

TENDER NO.: SCCC/EST/2026/002



UEN Registration No.: 201309577Z

**INVITATION TO TENDER FOR SUPPLY &
INSTALLATION OF STAGE FLOORING FOR LEVEL 9
AUDITORIUM AT THE SINGAPORE CHINESE
CULTURAL CENTRE**

INVITATION TO TENDER

1. Singapore Chinese Cultural Centre invites tender offers for Supply & Installation of Stage Flooring for Level 9 Auditorium at the Singapore Chinese Cultural Centre (SCCC).
2. The following documents that form part of this Tender Document have been prepared to enable prospective vendors to tender for the above-mentioned works that would meet the SCCC's requirements and specifications. These forms may be obtained from <https://singaporeccc.org.sg/tenders-quotations/>.
 - Tender Guidelines
 - Conditions of Contract
 - Draft Banker's Guarantee
 - Technical Specification
 - Tenderer's Offer (FORM A)
 - Tenderer's Profile (FORM B)
 - Price Schedule of Tenderer's Offer (FORM C)
 - Tenderer's Proposal – Equipment Specifications (FORM D)
 - Tenderer's Proposal – Equipment Support and Maintenance (FORM E)
 - Tenderer's Proposal – Software Support (FORM F)
 - Tenderer's Proposal – Training (FORM G)
 - Major Projects completed by Tenderer's Company within the 3 years (FORM H)
 - Current Projects undertaken by Tenderer's Company (FORM I)
 - Profile of Tenderer's Project Team (FORM J)
 - Tenderer Compliance List (FORM K)
3. The Tenderer is required to complete and submit the following documents in sealed envelope, together with all technical data on the equipment and any other supporting data or relevant information in a ring bound A4 folder, in duplicate, to SCCC before the closing date of tender:
 - Tenderer's Offer (FORM A)
 - Tenderer's (FORM B)
 - Price Schedule of Tenderer's Offer (FORM C)
 - Tenderer's Proposal – Equipment Specifications (FORM D)
 - Tenderer's Proposal – Equipment Support and Maintenance (FORM E)
 - Tenderer's Proposal – Software Support (FORM F)
 - Tenderer's Proposal – Training (FORM G)
 - Major Projects completed by Tenderer's Company within the 3 years (FORM H)
 - Current Projects undertaken by Tenderer's Company (FORM I)
 - Profile of Tenderer's Project Team (FORM J)
 - Tenderer Compliance List (Form K)
4. The closing date for submission of tender is **4 September 2026, 2pm**. Incomplete or late submission of the required documents will render the Tender Offer liable to be disqualified.
5. A mandatory briefing will be held on Thursday, 20 August 2026, 2:00 pm at SCCC Level 11 Board Room. You are required to RSVP to production@singaporeccc.org.sg before 19 August 2026, 5:00pm and include "SCCC/EST/2026/002" in the email subject. Tenderers who are unable to attend the mandatory briefing will be disqualified from the tender assessment. **Attendance is strictly by prior RSVP only, and no walk-ins will be permitted under any circumstances.**

6. The Tender will be evaluated based on the Eligibility and Evaluation Criteria in the Technical Specifications.
7. Schedule of payments is thirty (30) days after the successful completion of the Project Handover.
8. Liquidated damages will be charged at **10%** of tender award per week for each week's delay (and a proportionate part of this amount for delay for any period of less than a week).

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 required to be completed by a tenderer.

2.2 The Tenderer shall submit this Tender Document in a seal envelope deposit by hand into the Tender Box located at SCCC by the stipulated date and time. The tenderer shall mark the top left- hand corner of the envelope with:

SCCC/EST/2026/002
4 September 2026, 2.00pm
Tenders in sealed envelopes are to be deposited into the
Tender Box located at 1 Straits Boulevard, L1 Lift lobby.
Singapore Chinese Cultural Centre.

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

2.4 Incomplete submission of the required documents will render the Tender Offer liable to be disqualified.

2.5 The Tenderer shall also submit samples of the goods and/or packages if SCCC so requests.

- Such samples shall be delivered at the site and by the time stipulated in the Invitation to Tender and should be marked clearly with the Tender number, item number and the name of the tenderer. Failure to provide the required samples at the stipulated time may render the tender liable to be disqualified.
- The tenderer shall indicate whether he wishes the samples to be returned. If no indication is given, SCCC shall not be obliged to return any samples to the tenderer.
- All cost, 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.

