

Tender No.: SCCC/PROG/CNY27/01



UEN Registration No.: 201309577Z

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

INVITATION TO TENDER

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers for the **design, fabrication and maintenance of a Chinese New Year (CNY) roof garden project comprising an art installation (covering the lawn, stage and pavilion) and zodiac forecast lightbox exhibition, and the design of red packets based on the aforementioned installation** as described in the Tender Specifications and on the terms set out in the Tender Document.

2. The budget for this integrated project shall not exceed **S\$200,000.00**, exclusive of GST.

3. 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.singaporeccc.org.sg/tender>.

- a. Tender Guidelines
- b. Conditions of Contract
- c. Requirement Specifications
- d. Proposal Form (FORM A)
- e. Tenderer's Offer (FORM B)
- f. Tenderer's Profile (FORM C)
- g. Price Schedule of Tenderer's Offer (FORM D)
- h. Major Projects completed by Tenderer's Company within the last three (3) years (FORM E)
- i. Current Projects undertaken by Tenderer's Company (FORM F)
- j. Profile of Tenderer's Project Team (FORM G)

4. Tender Offers must be submitted in a sealed envelope, together with all required forms, supporting data and relevant information, both original and a copy, to SCCC before the closing date of submission.

5. The closing date for submission is **1 July 2026, 2pm**.

6. 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

7. A briefing for interested Tenderers will be held on **Wednesday, 10 June 2026, 2pm, via Zoom**. Please RSVP your attendance to events@singaporeccc.org.sg by Friday, 5 June, 2pm and include "SCCC/PROG/CNY27/01" in the email subject.

8. SCCC does not bind itself to accept the lowest of any Tender Offers.

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OVERVIEW OF TENDER PROCESS

1. STAGE ONE

1.1 Tenderers are required to submit a written design proposal that includes a write-up to explain the CNY roof garden art installation’s concept, sketches of the proposed art installation (covering the lawn, the stage and the pavilion), a zodiac forecast exhibition (to be pasted on four long lightboxes), and red packet design. Tenderers are required to submit their design proposal using the Proposal Form (FORM A).

1.2 Costings are not required at this stage, but Tenderers should be aware that they must form a consortium to design, fabricate and maintain the proposed roof garden art installation and zodiac forecast exhibition stickers, and to adapt the design for red packets. The final cost shall not exceed **S\$200,000.00**, excluding GST.¹

1.3 Physical copies of the Proposal Form (FORM A) must be deposited into SCCC’s Tender Box by 1 July 2026, 2pm.

1.4 Proposals will be evaluated based on the following criteria:

Criteria	Percentage
Quality of concept	90%
Compliance with tender specs	10%

2. STAGE TWO

2.1 Shortlisted Tenderers will be invited to attend a briefing and site walkthrough at SCCC.

2.2 SCCC will share comments on design proposals submitted in stage one with the respective shortlisted Tenderers. Shortlisted Tenderers will be required to develop their design proposals and submit a detailed tender proposal, including costings.

2.3 Shortlisted Tenderers submitting their Tender’s Offer on time, along with the required documents, will receive a pitch fee of **S\$1,000.00**, including GST.

2.4 Shortlisted Tenderers may be invited to a tender interview.

2.5 Tenderers forming a consortium to bid for this project must provide separate track records for each member of the consortium.

2.6 Proposals will be evaluated based on the following criteria:

Criteria	Percentage
Price competitiveness	40%

¹ GST will be raised to 9% on 1st January 2024.

Quality of proposal	30%
Compliance with tender specs	10%
Track record	20%

3. INDICATIVE TIMELINE

Stage	Event	Date/Period	Remarks
One	Tender briefing	10 June 2026 2pm	
	Tender submission	1 July 2026 2pm	To submit physical copies of Form A and relevant supporting documents.
Two	Tender briefing and site walkthrough at SCCC	7 July 2026 2pm	Only for shortlisted Tenderers.
	Tender submission	29 July 2026 2pm	To submit physical copies of Forms B to G and relevant documents.
	Tender interview (if any)	5 August 2026 2pm	Only for shortlisted Tenderers.
	Award	12 August 2026	

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 in a sealed envelope deposit by hand into the Tender Box located at SCCC Level 1 lift lobby by the stipulated date and time. The Tenderer shall mark the top left-hand corner of the envelope with:

**SCCC/PROG/CNY27/01
XXXDAY, DDMMYYYY, XPM**

2.3 Tenders submitted after the stipulated date and time will not be accepted.

2.4 The Tenderer shall also submit samples of work if SCCC so requests.

- 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 the tender and supporting brochures/handbooks in two (2) sets. One set is to be marked "original" and the other set is to be marked "copy". A soft copy is to be uploaded onto the Google Drive folder provided by SCCC. A unique URL will be assigned to each vendor who attended the tender briefing session.

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 Provision of Goods and Services provided pursuant to this tender.

3.4 A Tenderer who declares himself/herself 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/her change in GST status. He/She shall be entitled to claim from SCCC any GST charged on the Provision of the Goods or Services made by him/her after his/her 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 Ms Sharon Lim (Assistant Manager, Programmes) or Ms Pat Yuan Teng (Assistant Manager, Programmes) at events@singaporeccc.org.sg by 23 June 2026, 2pm.

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 On submitting his/her tender proposal, 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/her tender proposal as may be required by SCCC.

6. VALIDITY PERIOD

6.1 Tenders submitted shall remain valid for acceptance for a period of **sixty (60) 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 ten (10) 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 ten (10) days of the Date of Contract, the tenderer shall deposit with SCCC copies of the insurance policies and premium receipts if 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
Security Deposit:	A refundable sum that is placed with SCCC by the Contractor as security for the due performance and observance of the Contractor's obligation to this Contract as per clause 10 of the Condition of Contract

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, both original and a copy, to SCCC before the closing date of tender.

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

3.1 The Contractor shall carry out and fully complete the works of 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 comprehensive 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. PROJECT COMPLETION DATE

5.1 The Contractor undertakes that the project shall be delivered within the period specified in the Contract. Subject to the written consent of SCCC, the Contractor may be entitled to a reasonable extension of time for delays caused by the following:

- a. Force majeure; or
- b. Any damage or delay not caused by or not due to the wilful act or default or negligence of the Contractor and/or his employees, agents or any person for whom the Contractor is responsible.

