
**Attn: Ms Alexis Tan/ Ms Sharon Lim**  
**(DD/MM/YYYY, hh:mm)**

**Singapore Chinese Cultural Centre, #11-01**  
**1 Straits Boulevard**  
**Singapore 018906**

- 2.7 The sealed envelopes are to be deposited into the Tender Box located at the following address:

**Singapore Chinese Cultural Centre  
1 Straits Boulevard, Singapore 018906  
Level 1 Lift Lobby**

- 2.8 The Tenderer is responsible for ensuring that the printed hard copies and digital soft copies of their submissions are submitted to the correct address and G-Drive by the stipulated submission deadline.
- 2.9 The Tenderer may be required to submit samples of work upon SCCC's request, which should fulfill the following requirements:
- (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 Tenderer's Offer liable to be disqualified;
  - (b) The Tenderer shall indicate whether they wish for the samples to be returned. SCCC is not obliged to return any samples to the Tenderer if no indication is given; and
  - (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.
- 2.10 A mandatory briefing for all interested Tenderers will be held on **30 January 2026, 4.00pm (Singapore Time, GMT+8)** via Zoom. Please RSVP to [events@singaporeccc.org.sg](mailto:events@singaporeccc.org.sg) by **28 January 2026, 12.00pm (Singapore Time, GMT+8)** to confirm your attendance. Tenderers who are unable to attend the mandatory briefing will be disqualified from the tender assessment.

### **3. GOODS AND SERVICES TAX (GST)**

- 3.1 The Tenderer shall not include any Goods and Services Tax (GST) in the Price Schedule of the Tender Offer.
- 3.2 The Tenderer shall declare their GST status in their tender. They shall clearly indicate whether they are, or whether they will be taxable persons under the GST Act. They 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 Goods and Services provided pursuant to this tender.
- 3.4 A Tenderer who declares themselves to be a non-taxable person under the GST Act but subsequently becomes a taxable person after the award of the tender shall forthwith inform SCCC of their change in GST status. **Any GST chargeable as a result of such change in GST status shall be borne by the Tenderer, and the Contract Price shall remain fixed with no adjustment or additional payment by SCCC.**

### **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](mailto:events@singaporeccc.org.sg) before **5 February 2026, 2.00pm (Singapore Time, GMT+8)**.

- 4.2 SCCC reserves the absolute right not to entertain or respond to any query which is deemed inappropriate, improper, illegal, irrelevant, and/or prejudiced towards any Tenderer.
- 4.3 Upon the tender submission, the Tenderer shall be deemed to have examined this Tender Document and satisfied themselves 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 any aspects of their 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** starting from the closing date. This validity period may be extended by mutual consent in writing by SCCC and the Tenderer.

## **7. AWARD**

- 7.1 SCCC is under no obligation to accept the lowest of any tender.
- 7.2 SCCC is not required to enter correspondence with any Tenderer regarding the reasons for non-acceptance of a tender.
- 7.3 SCCC reserves the right to accept portion(s) 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 SCCC the Goods and/or Services offered in the tender.
- 7.5 The Letter of Acceptance shall be governed by the Conditions of Contract.
- 7.6 SCCC shall notify a successful Tenderer of its acceptance of their tender, whether in whole or in part, by sending a Letter of Acceptance by both post and email to the Tenderer and 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 absolute 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, if so requested by SCCC, deposit a Security Deposit or the Banker's Guarantee with SCCC, 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.

## **11. CONTRACT DURATION AND EXTENSION**

- 11.1 The initial contract period shall be for one (1) year, covering twelve (12) sessions from April 2026 to March 2027.
- 11.2 SCCC reserves the right, at its sole discretion, to exercise the option to extend the contract for one (1) additional year, following the initial term from 1 April 2026 to 31 March 2027.
- 11.3 Tenderers are required to submit fixed pricing for both the initial twelve (12) sessions and the one (1) year extension.
- 11.4 The extension, if exercised, will be notified in writing by SCCC at least thirty (30) calendar days before the end of the initial term.
- 11.5 By submitting a tender, the contractor agrees to the fixed pricing for both periods and accepts the purchaser's unilateral right to extend the contract.