2.6 Tenderers shall submit the tender and supporting brochures/handbooks in the number of sets as specified in the Invitation to Tender. One set is to be marked "original", and the other set is to be marked "copy".

2.7 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 supply 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 supply 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 **Mr Andrew Fernandez** (email: andrew@singaporeccc.org.sg) before **2 September 2026, 2.00pm**.
- 4.2 SCCC reserves the absolute right not to entertain or respond to any query, which, in the SCCC's opinion, is inappropriate or improper.
- 4.3 On submitting his/her tender, the Tenderer shall be deemed to have examined this Tender Document and site conditions 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 a presentation on such aspects of his tender as may be required by SCCC.

6. VALIDITY PERIOD

- 6.1 Tenders submitted shall remain valid for acceptance for a period of 180 days commencing on the closing date. This validity period may be extended by mutual consent in writing of SCCC and the Tenderer.

7. AWARD

- 7.1 SCCC shall be under no obligation to accept the lowest or any tender.
- 7.2 SCCC shall normally not enter into correspondence with any tenderer regarding the reasons for non-acceptance of a tender.
- 7.3 SCCC reserves the right to accept the whole or any part(s) of the Tender Offer as it may decide, unless the Tenderer expressly stipulates in its Tender Offer that certain parts of the Tender Offer are to be treated as indivisible. The prices shall be adjusted in accordance with the schedules of prices set out in the Tender Offer.
- 7.4 The Letter of Acceptance issued by SCCC shall create a binding contract on the part of the tenderer to supply 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 purchase order or letter of acceptance by post to that tenderer and the posting of the purchase order or 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.

7.9 Tenderer may submit alternative offer to the tender specifications, however SCCC reserved the rights not to accept the alternative offer.

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 therefore required under the Conditions of Contract.

CONDITIONS OF CONTRACT

1. DEFINITIONS

SCCC:	Singapore Chinese Cultural Centre
Tenderer:	The company who submits this Tender Document
Contractor:	The 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 completion of the works
Works:	The supply, delivery to and installation at the Site of the equipment and /or services in conformance and accordance with the Technical Specifications and drawings
Site:	The premises on SCCC, (Shenton Way) or any other site designated by SCCC
System Completion Date:	The date which all equipment and/or services shall be functional / ready as specified in the Technical Specifications
Warranty Period:	The period during which the contractor, at his own expense, shall make good to the satisfaction of SCCC and shall promptly attend to any defects whatsoever in the works as per clause 5 of the Condition of Contract
Acceptance Test:	Any applicable functional and/or compliance testing carried out as per clause 6 of the Condition of Contract
Performance Requirements:	The acceptance standards of the Acceptance Test as per clause 7 of the Condition of Contract
Security Deposit:	A refundable sum that 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 19 of the Condition of Contract
Banker's Guarantee:	A letter issued from a bank undertaking the guarantee payment of Security Deposit upon demand by SCCC for the purpose stated in clause 19 of the Condition of Contract

2. PRESENTATION

- 2.1 The contractor shall carry out and complete the supply of all items of goods and /or services in accordance with the contract in every respect and to the directions and satisfaction of SCCC. Unless otherwise stated in the contract, all goods shall be newly manufactured goods.
- 2.2 The contractor shall do or supply all things, free of charge, which are not expressly specified in this Tender Document but which may be necessary for the proper completion of the Works, or obviously required to be done or supplied in the context of this Tender Document and/or in view of the conditions on the Site.

3. DOCUMENTATION

- 3.1 The contractor shall undertake to supply SCCC with one (1) complete set of comprehensive documentation on all aspects of the equipment/services including documentation to be used for planning, design, installation, operation, maintenance, administration and training purposes. All sets of such documentation shall be of the latest version.
- 3.2 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.