PROVIDED ALWAYS that:

- a. In respect of all the above events, the Contractor has not been negligent and/or failed to take all reasonable steps to prevent and/or minimise such losses, delays and/or damages; and
- b. Any request for such extension of time shall be made in writing to SCCC within seven (7) calendar days of the date of the occurrence of the abovementioned event, failing which the Contractor shall be deemed to have waived any right of extension with regards to the particular event.

5.2 Any failure by the Contractor to deliver the project by the date specified in the Contract and to the full satisfaction of SCCC shall entitle SCCC:

- a. To cancel all or any items of goods and/or services pursuant to and/or arising from the Contract without any compensation regardless of any work already done and obtain the same from any other sources of SCCC's discretion. Any and all costs and/or expenses thereby incurred shall be deducted and/or offset from any money due or becomes due and owing to the Contractor or shall be recoverable as damages; or
- b. To require the Contractor to pay liquidated damages to SCCC or to allow SCCC to deduct the same from any money due or become due and owing to the Contractor as liquidated damages. The amount of such liquidated damages shall be calculated at the rate of 10% of the total Contract price for each week's delay and an equal proportionate part of this amount for any delay of less than a week, and which shall accrue until and unless all the goods are delivered and/or all the services are performed.

5.3 For the avoidance of doubt, nothing in the foregoing shall be taken as an obligation by SCCC to mitigate and/or take any additional measures under this Tender Document and the Contract.

6. PERFORMANCE REQUIREMENTS

6.1 The Contractor shall diligently and fully perform his obligations under the Contract in accordance with the terms and conditions as set out in the Contract. The Contractor shall ensure that all goods and/or services provided are in compliance with all directives, policies and/or applicable guidelines of SCCC.

7. COMPLIANCE WITH LAW

7.1 The Contractor shall comply with and satisfy all requirements under all laws and regulations relevant or applicable to the performance of his obligations under the Contract and shall indemnify SCCC in respect of all costs and expenses and any liabilities whatsoever which may be incurred under or in connection with such laws and regulations.

8. VARIATIONS

8.1 Any variation of the provisions of the Contract shall be subject to the mutual consent in writing by SCCC and the Contractor.

9. ASSIGNMENT

9.1 The Contractor shall not transfer, assign and/or subcontract its rights and/or obligations under the Contract or any part, share or interests therein.

9.2 Without prejudice to the rights of the Contractor, SCCC may assign and/or transfer its rights and/or obligations under the Contract.

10. PAYMENTS

10.1 Payment shall be made by SCCC within **sixty (60) calendar days** upon receipt of the valid invoice from the Contractor, subject to the relevant clauses contained herein.

11. SECURITY DEPOSIT

11.1 The Contractor shall place with SCCC by way of a cheque or banker's draft a security deposit for a sum equal to 10% of the Contract Price as security for the due performance and observance of the Contractor's obligations pursuant to the Contract, if so requested by SCCC.

11.2 SCCC may accept a banker's guarantee for the purpose stated in Clause 11.1 in lieu of Security Deposit to be furnished. The guarantee may be in the form of the Draft Banker's Guarantee or such other form as may be acceptable to SCCC.

11.3 Subject to the provisions of the Contract, the Security Deposit shall be refundable within sixty (60) calendar days of delivery of the Works to the full satisfaction of SCCC. For

the avoidance of doubt, SCCC may deduct and/or offset any amount it is entitled to under the Contract from the Security Deposit.

12. TERMINATION

12.1 SCCC may terminate the Contract with immediate effect by giving notice in writing to the Contractor on any one of the following grounds:

- a. where the Contractor has wholly suspended work without justification or is failing to proceed with due diligence and due expedition and following expiry of two weeks' written notice from SCCC to that effect, has failed to take effective steps to recommence work or is continuing to proceed without due diligence or expedition, as the case may be;
- b. where the Contractor refuses or persistently fails and/or neglects to comply with the instructions of SCCC issued under the provisions of the Contract and following expiry of two weeks written notice from SCCC to that effect, has failed to take effective steps to comply with the said instructions; and/or
- c. where the Contractor becomes bankrupt or insolvent or makes a composition with creditors or if, being a company, a winding-up order of any kind is made in respect of the Contractor, or if a receiver or manager is appointed over the Contractor's undertaking or assets or possession of or execution on any part of such undertaking or assets is taken or levied by creditors.

12.2 Upon termination under sub-clause 12.1,

- a. SCCC may engage other contractors to complete those parts of the Works uncompleted by the Contractor and the Contractor shall be liable to SCCC for all additional costs incurred thereby. The Contractor shall also pay liquidated damages for delay calculated in accordance with Clause 9 as if he had himself completed the Works; and
- b. SCCC may withhold payment of any money payable to the Contractor until the Works are completed and the damages payable to SCCC arising from such termination are quantified and ascertained by SCCC (such quantification and ascertainment to be made within a reasonable time) and if the aggregate amount of such damages and all monies paid to the Contractor under this Contract exceeds the Contract Price, such excess amount shall constitute a debt payable to SCCC by the Contractor.

12.3 The rights of SCCC specified under clause 12 shall be in addition to such other rights and remedies allowed by law and otherwise as SCCC may have or be entitled to against the Contractor for breach of contract or otherwise.

13. NON-DISCLOSURE

13.1 The Tenderer agrees not to disclose, reveal or divulge to any person or entity any information concerning the organisation, business, finances, transactions or other affairs of SCCC which may come to the Tenderer's knowledge at any time during or after the Contract term, unless SCCC grants written consent of such a disclosure. If need to be, all Tenderers shall be required to enter into a non-disclosure agreement with SCCC.

14. INDEMNITIES

14.1 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses for personal injury or death arising directly or indirectly from the Works or the performance of this Contract unless the same are due to the act or neglect of SCCC, SCCC's employees or agents.

14.2 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses for damage to property which are caused directly or indirectly by any act or omission or negligence of the Contractor, his employees or agents or any person for whom the Contractor is responsible or due to any circumstances within the Contractor's control.

