

Tender No.: SCCC/PROG/SE26/04



UEN Registration No.: 201309577Z

**INVITATION TO TENDER
FOR THE DESIGN, FABRICATION, INSTALLATION,
MAINTENANCE, DEINSTALLATION AND
TRANSPORTATION OF
A TRAVELLING EXHIBITION
FOR SINGAPORE CHINESE CULTURAL CENTRE**

INVITATION TO TENDER

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers for the design, fabrication, installation, maintenance, deinstallation, and transportation of a travelling exhibition as described in the Tender Specifications and on the terms set out in the Tender Document.
2. The budget for this project shall not exceed **S\$180,000.00**, inclusive 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. Tenderer's Offer (FORM A)
 - e. Tenderer's Profile (FORM B)
 - f. Price Schedule of Tenderer's Offer (FORM C)
 - g. Major Projects completed by Tenderer's Company within the last three (3) years (FORM D)
 - h. Current Projects undertaken by Tenderer's Company (FORM E)
 - i. Profile of Tenderer's Project Team (FORM F)
4. Tender Offers must be submitted in a sealed envelope, together with all required forms, supporting data and relevant information in a ring bound A4 folder, both original and a copy, to SCCC before the closing date of submission.
5. The closing date for submission is **18 August 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 mandatory briefing will be held on **Thursday, 23 July 2026, 10am via Zoom**. Please RSVP your attendance to exhibitions@singaporeccc.org.sg by Wednesday, 22 July 2026, 2pm and include "SCCC/PROG/SE26/04" in the email subject.
8. SCCC does not bind itself to accept the lowest of any Tender Offers.

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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/SE26/04 XXXDAY, DDMMYYYY, XAM
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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/she 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".

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/her GST status in his tender. He/She shall clearly indicate whether he/she is, or whether he/she will be a taxable person under the GST Act. He/She 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/or 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 goods and/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 Tan Yuan Lin (Assistant Manager, Exhibitions) at exhibitions@singaporeccc.org.sg by **14 August 2026, 2pm**.

4.2 SCCC reserves the absolute right not to entertain or respond to any query, which, in SCCC's opinion, is inappropriate or improper.

4.3 On submitting his/her tender, the Tenderer shall be deemed to have examined this Tender Document and satisfied himself/herself 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 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/her tender, whether in whole or in part, by sending a letter of acceptance 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 provision and 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 in a ring bound A4 folder, 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 provision 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/her 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/her 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 thirty (30) 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/she had himself/herself completed the Works; and/or
- 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 17 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/her 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 it 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/her 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/her 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/her 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/her 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. The Centre was opened by then-Prime Minister Lee Hsien Loong in 2017 and houses *SINGAPO 人* (singaporen), a permanent exhibition that showcases the distinctiveness of Singapore Chinese culture in our multicultural society. 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 Tenderers must submit a **proposal for the design, fabrication, installation, maintenance, deinstallation, and transportation of the travelling exhibition tentatively titled *Everyday Chinese***. The exhibition is expected to travel to 10 venues comprising malls, schools and public libraries, with the option of additional venues. Please refer to Annexes A, B, and C for the exhibition narrative, list of objects and reproductions, and design references respectively.

(Note: Annexes will be provided only to Tenderers who register for the mandatory tender briefing and sign a Non-Disclosure Agreement.)

1.3 As part of this Contract, the Contractor shall work closely with SCCC for the design, and production of the travelling exhibition throughout the contract period. The design proposal shall also take into consideration suitable safety and security measures to safeguard all works on display. The proposal should also take into consideration accessibility and environmental sustainability.

2. OVERVIEW OF EXHIBITION

2.1 Singapore Chinese Cultural Centre's Permanent Exhibition (PE), *SINGAPO 人: Discovering Chinese Singaporean Culture*, will close in October 2026 for a revamp. Hence, this travelling exhibition will present key themes from SCCC's PE to ensure that audiences continue to engage with Singapore Chinese culture during its closure period. It will explore how Singapore Chinese culture has been shaped by Singapore's multicultural environment and how it continues to evolve in response to social, cultural and technological changes. Please refer to Annex A for the exhibition narrative.

2.2 This exhibition should appeal to a wide range of visitors. It should feature objects, reproductions and interactive elements to create a more engaging visitor experience and provide opportunities for public participation. Please refer to Annex B for the list of objects and reproductions.

2.3 The exhibition structures may be built in modules for easier set-up and tear-down. A travelling exhibition space is typically not larger than 20sqm.

2.4 Each proposed structure, such as an exhibition wall, can contain multiple content pillars/sections, but each content pillar/section should be kept within one proposed structure. Proposed structures should be presented in an attractive way to draw visitors to the exhibition (see Annex C). There should also be provisions for an exhibition introduction and a conclusion

(to be instructed by SCCC), as well as stands/totems for call-to-actions to participate in a survey by scanning a QR code and/or to visit SCCC's PE.