4. SYSTEM COMPLETION DATE

- 4.1 The contractor undertakes that the equipment/services shall be delivered, fully installed and operational within the specified period. The contractor shall be entitled to a reasonable extension of time for delays caused by the following:
- Force majeure; or
 - 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 THAT:

- 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
 - 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.
- 4.2 In the event of failure by the contractor to deliver any item of goods or complete the performance of services by the date specified in the contract other than due to the circumstances provided above, SCCC shall have the right
- to cancel all or any items of goods or services from the contract without compensation and obtain them from other sources and all increased costs thereby incurred shall be deducted from any moneys due or to become due to the contractor or shall be recoverable as damages; or,
 - to require the contractor to pay or allow SCCC to deduct from any moneys due or become due to the contractor's sum, calculated at the rate as specified in the Invitation to Tender as liquidated damages until the goods are delivered and the services are performed.

5. WARRANTY PERIOD

- 5.1 There shall be a warranty period during which the contractor, at his/her own expense, shall make good to the satisfaction of SCCC and shall promptly attend to any defects whatsoever in the works.

- 5.2 The duration of the warranty period shall be the period specified in the “Tenderer’s Proposal – Equipment Support and Maintenance” and” Tenderer’s Proposal - Software Support” commencing the day following the date of the successful completion of the Acceptance Test or the last test to be conducted. When SCCC does not require any test to be conducted, the warranty period shall commence the day following the date on which the equipment is fully installed and operational. Provided always that the duration of the warranty period shall not be less than one (1) year.
- 5.3 Where SCCC considers appropriate, it may in its absolute discretion require a separate warranty period in respect of each or any item or part of the equipment delivered. The duration of any such warranty period shall be the specified period, commencing the day following the date of the successful completion of the last test conducted on the said item or part of the Equipment or if SCCC so agrees from the date such item or part of the equipment is installed and operational. Provided always that the duration of any such warranty period shall not be less than three (3) years.

6. ACCEPTANCE TEST

- 6.1 If SCCC so required, the equipment and/or service will be subject to an acceptance test conducted by SCCC in accordance with such procedure(s) and method(s) as SCCC may in its absolute discretion deem fit for the purpose of confirming and verifying that the functions, features and performance of the Equipment meet the requirements and standards stipulated in the Technical Specifications.
- 6.2 The Acceptance Test shall be conducted and completed within a period of thirty (30) days from the date of completion of the installation of the equipment. This period may be extended upon mutual agreement to ninety (90) days.
- 6.3 SCCC may conduct such other tests on each item or part of the equipment in accordance with such procedure(s) and method(s) as SCCC may in its absolute discretion deem fit for the purpose of confirming and verifying that the functions, features and performance of such item or part meet with the requirements and standards stipulated in the Technical Specifications which are applicable to such item or part. Such tests may be conducted, at the discretion of SCCC, in addition to or substitution of the Acceptance test and shall be completed before the expiry of the period stipulated.

7. PERFORMANCE REQUIREMENTS

- 7.1 The equipment when installed must comply with such performance requirements as may be mutually agreed to in writing between SCCC and the Contractor in order to be acceptable to SCCC.

8. WARRANTIES

- 8.1 The contractor warrants to SCCC that the equipment is suitable for and shall meet the requirements set out in the Technical Specifications.
- 8.2 The contractor warrants that the equipment when operational shall meet the standards of the Acceptance Test and such other test(s) conducted and the Performance Requirements.
- 8.3 The Contractor warrants that all information and data given in the tender submission documents are accurate.
- 8.4 All equipment and materials and supporting documentation not mentioned or included in this Tender Document but which may be necessary for the proper operation and functioning of

equipment to the standards of the Acceptance Test and such other test(s) conducted and the Performance Requirements shall be provided by the Contractor to SCCC free of charge.

- 8.5 The contractor warrants that the performance of this contract and the use of the equipment by SCCC shall not infringe any patent, copyright, trade secret or other property right of any third party and the contractor shall obtain without charge to SCCC any licences as are necessary for the purposes of this contract from any third parties in respect of such rights.

9. SUPPORT AND MAINTENANCE SERVICES

- 9.1 The contractor shall provide the support and maintenance services as set out in "Tenderer's Proposal – Equipment Support and Maintenance" and "Tenderer's Proposal - Software Support" documents.

10. TRAINING

- 10.1 The contractor shall carry out the training as set out in the "Tenderer's Proposal – Training" document.