14.3 The Contractor shall indemnify and keep SCCC indemnified against all claims, demands, actions, judgements, damages, costs and expenses in respect of any infringement or alleged infringement of any patent, copyright, trade secret or other property right which infringement or alleged infringement arise directly or indirectly from the performance of this Contract or any matter relating thereto unless such infringement or alleged infringement is due solely to the use of any specifications or drawings provided by SCCC.

14.4 None of the indemnities shall be defeated or reduced by reason of the fact that SCCC may have neglected or omitted to exercise any powers of supervision or control whatsoever that may have under this contract.

15. THIRD PARTY INSURANCE

15.1 As a condition precedent to the commencement of the Works, the Contractor shall ensure that there is in force throughout the term of the Works adequate policies of insurance:

- a. Against his and SCCC's liabilities and that of SCCC's employees in respect of or in connection with personal injuries or death arising directly or indirectly from the Works or the performance of this Contract.
- b. Against his and SCCC's liabilities and that of SCCC's employees in respect of or in connection with any damage to property (other than the Works) arising directly or indirectly from the Works or the performance of this contract; and
- c. Against his and SCCC's liabilities and that of SCCC's employees in respect of any liability to the Contractor's employees or workmen or such persons engaged for the purposes of the Works under the Workmen's Compensation Act with any amendments, modifications thereto or re-enactment thereof or any law.

15.2 Such insurance shall be taken out with an insurer approved by SCCC for such period(s) and on such terms as SCCC may require and in default of production of a satisfactory relevant policy or premium receipt or current certificate of insurance from such insurer SCCC may itself insure against the risks described in sub-clause 19.1 and recover the costs thereof from the Contractor and/or deduct such cost from any sums due to the contractor. SCCC may, from time to time, require the Contractor to provide copies of the insurance policies for its records.

16. WAIVER

16.1 The failure by SCCC to enforce at any time or any period any one or more of the terms or conditions of this contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms or conditions of this Contract.

17. NOTICE

17.1 Any notice to be served on the Contractor under this contract may be sent by post in an envelope addressed to the Contractor at his place of business or residence last known to SCCC or at the Contractor's registered office, as the case may be, and any notice so posted shall be deemed to have been given at the time when the same would normally be delivered in the ordinary course of post.

18. ARBITRATION

18.1 Any dispute or difference between the parties in connection with this Tender Document or the Contract or any matter related thereto shall be referred to arbitration in Singapore under the Singapore International Arbitration Centre Rules and in accordance with the Arbitration Act with any amendments, modifications thereto or re-enactments thereof.

19. APPLICABLE LAW

19.1 This Tender Document and the Contract shall be construed in accordance with and governed by the Laws of Singapore.

REQUIREMENT SPECIFICATIONS

1. BACKGROUND

1.1 SCCC is Singapore's leading institution for local Chinese culture. SCCC contributes to a vibrant arts and culture scene through thought leadership, research, arts residencies, partnerships, and support for local arts and cultural groups. It also organises exhibitions, performances, festivals, workshops, conferences, talks and other cultural activities throughout the year. Through its outreach efforts, SCCC hopes to bring Singapore Chinese culture to life and make it accessible to all.

1.2 SCCC will be commissioning a CNY roof garden art installation to celebrate the Year of the Goat in 2027. The installation, targeted at youths and young families, shall include elements associated with CNY and Singapore Chinese culture, and present SCCC as a vibrant and youthful arts and culture organisation. Please refer to ANNEX A for references.

1.3 The roof garden art installation, focusing on creativity and connections, will be on display from January 2027 to May 2027. As the display period overlaps with both Chinese New Year and Singapore Art Week 2027, it is preferable that the installation possesses elements that suit both events.

1.4 Tenderers are required to submit design, build/production, maintenance, and logistical support for an **art installation with interactive elements on SCCC's roof garden**.

1.5 As part of this Contract, the Tenderer shall work closely with SCCC for the design, and production throughout the contract period. The appointed Tenderer shall take into consideration the design, branding, and identity of SCCC.

1.6 The design proposal shall also take into consideration suitable safety and security measures to safeguard all works on display. Refer to ANNEX F for safety requirements for playgrounds.

2. OVERVIEW OF ART INSTALLATION

2.1 The CNY roof garden art installation is meant to celebrate the Year of Goat and to bestow upon SCCC visitors' prosperity and luck, whilst taking into consideration the Singapore Art Week. The exhibition venue will be at SCCC's roof garden. Please refer to ANNEX B for roof garden layout.

2.2 Tenderers are expected to propose designs that meet the following objectives:

- a. To present CNY as a festival that brings everyone together, and relevant to children;
- b. To present SCCC as a vibrant and youthful organisation;
- c. To include design elements of Singapore Chinese culture; and
- d. To include interactive elements that allow visitors to bond through play.

2.3 The brief for the CNY roof garden installation is to transform SCCC's rooftop garden (especially the lawn) into an attractive and auspicious installation where visitors can soak in the festive cheer and take photographs. 2027 will be the Year of the Fire Goat and the new year is predicted to usher in a period of artistic creativity and familial/community (re)connections. The installation should therefore feature either the Fire Goat and/or all 12 zodiac animals, and incorporate festive motifs, auspicious greetings and/or motifs that symbolise creativity and connections.

2.4 The project will also include a zodiac forecast exhibition comprising stickers that would be pasted on SCCC's four roof garden light boxes. Tenderer must clear the Fengshui company they intend to engage to provide the zodiac forecast as well as the exhibition content with SCCC. Please refer to ANNEX A for reference.

2.5 Tenderers should also take into consideration the lighting condition at SCCC's roof garden as it is open from 10am to 10pm daily. As most visitors turn up at the roof garden in the evening, the installation should have attractive light effects.

2.6 The art installation may utilise the entire roof garden space, but must include installations on the lawn, the stage and the pavilion as well as the zodiac forecast exhibition (using stickers or equivalent non-destructive media) on all four light boxes.

3. OVERVIEW OF RED PACKET, E-GREETING CARD AND WHATSAPP/ TELEGRAM STICKER PACKS

3.1 As part of this tender, Tenderers are required to design a CNY red packet that takes reference from the roof garden installation and show distinctive Chinese Singaporean cultural elements. The red packet artwork shall also be adapted to an e-greeting card and a WhatsApp and Telegram sticker pack. Please refer to ANNEX C for reference.