## CONDITIONS OF CONTRACT

### 1. DEFINITIONS

- 1.1 Should your offer be accepted, the Terms and Conditions as set out in this Section shall govern the Contract between SCCC and your company. In these Conditions, unless the context otherwise requires:
- (a) “SCCC” means Singapore Chinese Cultural Centre.
  - (b) “Tenderer” means the company that submits this Tender Document in the manner as prescribed herein.
  - (c) “Contract” includes these Conditions of Contract, specifications and samples, Letter of Acceptance, Order Message and any Orders issued by SCCC to the Contractor for the supply of the Goods and/or performance of Services and stating the rights and obligations of the respective parties.
  - (d) “Contractor” means the successful Tenderer who has been awarded the Contract by SCCC.
  - (e) “Contract Price” means 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.
  - (f) “Goods” means all goods, including parts or units thereof, which the Contractor is required to supply under the Contract.
  - (g) “Services” means the work which the Contractor is required to perform under the Contract.
  - (h) “Work” means the delivery of goods and/or services in conformance and accordance with the Tender Specifications.
  - (i) “Project Completion Date” means 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 will not be accepted. 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 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 one (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 documentation 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 Documents 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 TGIF Music Station shall be owned solely by SCCC. The Contractor shall assign to SCCC all such intellectual property rights and/or procure from all third parties in whom such intellectual property rights may be vested for SCCC with full title guarantee. The Contractor shall ensure that no element of TGIF Music Station 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 TGIF Music Station, shall be used for any purpose other than the promotion and/or presentation of TGIF Music Station, save where the prior written consent of SCCC is obtained.
- 5.2 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 TGIF Music Station 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 TGIF Music Station 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.
- 5.3 Without limitation to the generality of the foregoing, the Contractor shall, in fulfillment of its obligations under paragraph 6, provide to SCCC all engagement contracts with all performers and persons involved in TGIF Music Station 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.

- 5.4 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.
- 5.5 It is the duty and responsibility of the Contractor to ensure and prove, and the Contractor hereby represents and warrants, that TGIF Music Station 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 TGIF Music Station 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.

## **6. RECORDINGS**

- 6.1 The Contractor agrees that SCCC may record, film, broadcast, photograph, obtain images of and/or reproduce TGIF Music Station 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 TGIF Music Station 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 TGIF Music Station 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 TGIF Music Station 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).

## **7. MISCELLANEOUS**

- 7.1 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 instill a stronger sense of belonging. One of SCCC's regular public programmes, TGIF Music Station was started in 2017 to support our Mandopop community by showcasing both emerging and established local talents in the Mandopop scene, and in doing so, to instill pride in Singaporean arts and culture.
- 1.2 TGIF Music Station is organised monthly (on a selected Friday of the month or otherwise as instructed by SCCC) and is usually held live at SCCC's Level 1 Concourse, and sometimes at offsite venues (if any). It comprises a series of live music performances in Mandarin for an in-person audience at SCCC's Concourse, together with live streaming to SCCC's and partners' social media platforms, and online playback.
- 1.3 SCCC would like to request Tenderers to provide quotations for the provision of artiste management, audiovisual and staging equipment, design services, production of collaterals, marketing and event management services as well as the supply of necessary manpower to ensure the smooth running of both on-site TGIF Music Station performances and their online live streaming.
- 1.4 The period of service is from the date the contract is awarded, with initial term of one (1) year from 1 April 2026 to 31 March 2027, with an option to extend for one (1) additional year.
- 1.5 There is a possibility that the concept and format of the programme will change, or the period in which the programme will be held will change or be extended. Under these circumstances, artiste management, audiovisual services, staging equipment, design, marketing and collaterals and event management services are to be activated on an ad-hoc and optional basis.

### 2. SCOPE OF WORK

- 2.1 SCCC invites Tenderers to submit tender proposals for the following Scope of Work and Requirements:

Scope of Work	Requirements
<b>Creatives and Manpower Specifications</b>  Tenderers are required to clearly state following specifications, where applicable, as	<u>Concept</u>  (a) TGIF Music Station should present aspects of Singapore Mandopop culture in fresh and innovative ways, performed live by popular artistes such as singers, musicians, buskers, arrangers, dancers, and/or choreographers. (b) Majority of artistes must be Singaporeans or locally based. Overseas artistes must not exceed 30% of the total annual artiste line-up.