11. FUTURE PURCHASES

- 11.1 At any time up to the end of the Warranty Period or, where there are more than one warranty period under this contract, the last warranty period, SCCC shall be entitled to purchase from the contractor any additional quantity of the equipment and materials set out in the Price Schedule of Tenderer's Offer which are marketed by the Contractor at a price not exceeding the price for the same set out therein.

12. COMPLIANCE WITH LAW

- 12.1 The contractor shall comply with and satisfy all requirements under all laws and regulations relevant or applicable to the performance of his obligations under this 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.

13. PROPERTY & RISK

- 13.1 The property in any items or part of the Equipment shall pass to SCCC on delivery to the site and the risk therein shall pass on the expiry of the warranty period that relate to the item or part of the Equipment so delivered.

14. VARIATIONS

- 14.1 Any variation of the provisions of this contract shall be subject to the mutual consent on writing of SCCC and the Contractor.

15. ASSIGNMENT

15.1 The contractor shall not transfer or assign the contract or any part, share or interests therein.

16. EQUIPMENT AND MATERIALS

16.1 All equipment and materials supplied shall be new and in strict conformance with the Technical Specifications and shall be of good quality and suitable for their required purpose.

17. PROCEDURE ON SITE

17.1 The contractor shall keep upon the site a competent supervisor who shall attend to the Works at all time. Any instructions given to the supervisor by SCCC shall be deemed to be given to the contractor.

17.2 The contractor shall, if required by SCCC, furnish to him a list of the names, nationalities and other particulars of the employees and workmen engaged for or by him for the purpose of the Works.

17.3 The Contractor shall be responsible for the proper behaviour of employees and workmen engaged for or by him and shall remove any such employee or workmen who is not acceptable to SCCC and the contractor shall indemnify SCCC against any claims by such employee or workmen arising from such removal.

17.4 Unless prior arrangements are made with and agreed to in writing by SCCC, the Contractor shall carry out all works on the site under his contract during SCCC's official working hours, i.e. Monday to Friday, from 8.00am to 12.00pm and 1.00pm to 6.00pm.

17.5 The contractor shall during the execution of the works take all necessary precautions to prevent damage to furniture, fittings and other properties on the site.

17.6 Where necessary, the contractor shall supply and place at appropriate places on the Site signs to give warning of work in progress.

17.7 The Contractor shall keep the Site clean and shall remove speedily from the site debris and rubbish generated by the works and properly disposes of the same.

17.8 SCCC shall not be liable for loss or damage to the Contractor's property placed or left on the Site or elsewhere on SCCC property.

18. PAYMENTS

18.1 Payment for the equipment shall be made by SCCC within **thirty (30) days** of the successful completion of the Acceptance Test or the last test to be conducted. Where SCCC does not require any test to be conducted, payment shall be made within **thirty (30) days** of the date on which the equipment is fully installed and operational.

19. SECURITY DEPOSIT

19.1 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 obligation to this Contract.

- 19.2 SCCC may accept a banker's guarantee for the purpose stated in lieu of Security Deposit to be furnished in the form of the Draft Banker's Guarantee or such other form as may be acceptable to SCCC.
- 19.3 The Security Deposit shall be refundable after the expiry of the Warranty Period or, where there is more than one warranty period under this Contract, the last such warranty period subject to the Contractor having rectified any defects in the Works to the satisfaction of SCCC and/or any claims that SCCC may have under this Contract.
- 19.4 SCCC may retain **Ten percent (10%)** of the Contract Price if the security deposit is not made upfront. Such monies retained shall be payable to the Contractor after the expiry of the Warranty Period or, where there are more than one warranty period under this Contract, the last warranty period subject to the Contractor having rectified any defects in the Works to the satisfaction of SCCC and any claims which SCCC may have under this contract.

20. LATE COMPLETION

- 20.1 If the proposed Contractor fails to complete the installation of the equipment/or service or the Equipment is not fully operational by the System Completion Date, the Contractor shall be liable to pay liquidated damages at the rate specified in the Invitation to Tender.