3.2 The red packet artwork dimension is 90mm x 165mm (portrait/landscape, 300dpi). Tenderer may propose one single design or a set of designs. It will be used as a marketing collateral to drive footfall to the Centre and create media interest to generate good media coverage and build awareness of the Centre.

3.3 The e-card will be used for sending email greetings to SCCC's stakeholders and e-newsletter subscribers. Dimension is 900px (H) X 780px (W) in GIF format, or any suitable dimension for e-mail use (Outlook and MailChimp).

3.4 The artwork will be adapted into WhatsApp and Telegram sticker packs. The sticker packs shall consist of at least 10 animated stickers each, related to the roof garden installation and CNY. The sticker pack will be uploaded to Sticker.ly and Telegram for public to download. It will be used as a marketing tool to raise awareness for the roof garden installation during CNY.

3.5 The production of red packet will be undertaken by SCCC's designated printer or a printer recommended by Tenderer.

4. SCOPE OF WORK

4.1 Tenderers are invited to provide the following:

S/N	Item Description
1.	PRELIMINARIES
1.1	Tenderer shall fulfil all the necessary preparatory works (including a site recce, a site briefing on all the available fittings and measurement etc.) and carry out a detailed record and survey of the safety and onsite conditions as well as measurements, to facilitate design plans.
2.	INSTALLATION DESIGN DEVELOPMENT

2.1	Tenderer shall discuss and conceptualise with SCCC the content, style, and direction. All artworks must be original. The works must not have illegal, political, controversial and/or offensive content.
2.2	Tender shall develop preliminary design. Upon approval, the Tenderer will proceed to develop construction drawings, samples and other technical plans required for fabrication for final approval. Tenderer shall consider durability, weight so that the installation and all its components are firmly secured and maintenance of the installation.
2.3	Tenderer shall make provisions for all exhibition texts to be bilingual (English and Chinese). The project team shall include a bilingual interpretative writer with experience in writing exhibition text to enrich visitor experience and ensure suitability for target audience. All translations must be done by SCCC's recommended translator and all costs shall be borne by the Tenderer. All translated texts must be vetted by SCCC's recommended vetter and all costs shall be borne by the Tenderer. All text must be submitted to and cleared by SCCC before commencing any production.
2.4	Tenderer is responsible for ensuring that the design plans conform to all building and fire safety regulations. Tenderer shall obtain relevant Authority approvals and/or permits, where necessary.
2.5	Tenderer shall make provisions for lighting and power with necessary cabling, wirings, and accessories with approved licences.
2.6	Tenderer shall design wayfinding for placement at SCCC's carpark entrance, lift lobby entrance, benches facing Tanjong Pagar MRT and the lawn of Singapore Conference Hall.
3.	BUILD AND FABRICATION
3.1	Tenderer shall ensure taking of site measurements to ascertain exact size requirements for areas to start production. Exact dimensions on shop drawings shall be indicated.
3.2	Tenderer shall submit method statements or strategy for the production and process for installation and fabrication including production schedule for SCCC's approval prior to commencement of works.
3.3	Tenderer shall submit a sample chart showing the range of materials to be used for SCCC's selection and approval prior to commencement of the works.
3.4	Tenderer shall use materials that can withstand heat, rain, sunlight, and wind conditions.
3.5	Tenderer shall fabricate and install all elements as per approved construction drawings including build, graphics and advisory signage during installation and display period; as well as provide ground supervision.
4.	MARKETING MATERIALS
4.1	Tenderer shall provide visual assets of the completed installation for use in media, social media platforms, websites and internal articles and presentations. These would include photographs taken by SCCC's recommended photographer and adaptations of the artwork to other publicity materials (e.g. lamp post banners).

	These files and their contents shall remain the property of SCCC. Tenderer shall also provide the working file of the final artwork to SCCC to adapt for its use and purposes.
4.2	Artists, designers or creators of the artwork must be available for media interviews and provide content for social media posts.
4.3	Tenderer shall also work with SCCC and LTA to prepare the designs for advertisements on buses, MRT trains and train stations, under the SCCC X LTA's Art in Transit for CNY project to develop themed trains, stations and buses for CNY 2027.
5.	SET-UP AND TEAR-DOWN
5.1	Tenderer shall provide adequate manpower for the set-up and tear-down of the installation. This may include but not limited to floor manager, coordinator, and overnight security.
5.2	Tenderer must strictly adhere to the set-up and tear-down timeline for all event days. All structures, equipment, and debris shall be cleared from site immediately at the end of event day. Inspection will be conducted to check on the condition of the site.
5.3	Tenderer and workers must adhere to the security measures and rules of the exhibition venue.
5.4	Tenderer is fully responsible for the cleanliness during the set-up and tear-down period.
5.5	Tenderer must put up proper signages to alert the public during the set-up and dismantling period. Proper site management must be strictly adhered for the safety and cleanliness of the site throughout the whole period of set-up till tear-down.
5.6	Tenderer must make good any damage to the property of the exhibition venue at the end of the event, whenever requested by SCCC to do so. Teardown of the exhibition must be completed within fourteen (14) calendar days from the end of the exhibition.
5.7	Tenderer shall conduct risk assessment required under the Workplace Safety and Health Act and its subsidiary regulations/by-laws. Tenderer shall fill in and submit the relevant Permits-to-Work prior to execution of work activities. The permits shall be endorsed by the Tenderer's qualified personnel, i.e., the Project Manager, Professional Engineers and/or Safety Officer. Tenderer shall submit the endorsed permits to SCCC for acknowledgement and approval.
6.	MAINTENANCE AND REINSTATEMENT
6.1	Tenderer shall undertake to provide maintenance work for the installation, including digital elements if any, starting from the launch date of the display until the end of the exhibition period, i.e., 9 Jan 2027. Tenderer shall respond to SCCC's request for assistance within twenty-four (24) hours, and rectify electrical faults within four (4) hours of acknowledgement of fault, and rectify physical damages of installation within twenty-four (24) hours of acknowledgement of fault. SCCC maintains the right to charge the contracting company liquidated damages if the minimum service standards are not met.