<p>itemised quotation for the Tender Price:</p> <ol style="list-style-type: none"> <li>1. Production and Stage Manager;</li> <li>2. Sound Engineer and Crew;</li> <li>3. Stage hands;</li> <li>4. Lighting Programmer and Crew;</li> <li>5. Backline rental</li> <li>6. Video and live streaming crew;</li> <li>7. Set-up and Dismantle crew;</li> <li>8. Artistes &amp; Musicians; and</li> <li>9. Crew to conduct audience survey and collate survey results.</li> </ol>	<div data-bbox="513 194 1359 533"> <p>(c) The selection of emcees, artistes and songs must appeal to SCCC's target audience comprising working adults in mid-20s and 30s.</p> <p>(d) The emcees and artistes must perform live in the designed venues and/or pre-recordings (in case of pandemic) as instructed by SCCC.</p> <p>(e) The list of emcees, performing artistes, songs and emcee script for each TGIF Music Station session is subject to the final approval of SCCC.</p> </div> <div data-bbox="513 533 1359 1037"> <p><u>Content</u></p> <p>(a) Each monthly session shall have a theme that would appeal to SCCC's target audience groups and/or is aligned with relevant festivals or events, and as instructed by SCCC.</p> <p>(b) Each session's song list must be predominantly in Mandarin. Songs in English or dialects must not exceed 30% of the overall song list in each session.</p> <p>(c) There will be one session of concert on each performance day. The duration of each concert session should be between 1.5 to 2 hours per session.</p> <p>(d) The content and list of performing artistes and songs for each TGIF Music Station session are subject to the final approval of SCCC.</p> </div> <div data-bbox="513 1037 1359 1308"> <p><u>Venues</u></p> <p>(a) The default location of the physical onsite sessions will be at SCCC's Level 1 Concourse, except for outreach sessions, or as otherwise instructed by SCCC.</p> <p>(b) The online live streaming will be on SCCC's and partners' social media platforms, and online playback.</p> </div>
<p><b>Technical Specifications</b></p> <p>Tenderers are required to propose the technical requirements and specifications appropriate for the programme with the necessary justifications. The following specifications, if applicable, are to be stated clearly as itemised quotation for the Tender Price:</p>	<ol style="list-style-type: none"> <li>(a) To provide professional audio equipment and systems to cater for both acoustic and amplified performance.</li> <li>(b) To produce good sound output for up to 500 people onsite and on live stream platforms as instructed by SCCC.</li> <li>(c) To include equipment according to artistes' technical rider, which can include but not limited to monitor speakers, microphones, direct boxes, stands, wireless IEM systems, aviom sound mixer, etc.</li> <li>(d) See list of items, where applicable (not limited): <ol style="list-style-type: none"> <li>i. Sound, audio systems and equipment;</li> <li>ii. Musical instruments and backline;</li> <li>iii. Lighting equipment and system;</li> <li>iv. Visual equipment and system;</li> <li>v. Truss system;</li> <li>vi. Visuals/Multimedia LED Screen (Min 6x4m)</li> <li>vii. Power supply or generators (if any);</li> <li>viii. Staging/risers, hardware, props and barricades;</li> <li>ix. Production and technical manpower fees (encompassing staging, sound, lighting, visual, videography, etc.);</li> <li>x. Hair and make-up artists' fees;</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>xi. Structures' PE endorsement, risk assessments, licences and permits, insurance and all other safety-related documents;</li> <li>xii. Personnel (including third party suppliers/vendors) work permits and relevant certification, compliance to the prevailing laws and guidelines; and/or</li> <li>xiii. Any other necessary specifications or requirements.</li> </ul>
<b>Marketing Requirements</b>  Tenderers are required to propose a marketing plan to undertake the full marketing and promotion campaign of TGIF Music Station.	<ul style="list-style-type: none"> <li>(a) To undertake the designing and production of the monthly key visuals and marketing collaterals.</li> <li>(b) To ensure key personnel such as artistes to commit to reasonable efforts in marketing and promoting the TGIF Music Station such as, but not limited to, uploading posts on their social media channels, attending media conferences, Q&amp;A sessions, media interviews, meet &amp; greet, etc.</li> <li>(c) To activate artistes' fan clubs to support the relevant TGIF Music Station sessions.</li> <li>(d) To liaise and work with all TGIF Music Station's social media partners on securing cross-post and marketing of every TGIF Music Station session.</li> <li>(e) A marketing strategy proposal should be included in the main proposal.</li> </ul>
<b>Licensing and Permits</b>	<ul style="list-style-type: none"> <li>(a) To ensure all music copyrights, licences and permits are secured for the production on ground and online.</li> <li>(b) 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.</li> <li>(c) To adhere to the regulations of the event venues, and to ensure compliance with Singapore laws and regulations and obtain all relevant licenses and permits (e.g. Fire Safety Bureau (FSB), Public Entertainment (PEL), etc.), including but not limited to those from relevant authorities concerning the venues and/or activities, to ensure smooth running and completion of the respective events.</li> <li>(d) In the event that any permit(s) and/or approval(s) are required from the relevant authorities (e.g. SPF, PUB, STB, URA, HDB Traffic Police, etc.) or any relevant parties (e.g. building/site owners etc.), the Project Manager shall be responsible for obtaining the above-mentioned permit(s) and/or approval(s).</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>(a) To propose a list of artistes for SCCC management's approval at least 2 months prior to each session.</li> <li>(b) The content and list of performing artistes and songs for each TGIF Music Station session are subject to the final approval of SCCC.</li> <li>(c) To provide all approved artistes' bios (in both English and Chinese) and high-resolution photos at least 1 month prior to each session.</li> <li>(d) To liaise with emcees, artistes, artistes' managers,</li> </ul>