3 SCOPE OF WORK

3.1 Tenderers are invited to provide the following:

S/N	ITEM DESCRIPTION
1	PRELIMINARIES
1.1	Provide the following but not limited to: • Engagement of a project manager (see <u>Annex D</u> for roles and responsibilities of project manager); • Insurance; • Pre-condition survey; • Site management; • Workplace Safety Officer; • PE Certification; • QP endorsement for all drawings; • Electrician (including LEW & SLD); • Submission and compliance to all authorities including SCDF and M&E Works by a Qualified Person; • Site protection, housekeeping and debris clearing; and • Temporary hoarding or graphic vinyl for affected spaces.
2	EXHIBITION DESIGN AND LAYOUT
2.1	Discuss and conceptualise with SCCC exhibition team on the style and creative direction(s) for the exhibition, including but not limited to the items listed below: • Exhibition panels and text; • Graphics and illustrations; • Interactive elements and props; • Plinths and display cases; • Advisory signages; and • Lighting design for entire exhibition space.
2.2	Develop preliminary exhibition design and, upon SCCC's approval, develop construction drawings and other technical plans (including provision of samples) required for fabrication for final approval. Tenderer shall consider mobility, durability and flexibility of exhibition design especially in terms of accommodating different venues (i.e. the floor area of most venues is between 16 to 20 sqm).
2.3	Provide marketing assets such as key visuals for the exhibition in accordance with SCCC's design guidelines. These visuals could be adaptable for, but not limited to, the following formats: • Digital screens; • Website banners and listings; and • Social media posts.

2.4	Provide a translator with experience in writing exhibition texts. All translations (mainly English to Chinese) 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 copy editor and all costs shall be borne by the Tenderer.
2.5	Provide lighting and power with necessary cabling, wirings, and accessories with approved licences. Electrical requirements shall be kept to a minimum as most schools are only able to provide one (1) 13-amp power socket.
3	BUILD AND FABRICATION
3.1	Produce and install all structures of the exhibition in accordance to approved exhibition design, including but not limited to the items listed below: • Exhibition panels and text; • Graphics and illustrations; • Interactive elements and props; • Plinths and display cases; and • Advisory signages.
3.2	Provide all the necessary ground supervision during installation of exhibition.
3.3	Reproduce high-quality images based on SCCC-provided high-resolution files.
3.4	Provide all objects and reproductions listed in <u>Annex B</u> and any future updated versions provided by SCCC.
4	SET UP, TRANSPORT AND TEARDOWN
4.1	Provide adequate manpower for the set-up and tear-down of the exhibition at 10 venues, each displaying for two to four weeks. This may include, but is not limited to, floor manager and coordinator.
4.2	Quote for transport for 10 venues. A one-way journey will be considered one (1) trip, for example, a back-to-back trip from one venue to another, shall be considered one (1) trip.
4.3	Make good any damage to the property of the exhibition venues at the end of the event, whenever requested by SCCC to do so.
4.4	Dispose of all exhibition structures after the full exhibition period, that is, after the exhibition has travelled to all 10 venues and/or after any extended exhibition period, whichever is later.
5	MAINTENANCE
5.1	Undertake to provide maintenance works for the exhibition, including digital elements if any, for 10 venues, with the option to renew the contract. Contractor shall reply to SCCC's request for assistance within two (2) hours.
6	OPTIONAL ITEMS
6.1	Tenderers <u>must</u> quote for optional items 6.2 to 6.5 in the proposal, but this shall be quoted separately and not to be included in the Tenderer's Offer (FORM A).

6.2	Provide a quote for the services required for one (1) additional set-up and tear-down as per requirements listed in Point 4 “SET UP, TRANSPORT AND TEARDOWN”. This will be the fixed price for every additional venue after the exhibition has travelled to 10 venues. This may be activated upon request.
6.3	Provide a quote for a one-way transport for transporting all the exhibition structures. This may be activated upon request.
6.4	Provide a quote for a one-day storage fee for the exhibition structures. This may be activated upon request.
6.5	Provide a quote for exhibition carpeting on a per sqm basis. Cost of the carpet installation shall be covered within items 4.1 and 5.1. This may be activated upon request.

4. DELIVERABLES

4.1 The appointed Contractor has to adhere and meet the following deliverables set by SCCC.

Time	Key Activities
August to September 2026	Development of content and design
October to December 2026	Translation and vetting of text; confirmation of design and text
January 2026 to February 2027	Fabrication and installation
8 February 2027	Exhibition launch

4.2 The appointed Contractor must comply with the service standards specified in Annex E.

5. PAYMENT

5.1 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 (%)
Within 30 days of receiving the invoice, following submission and approval of travelling exhibition design plan.	40	40
Within 30 days of receiving the invoice, following satisfactory completion of the installation and handover of the exhibition.	40	80

Within 30 days of receiving the invoice, following satisfactory completion of maintenance for the full exhibition period (i.e. after all 10 venues) and deinstallation of the exhibition.	20	100
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6. SUBMISSION REQUIREMENTS

A tender proposal must include the following:

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

7. TENDER BRIEFING

7.1 A mandatory briefing will be held on **Thursday, 23 July 2026, 10am via Zoom**. Please RSVP your attendance to exhibitions@singaporeccc.org.sg by Wednesday, 22 July 2026, 2pm and include "SCCC/PROG/SE26/04" in the email subject.

8. OTHER REQUIREMENTS

- 8.1 An itemised quotation must be provided in the tender submission.
- 8.2 SCCC reserves the right to award the project in parts, if required.
- 8.3 SCCC is the sole copyright owner of any artwork generated as a result of this project.

9. EVALUATION

9.1 Proposals will be evaluated based on the following criteria:

Criteria	Percentage
Price competitiveness	40%
Quality of proposal	30%
Compliance with tender specs	10%
Track record	20%
Total	100%

10. ENQUIRIES

10.1 For enquiries, please contact:

Ms Tan Yuan Lin
Assistant Manager, Exhibitions
exhibitions@singaporeccc.org.sg

10.2 SCCC reserves the right not to entertain queries which may be irrelevant, spurious or prejudicial to other Tenderers.