6.2	Tenderer must carry out maintenance work to ensure installations do not look worn out, this includes but not limited to ensuring that lost/damaged installations are replaced, faded colours are restored or repainted, and deflated balloons are fully inflated.
6.3	Tenderer shall ensure that all display areas are reinstated at the end of the display period. This includes but not limited to returfing the roof garden lawn, and removal of stains on surfaces.
6.4	Tenderer shall ensure that maintenance works are carried out during off-peak hours to avoid putting SCCC patrons at risk. Tenderer may propose half a day or full day closure of the roof garden installation per week for maintenance, if necessary.
7.	RED PACKET AND E-CARD
7.1	Tenderer shall design a red packet that takes reference from the art installation.
7.2	Tenderer shall design an e-card that takes reference from the art installation.
7.3	Tenderer shall design an animation sticker pack of at least 10 stickers each for WhatsApp and Telegram sticker packs that takes reference from the art installation.
8.	TENDERER'S SUPPORT
8.1	Tenderer shall act as a single billing party amongst all participating vendors.
8.2	Tenderer shall provide a project manager as the point of contact for the entire period of the project, who shall also manage all participating vendors. ²
8.3	<p>Tenderer must comply with all the following safety requirements:</p> <ul style="list-style-type: none"> • Observe reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out. • Provide and supply all the necessary manpower (including safety engineers, qualified technicians, and support staff etc.) required for the construction of truss, towers or any structural requirements. • All manpower must possess the proper certifications and work permits for the works required according to government guidelines. • Ensure provisions of insurances, site management and site protection throughout the contract period. • Seek and secure all the relevant and necessary licenses and approvals from all the respective public agencies such as but not limited to Urban Redevelopment Authority (URA) endorsement, Land Transport Authority (LTA) endorsement, Professional Engineer (PE) endorsement, License Electrical Workers (LEW) temporary licensing, Building and Construction Authority (BCA) permit and outdoor advertising license(s), Single Line Drawing, and temporary change of use.
8.4	Tenderer must ensure that all necessary risk assessments, insurance and other documentation be prepared and submitted to SCCC 10 working days before event date.

² Refer to ANNEX D for roles and responsibilities of project manager.

9.	OPTIONAL ITEM TO BE INCLUDED IN TENDER SUBMISSION	
9.1	Tenderer to propose the designs for LTA X SCCC Art in Transit for CNY project to develop themed trains, stations and buses for CNY 2027 based on the following requirements, <u>but they should not be included in the overall tender cost.</u>	
	Items	SOR Rate
1	Trains <u>Quantity:</u> - 5 MRT lines: North-East Line (NEL), Downtown Line (DTL), North-South and East-West Lines (NSEWL), Circle Line (CCL), and Thomson-East Coast Line (TEL) - 1 design variation applies for all the 5 train lines. For example, floor sticker for NEL can be resized for DTL floor sticker. <u>Deliverables:</u> NEL: In-train non-seated cabin full area, window stickers (up to 2 design variations), mid-strips (up to 2 design variations), interior panels (up to 4 design variations), floor stickers DTL: In-train connectors + perched seat wall, window stickers, interior panels, floor stickers NSEWL: In-train seated cabin, window stickers, interior panels, floor stickers, connector wall CCL: Interior panels, window stickers, mid-strips, floor stickers TEL: Interior panels, ceiling stickers, window stickers, connectors, floor stickers	\$
2	Buses <u>Quantity:</u> - Up to 4 bus models: SBST Bus, SMRT Bus, Go Ahead SG Bus, Towel Transit Bus - 1 design variation applies for all the different bus models. <u>Deliverables:</u> - Full bus exterior wrap (1 design), bus interior panels (up to 4 design variations), bus interior stairwell (1 design), wall beside bus captain seats (1 design)	\$
3	MRT Stations - Wall Mural Sticker <u>Quantity:</u> - Up to 10 wall murals - 1 design variations, adapt for different dimensions for different stations	\$
4	MRT Stations - Floor Stickers <u>Quantity:</u> - 1 design for Shenton Way MRT Station floor	\$
5	MRT Stations – Step Risers	\$

Quantity:

- Up to 3 step risers
- 1 design variation, adapt for different stair risers in different dimensions

**Please refer to [LTA's Line Arts Guide 2025](#) for more info.*

**The spaces are subjected to changes as it will be based on the confirmed assets advised by LTA. Awarded tenderer will receive the updated LTA's Line Arts Guide 2026 closer to date.*

Tentative timeline for the "LTA X SCCC CNY-Themed Transport 2027" project

Date	Activities
August 2026	LTA to provide line art for themed trains, buses and stations Designer to commence design work
Mid-September 2026	Designer to submit design for 1 train (includes In-train non-seated cabin full area, window stickers (up to 2 design variations), mid-strips (up to 2 design variations), interior panels (up to 4 design variations), floor stickers, In-train connectors + perched seat wall) and 1 station wall mural SCCC & LTA to approve the design for train and station wall mural
Early-October 2026	Designer to submit design for 1 bus (includes bus exterior wrap (1 design), bus interior panels (up to 4 design variations), bus interior stairwell (1 design), wall beside bus captain seats (1 design) Designer to submit design for station floor sticker
Mid-October 2026	Designer to submit adaptations for all trains
Early-November 2026	SCCC to submit FA for Trains for LTA's and Public Transport Operator's clearance
December 2026	Designer to submit the adaptations & FA for all buses, station wall murals and floor stickers SCCC to submit FA for Buses and Stations for LTA's and Public Transport Operator's clearance
January 2027	Colour proof and installation Launch of CNY-themed trains, buses and stations Tentative launch date: 19 Jan 2027 (Tues)

5. DELIVERABLES

5.1 The appointed Tenderer must adhere and meet the following deliverables set by SCCC.

Time	Key Activities
August and September 2026	Development of content and design of roof garden installation, zodiac forecast exhibition and red packet
October 2026	Confirmation of design and text of roof garden installation and zodiac forecast exhibition
October and November 2026	Fabrication
November to Early December 2026	Confirmation of design of red packet, e-cards and animated stickers for WhatsApp and Telegram.
17 December 2026 to 6 January 2027	Installation
9 January 2027	Media engagement Launch of installation
24 May to 31 May 2027	Tear-down and reinstatement of all areas