	<p>artistes' entourage and SCCC for meetings, rehearsals and show day.</p> <p>(e) To ensure artistes cross post and do shout out posts on their social media platforms, such as FB, IG and TikTok where applicable.</p> <p>(f) To provide administration management as a singular billing party amongst all emcees, artistes and vendors.</p> <p>(g) To apply for and to ensure that all necessary licences (e.g. entertainment license, etc.) have been obtained.</p> <p>(h) To ensure that all emcees and artistes possess the proper certification and work permits for the works required according to MOM guidelines.</p> <p>(i) To conduct audience surveys for every session and to collate all survey results for SCCC. The survey questions will be provided by SCCC.</p> <p>(j) The Contractor will take on the responsibility to replace any errant or absent artistes, event crew and other manpower within 24 hours prior to each session.</p> <p>(k) To collate the total onsite audience attendance for each TGIF Music Station session and submit it to SCCC within 24 hours at the end of each session.</p>
<b>Set-up and Tear-down</b>	<p>(a) The Contractor must strictly adhere to the set-up and tear-down timeline for both show day and all rehearsals.</p> <p>(b) All structures, equipment, debris, etc. are to be cleared from the sites and venues immediately at the end of each session. Contractor is to ensure that all sites and venues are reinstated to same condition prior to handover. SCCC will conduct inspections to check on the condition of the sites and venues.</p> <p>(c) 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, height, etc.) to facilitate their operational work onsite.</p> <p>(d) The Contractor must ensure that their workers and all manpower must possess the proper certification and work permits for the works required according to MOM guidelines.</p> <p>(e) The Contractor and workers must adhere to the security measures/rules and regulations of the SCCC.</p> <p>(f) The Contractor is 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>(g) The Contractor is fully responsible for the cleanliness during the set-up and tear-down period. All garbage must be properly disposed of from SCCC premises.</p> <p>(h) The Contractor must put up proper signages to alert the public during the set up and dismantle period.</p> <p>(i) Proper site management must be strictly adhered to for the safety and cleanliness of the site throughout the whole period of set-up till all structures are dismantled.</p>

	<p>(j) 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> <p>(k) The Contractor will take on the responsibility to replace any errant or absent workers and other manpower within 24 hours prior to each set-up and tear-down.</p>
<b>Other Areas</b>	<p>(a) To ensure that all safety requirements are met and abide by workers and other manpower.</p> <p>(b) To 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 the Workplace Safety &amp; Health Act.</p> <p>(c) To 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.</p> <p>(d) To ensure that all manpower must possess the proper certification, and work permits for the works required according to MOM guidelines.</p> <p>(e) To 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.</p> <p>(f) To apply for the necessary permits to ensure the smooth operation of the event.</p> <p>(g) To prepare and submit all necessary risk assessments, insurance and other documentation to SCCC at least 7 working days before every performance date.</p>
<b>Optional Items</b>	Other suggestions may be included in the proposal as optional cost items, on a per item basis and excluded from the final cost.

### 3. DELIVERABLES

- 3.1 All services specified as requirements must be delivered for the entire duration of the programmes.
- 3.2 The appointed Tenderer should adhere and meet the deliverables set by SCCC which are listed below:

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

No	Deliverables	KPI / Targets
1	<p>(a) Clear concept of each show and how the 12 sessions can help SCCC achieve its strategic objectives.</p> <p>(b) Please provide concept/synopsis for each of the 12 sessions in Form A. The concept</p>	<p>SCCC's strategic priorities: To provide support for local Chinese arts and culture groups (in this</p>