6. PAYMENT

6.1 Payment shall be made in accordance with the payment milestones as set out below unless otherwise agreed in writing.

Milestone	% of Contract Price	Cumulative Total (%)
30 days from the submission and approval of design plan, and receipt of the invoice for the same.	30	30
30 days from the satisfactory completion of installation, handover of venue in satisfactory condition, and receipt of the invoice for the same.	50	80
30 days from the satisfactory completion of maintenance work for the full exhibition period, tear-down of installation and reinstatement of all exhibition areas, and receipt of the invoice for the project milestone.	20	100

7. SUBMISSION REQUIREMENTS

- 7.1 A stage one tender proposal must include the following:
- FORM A: Proposal Form
 - Sketches of roof garden installation covering the lawn, the stage and the pavilion
 - Sketches of zodiac forecast exhibition
 - Sketches of red packet design

7.2 A stage two tender proposal must include the following:

- a. FORM B: Tenderer's Offer
- b. FORM C: Tenderer's Profile
- c. FORM D: Price Schedule of Tenderer's Offer
- d. FORM E: Major Projects completed by Tenderer's Company within the last three (3) years
- e. FORM F: Current Projects undertaken by Tenderer's Company
- f. FORM G: Profile of Tenderer's Project Team

8. TENDER BRIEFING

8.1 A briefing for interested Tenderers will be held on **Wednesday, 10 June 2026, 2pm, via Zoom**. Please RSVP your attendance to events@singaporeccc.org.sg by Friday, 5 June 2026, 2pm and include "SCCC/PROG/CNY27/01" in the email subject.

9. OTHER REQUIREMENTS

- 9.1 An itemised quotation must be provided in the stage two tender submission.
- 9.2 SCCC reserves the right to award the project in parts, if required.
- 9.3 SCCC is the sole copyright owner of all artworks generated as a result of this project.

10. ENQUIRIES

10.1 For enquiries, please contact:
Ms Sharon Lim, Assistant Manager/Programmes
sharon.lim@singaporeccc.org.sg
6812 7218

Ms Pat Yuan Teng, Assistant Manager/Programmes
yuanteng.pat@singaporeccc.org.sg
6812 7221

10.2 The Centre reserves the right not to entertain queries which may be irrelevant, spurious or prejudicial to other tenderers.

10.3 Please refer to [ANNEX E](#) for answers to frequently asked questions.

ANNEX A: SCCC's Past Roof Garden Installations

“Finding Har 马 ny” CNY Art Installation 2026



“蛇 prise” CNY Art Installation 2025



“BeLONG” CNY Art Installation 2024



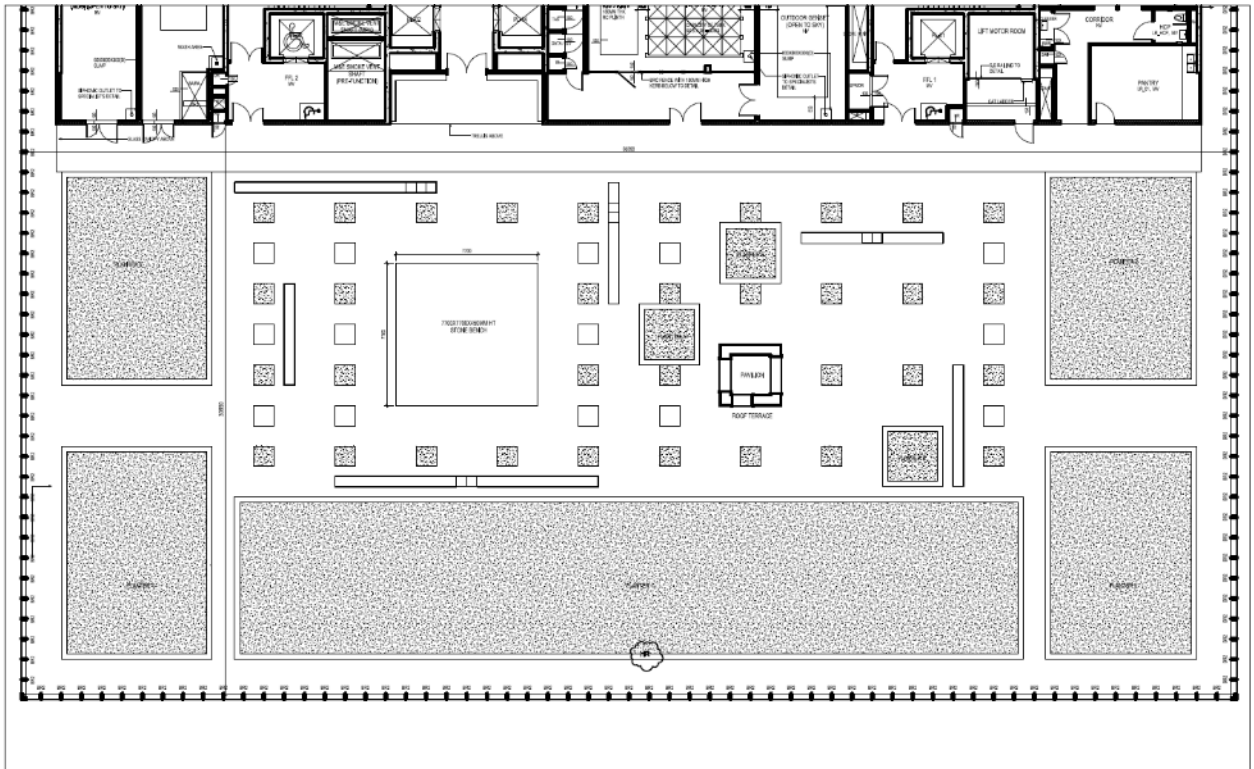
“兔 gether” CNY Art Installation 2023



“Huat Huat Land” CNY Art Installation 2022



ANNEX B: Roof Garden Layout



ANNEX C: SCCC's Past Year's Red Packet

SCCC Red Packet & Sticker Pack 2026 and "Finding Har 马 ny" Art Playground



SCCC Red Packet & Sticker Pack 2025 and "蛇 prise" Art Playground



SCCC Red Packet & Sticker Pack 2024 and BeLONG's Art Playground



SCCC Red Packet & Sticker Pack 2023 and 兔 gether CNY Art Installation



SCCC Red Packet 2022



* SCCC Red Packet 2022 is a standalone project

SCCC CNY Sticker Pack 2022 and Ang Ku Kueh Girl Exhibition



Learn about SCCC's past year's red packets at the following link:
<https://festivefever.singaporeccc.org.sg/chinese-new-year/red-packet/>

ANNEX D: Roles and Responsibilities of Project Manager

1. The project manager (PM) should be **based in Singapore** throughout the project period. Project period starts from the acceptance of award until teardown of exhibition is completed. If the PM has to take leave from the project, a replacement based in Singapore has to be appointed with the agreement of SCCC.
2. Submit a detailed project timeline to SCCC and receive approval before any work commences.
3. Work closely with the participating contractors and sub-contractors, and be well-informed with regards to the project.
4. Serve as the contact person for all matters related to the project, and communicate SCCC's directions to participating contractors and sub-contractors. SCCC will not manage the vendor/contractors on behalf of the PM.
5. Provide planning works, including but not limited to:
 - Ensuring that the project is on track according to the timeline.
 - Location of where the boom lift, scissor lift or any other equipment should be parked within the premise of SCCC. Approval must be obtained before parking and PM should provide a duration of how long the vehicle(s) will be parked.
 - Propose storage space for installation materials. Approval must be obtained and PM should provide a duration of how long the space will be used.
 - If the installation involves electricity, the electrical layout plan should clearly indicate how the cables will run.
 - Budget planning should include construction cost for running electrical cables and/or application for any permits required.
6. Submit relevant documents at least 10 working days period to commence of work at SCCC. Late submissions of documents might lead to a delay in project completion. SCCC maintains the right to charge the contracting company liquidated damages if the project is not completed on time. The documents to be submitted are as follows:
 - SCCC contractor pass form
 - Vehicle list
 - Risk assessment form
 - Method statement
 - Boom lift/scissor lift specifications (if any)
 - Boom lift/scissor lift operator's licensed permit (if any)
 - Site mobilisation plan
 - Hoarding plan
7. All exhibition text and designs must be submitted to SCCC for approval before print and construction.
8. PM should be responsive within four hours should there be any issues or queries with regards to the project.
9. Arrange and attend weekly meetings to update SCCC on the progress of the project and/or to raise any concerns. PM is to share the meeting minutes with SCCC within two working days of the meeting.
10. Follow up on matters brought up during weekly meetings, and update SCCC on its outcome.

11. Be onsite during installation, teardown and whenever major works take place at SCCC. If the PM is unavailable, a replacement should be onsite to oversee the project, with the agreement of SCCC. PM is to inform SCCC at least five working days in advance and to provide contact details of the assistant.

12. PM should preferably have bizSAFE level 4 certification. The PM, contractors and sub-contractors should adhere to workplace safety and health regulations and abide by relevant laws at SCCC.

13. Report all major issues onsite to SCCC staff promptly, and provide a solution and set a deadline to rectify the issue.

14. Plan and arrange monthly maintenance with SCCC to ensure that the installation is running well and work is satisfactory. The turnover time for maintenance work should be within four hours. In the event that more than four hours is needed, the PM should provide SCCC a comprehensive report on what would be done to resolve the issue and set an estimated time to rectify it.

ANNEX E: Frequently Asked Questions

1. Will SCCC be supporting in the content development?

- SCCC will work closely with the appointed vendor to ensure that the exhibition direction aligns with the Centre's objectives, and the content and texts are accurate. But the primary responsibility of the accuracy of facts, language and translation lies with the vendor.

2. Can we produce merchandise such as toys and t-shirt using designs from the installation?

- It is preferred that the vendor produce and sell merchandise based on the artwork only after the SCCC exhibition period has lapsed, and SCCC must always be acknowledged as the original commissioner of the artwork.
- If merchandise is sold during the exhibition period, SCCC will need to vet the merchandise beforehand, and agree on pricing and commission.

3. Are we allowed to exhibit the artwork at other galleries or museums?

- The vendor may travel the exhibition to external locations only after the SCCC exhibition period has lapsed, and SCCC must always be acknowledged as the original commissioner of the artwork.

4. Is it necessary to have goats in the design?

- The Goat theme is recommended as 2027 is the Year of the Goat.

5. Will this installation become permanent after the exhibition?

- Unlikely to have the entire installation made permanent, but parts of it may be placed on SCCC's grounds on a long-term basis if the design is suitable.

6. Is it possible to include write-ups at the entrance?

- There should be introduction panels to the exhibition, preferably near both sides of the entrances to the roof garden. They shall be in both English and Chinese.



7. The two months given for fabrication and installation in the project schedule is quite tight, is it possible for this stage to start in mid-October instead?

- The project schedule is a guide. The tenderer may propose an alternative project schedule as long as the media preview and exhibition launch date remain the same. SCCC will work with the appointed vendor to refine the project schedule.

8. What if we are not GST-registered?

- You won't need to list GST information if you are not GST-registered. However, if you are working with sub-contractors, they will require GST in their payments. Please check with IRAS if you are unclear on whether you are GST liable.

9. What is the cost of lawn reinstatement?

- Lawn is 42200mmL x 8200mmW.
- Cost is SGD 30.00 per sqm.

10. What percentage of the budget is allocated for artists fee?

- There is no fixed percentage on this, the vendor may quote a fee which is deemed reasonable.

11. What is the cost breakdown of the translation rate?

**Schedule of Rates (SOR) for Translation
English to Chinese**

1-3 hrs (50 - 300 words) = \$0.32 per word
<48 hrs (50 - 2500 words) = \$0.30 per word
>48 hrs (50 - 2500 words) = \$0.28 per word

Chinese to English

1-3 hrs (50 - 300 words) = \$0.38 per word
<48 hrs (50 - 2500 words) = \$0.36 per word
>48 hrs (50 - 2500 words) = \$0.34 per word

- Wordcount exceeding 2500 will be charged at the >48 hrs rate

12. Should the media preview and launch of exhibition be quoted into the tender?

- This is not required.

13. Can old works be included in the exhibition?

- It is preferred that new works be produced. If existing works are used, these must not exceed 50% of the entire SCCC installation.