	<p>should include themes, type of artistes and songs, and expected number of artistes per session. Please refer to Section titled "Creative &amp; Specification" on Page 11, Item 2.1 for details.</p> <p><i>*1 session per month in one performance day, starting from April 2026 to March 2027.</i></p>	<p>case, Singapore's local Mandopop talents); and to promote the Chinese language.</p>
2	Onsite and online audience	<p>(a) Average of 300 pax onsite per session; and</p> <p>(b) Average of 40,000 online views per session (includes livestream views and online views over 3-months period).</p>
3	Programme satisfaction (through surveys)	≥ 90%
4	% who are first-time attendees	≥ 50%
5	% of attendees who are from target group (Working adults in mid 20s and 30s)	≥ 50%

3.3 The Contractor shall collate and produce a post-event report on each session's attendance, demographics, and measurement of other event success metrics, where applicable. The post event report should capture the outcomes of the session and learning points for future event reference, and be submitted to SCCC within 5 working days after the end of each session.

3.4 Onsite audience attendance must be collated and submitted to SCCC within 24 hours after each session. Contractor should provide clickers, or other suitable tools/mechanisms, for the event crew to use on site and the mechanics for the tabulation of survey results and audience count. Contractor should brief the event crew on how to operate the visitors counting tools/mechanisms.

3.5 Timesheets or similar documents should be produced at the end of each session to indicate proof of the workers, artistes and other manpower's presence and work at the event. These documents should be submitted to SCCC as part of the final invoice.

3.6 Any incident reports must be documented and shared with SCCC immediately.

#### 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) 15% 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) 15% of the Contract Price shall, after 12 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; and
  - (d) 20% of Contract Price upon completion of TGIF Music Station and receipt of deliverable reports from Contractor.
- 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**

- 5.1 SCCC's Concourse Floor Plan is attached in **ANNEX A**.

## **6. SUBMISSION REQUIREMENTS**

- 6.1 Please refer to the section titled, "**Tender Guidelines**" for details of the submission requirements.

## **7. OTHER REQUIREMENTS**

- 7.1 An itemised quotation is to be provided in the tender submission.
- 7.2 SCCC reserves the right to award the tender in parts if required.
- 7.3 SCCC is the sole copyright owner of any works, such as actual performances, livestream videos, etc. generated as a result of this project.

## **8. ENQUIRIES**

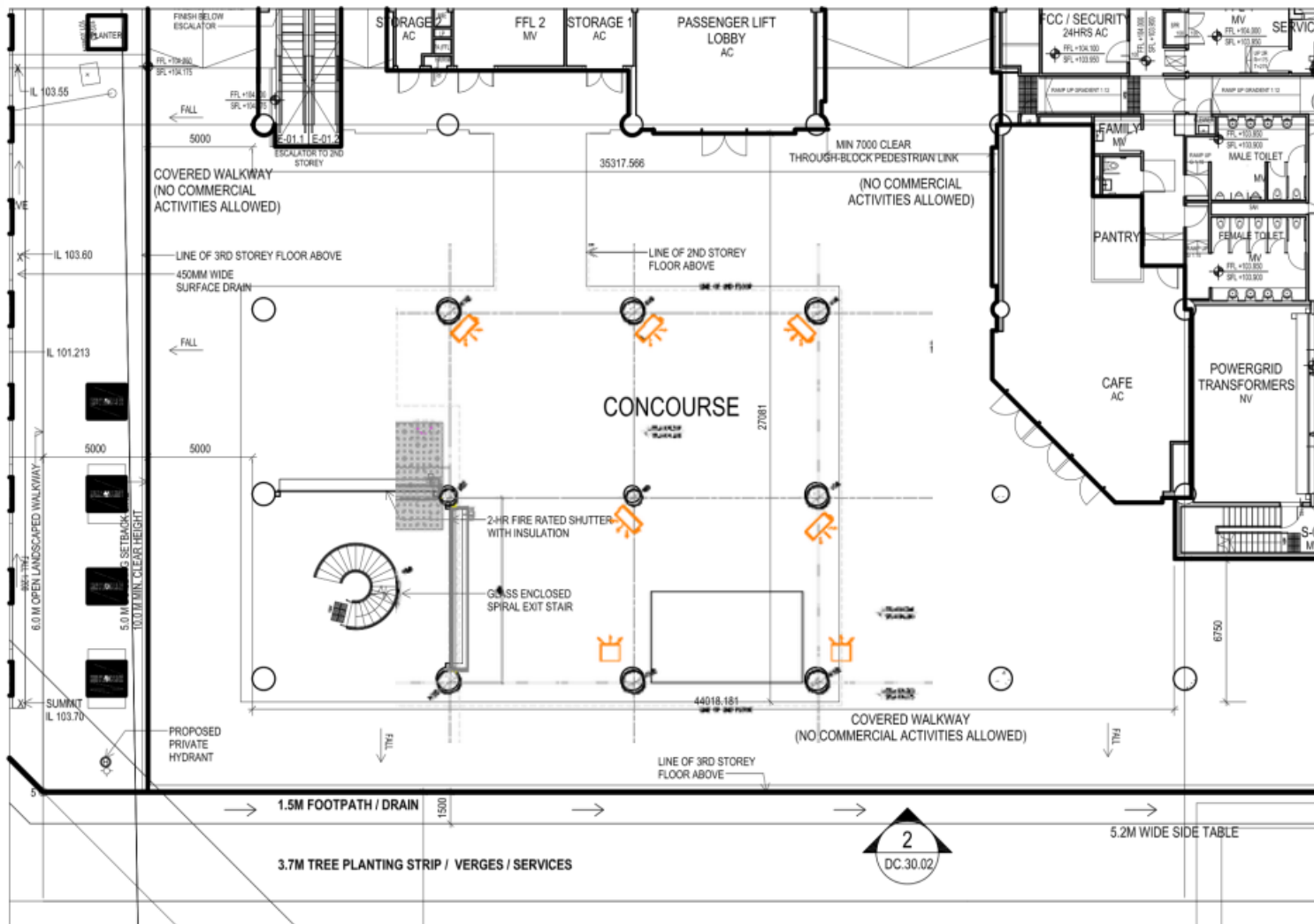
- 8.1 For enquiries, please contact:

Name: Alexis Tan  
Designation: Assistant Manager/Programmes, SCCC  
Office Tel: 6812 7221  
Email: [alexistan@singaporeccc.org.sg](mailto:alexistan@singaporeccc.org.sg)

Name: Sharon Lim  
Designation: Assistant Manager/Programmes, SCCC  
Office Tel: 6812 7218  
Email: [sharon.lim@singaporeccc.org.sg](mailto:sharon.lim@singaporeccc.org.sg)

- 8.2 SCCC reserves the absolute right not to entertain or respond to any query which is deemed inappropriate, improper, illegal, irrelevant, and/or prejudiced towards any Tenderer.

## ANNEX A – SCCC Concourse Layout



CONCOURSE FLOOR PLAN  
SCALE: NOT TO SCALE

TENDERER'S OFFER		FORM A
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906	Tender No:	SCCC/PROG/TGIF26/ 001
Name of Tenderer:		
Tenderer Address & Telephone No:		
<p>We, _____ (name in block letters) hereby offer and undertake 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 <b>180 days</b> commencing on the closing date for the submission of tenders i.e. on <b>12 February 2026</b>.</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 of 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><b>12 x Hybrid Sessions</b></p> <p><b>S\$</b> _____, excluding prevailing GST, <b>S\$</b> _____, including prevailing GST.</p> <p><b>Our concept for each of the 12 hybrid sessions is given in the Concept Paper attached hereto.</b></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 _____, 2026.</p>		
Tenderer's Company or Business Registration No:	Tenderer's official Stamp:	
Authorised Signature:		
Name:	Telephone/Handphone No: Fax:	
Designation:	Email:	
<p><b>NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.</b></p>		

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:		
<i>Please attach a copy of the following:</i> <ul style="list-style-type: none"> <li>• Organisation Chart</li> <li>• Latest Audited Balance Sheet and P&amp;L Statement</li> <li>• List of Reference Customers</li> </ul>		
Designation:	Email:	
<b>NOTICE:</b> This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.		

PRICE SCHEDULE OF TENDERER'S OFFER (FOR 12 HYBRID SESSIONS)							FORM C
<b>Item No.</b>	<b>Name/Model of item</b>	<b>Quantity (No. of units) (a)</b>	<b>Tender Quotation Per Unit (Including Freight, Delivery and Installation) (b)</b>	<b>Tender Quotation Per Item (a) x (b) = (c)</b>	<b>Discount (d)</b>	<b>Net Tender Quotation (c) – (d) = (e)</b>	<b>Any other Relevant Remarks</b>
<b>Total Value</b>							

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 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 attach their CVs)					
<b>Name and Contact</b>	<b>Designation</b>	<b>Yrs of experience</b>	<b>Qualification</b>	<b>Experience (Past &amp; current projects)</b>	<b>Awards</b>