14. Will we be given the building's technical drawings, e.g., spaces; elevation drawings of the front and sides of SCCC; plan drawing of the front lawn; height of glass façade panels; and drawings of glass/cladding etc.? Would also like to check what are the materials of the surfaces for the ground floor, façade, and roof garden.

- Materials for the following:
 - a. Roof garden floor – Ash Grey Granite
 - b. Planter box/seat (black) – Black Granite
- All installation work requires PE endorsement.

15. For carrying of large objects, is there a cargo lift? What is the weight limit and size of both lifts?

- The cargo lift stops at level 11, contractors will then have to change to the fire lift to get to roof garden.

Fire Lift 1

- Rated load: 1630kg
- Car internal height: 2500mm
- Car internal width: 2000mm
- Car internal depth: 1800mm

16. Can we do anything to the roof garden stage? What's the weight limit of the stage?

- Yes, the stage can be used.
- Weight limit is 5KN/m², based on UDL (uniformly distributed load)
- All installation work requires PE endorsement.

17. What is the main source of power? If the installation at the roof garden requires 24/7 power running, is it possible?

- Power supply from 63A 3ph isolator to hirer's portable DB (with their LEW endorsement) can be on 24/7. But the DB should have provision of timers to schedule on and off times for equipment, e.g., lighting.

18. What is the available space given at the roof garden?

- On the big lawn - all temporary exhibits will be removed.
- The stage and the four glass structures can be used
- Glass façades (lightbox) can be used
- The main pavilion - sticking on the surface is allowed, however there should not be any residue left on the surface upon removal.
- Do not put things on the four planters, except for the main lawn.
- Three sets of stairs leading up to lawn cannot be painted (currently black).

19. Is it possible to add sculptures on top of the pavilion?

- Yes, but it cannot exceed the height of the glass panels, and it might be subjected to approval from authorities. Height about 2.4mH will need PE endorsement.
- 5KN/m² for the sculpture weight; care and protection are required for the placement.
- All installation work requires PE endorsement.

20. Are there any restrictions on installations?

- Stickers must be removable without residue.
- Vendor must provide method of securing installations in proposal.
- Stickers used on glass structures should be translucent as glass structures are lightboxes

21. The power consumption would be 500 - 800W per meter square for our installation. Therefore, 63A 3ph would not be sufficient. Is there a way to increase the power supply? Or should we work within this limitation?

- 63A 3ph is the available supply for the Lower roof area which was adequate for all the previous projects. We need to know exactly how much power is required as details are important for us to check if it is technically viable to tap from other nearby sources.
- Do note that all these electrical works and checks such as LEW calculation and endorsements shall be borne by the contractor.
- Vendors are encouraged to use energy efficient lighting and equipment.

ANNEX F: References for Playground Safety Requirements

Description	URL
Playground area standards update by NParks	https://www.nparks.gov.sg/-/media/cuge/ebook/citygreen/cg3/cg3_09.pdf
Recommendation for outdoor facilities by BCA	https://www1.bca.gov.sg/docs/default-source/universaldesign/udguide2016.pdf
Company providing playground safety audit	https://isrc.com.sg

*All work done must comply to all authorities' requirements and safety standards.

DESIGN PROPOSAL		FORM A
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906	Tender No:	SCCC/PROG/ CNY27/01
Name of Tenderer:		
Name of company (if applicable):		
Designation of Tenderer:		
Tenderer address:		
Tenderer email:		
Tenderer contact number:		
Indicative budget:		
<p>Detailed proposal</p> <p>Some points to consider</p> <ul style="list-style-type: none"> • What is the key concept of the exhibition? • How will the exhibition bring across the idea of “togetherness”? • Why is the exhibition attractive to youths and young families? • How is the exhibition relevant to Chinese Singaporean culture? • How does the exhibition create greater awareness of SCCC? • Where will the installations be placed at? • What are the spaces that the exhibition will be utilising? • What are the designs that will appear on the light boxes? • Who are the artists and main people involved? • Who are the partners you plan to collaborate with? • Have you worked with these artists and partners before? • What will be done to ensure the exhibits on display can last for three months? • How is the red packet and e-greeting card attractive to the public? 		
<p>Required supporting documents:</p> <p>(a) CVs/Portfolios of key personnel</p> <p>(b) Proposed list of artists and artworks, if applicable</p> <p>(c) Sketch of roof garden installation</p> <p>(d) Sketch of red packet design</p> <p>(d) Other supporting documents (e.g., additional drawings, decks, etc.)</p>		

TENDERER'S OFFER		FORM B
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906		Tender No: SCCC/PROG/ CNY27/01
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 60 days commencing on the closing date for the submission of tenders i.e., on 29 July 2026.</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: S\$_____, excluding GST.</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 Registration No:	Business	Tenderer's official Stamp:
Authorised Signature:		
Name:		Telephone/Handphone No: Fax:
Designation:		Email:
<p>NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.</p>		

TENDERER'S PROFILE		FORM C
Company's Name:		
Address:		
Country of Incorporation:		
Year of Establishment:		
Ownership:		
Registration Number with ACRA <i>(State Financial Category)</i>		
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 D
<i>Item No.</i>	<i>Name/Model of item</i>	<i>Quantity (No. of units) (a)</i>	<i>Tender Quotation Per Unit (Including Freight, Delivery and Installation) (b)</i>	<i>Tender Quotation Per Item (a) x (b) = (c)</i>	<i>Discount (d)</i>	<i>Net Tender Quotation (c) – (d) = (e)</i>	<i>Any other Relevant Remarks</i>
Total Value							

MAJOR PROJECTS COMPLETED BY TENDERER'S COMPANY WITHIN THE LAST 3 YEARS (If Tenderer is forming a consortium to bid for this project, please list major projects completed by each member of the consortium.)					FORM E
<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 (If Tenderer is forming a consortium to bid for this project, please list current projects completed by each member of the consortium.)	FORM F
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<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 (If Tenderer is forming a consortium to bid for this project, please list profile of project team from each member of the consortium.)	FORM G
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(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>Years of experience</i>	<i>Qualification</i>	<i>Experience (Past & current projects)</i>	<i>Awards</i>