21. TERMINATION

- 21.1 SCCC may terminate this Contract with immediate effect by giving notice in writing to the Contractor on any one of the following grounds:
- 21.1.1 If 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;
 - 21.1.2 If the Contractor refuses or persistently fails or neglects to comply with the instructions of SCCC issued under the provisions of this 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
 - 21.1.3 If 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.
- 21.2 Upon termination under sub-clause 21.1
- 21.2.1 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 20 as if he had himself completed the Works on the date of actual completion by those other contractors engaged by SCCC;

21.2.2 SCCC may withhold payment of any monies 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; and

21.2.3 the Contractor shall remove from the Site, if required by SCCC any temporary structures, plants, tools, goods, materials and equipment brought thereon by or for the Contractor and if the Contractor fails to do so within the time stipulated in the said notice for such removal, SCCC shall be entitled to store, remove, sell or otherwise deal with or dispose of the same and the Contractor shall be liable to and shall indemnify SCCC for or against any costs, expenses and liabilities whatsoever incurred by SCCC in so dealing with or disposing the same. In the event that the said temporary structures, plants, tools, goods, materials and equipment are sold, the proceeds after the deduction therefrom of such monies as are due to SCCC from the Contractor shall be held for the Contractor for a period of not less than one month from the date of posting of a notice to the Contractor to collect the said proceeds from SCCC and if the said Contractor fails to collect the same from SCCC within the said period, he shall be deemed to have disclaimed any rights to or interests in the said proceeds. The Contractor shall not be entitled to make any claims whatsoever against SCCC or its employees or agents for any action taken by SCCC in accordance with the provisions of this sub-clause.

21.3 The rights of SCCC specified under clause 21 shall be in addition to such other rights and remedies as SCCC may have or be entitled to against the Contractor for breach of contract or otherwise.

22. NON-DISCLOSURE

22.1 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 agreement term, unless SCCC grants written consent of such a disclosure. If need to be, all tenderers are required to enter into a non-disclosure agreement with SCCC.

23. INDEMNITIES

23.1 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 or its employees or agents.

23.2 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.

- 23.3 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 use of the Equipment 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.
- 23.4 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.

24. THIRD PARTY INSURANCE

- 24.1 As a condition precedent to the commencement of the Works, the Contractor shall insure: -

- 24.1.1 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.
- 24.1.2 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
- 24.1.3 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.
- 24.1.4 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 23.1 and recover the costs thereof from the Contractor and/or deduct such cost from any sums due to the contractor.

25. WAIVER

- 25.1 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.

26. NOTICE

- 26.1 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.

27. ARBITRATION

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

28. APPLICABLE LAW

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

DRAFT BANKER'S GUARANTEE

To : Singapore Chinese Cultural Centre
1 Straits Boulevard, #11-01
S(018906)

RE : << WORKS>>

WHEREAS << Name and Address of Contractor>> ("the contractor") has entered into a contract ("the Contract") with you on the terms of the Form of Tender dated the ____ day of ____ in a Tender Document ("the Tender Document") submitted by the Contractor to you for the above Works which are more particularly described in the Tender Document;

AND WHEREAS by the provisions of the Conditions of Contract ("the Conditions of Contract") in the Tender Document the Contractor is required to make a deposit with you in cash in the amount S\$ ____ ("the Security Deposit") as a security deposit for the due performance and observance of the Contractor's obligations under the Contract;

AND WHEREAS we [name and address of banker] have requested you to accept an unconditional guarantee in lieu of the security deposit and you have agreed to accept the same.

NOW IN CONSIDERATION OF THE PREMISES:

1. We guarantee to pay to you forthwith upon demand made to us in writing a sum or sums not exceeding in the aggregate the sum of Singapore Dollars (S\$.....) ("the Guaranteed Sum"). We will pay you the Guaranteed Sum or part thereof as may be requested by you without any proof that you are entitled to reimburse yourself with or utilise such sum or that the Contractor is in default or is in breach of any agreement with you. We will however accept for the account of the guarantee any sum returned by you to us.
2. We expressly agree and declare that this guarantee shall not be prejudiced diminished or affected in any way nor shall we be released or otherwise exonerated by any act omission fact circumstance matter or thing which but for this provision might operate too or otherwise exonerate us including without limitation any arrangement whatsoever made between yourself and the Contractor with or without our consent or knowledge including any alteration in the obligations undertaken by the Contractor or any forbearance by you in respect of those obligations.
3. The Guarantee shall take effect immediately and shall continue until (expiry date of warranty period) and thereafter shall be extended from year to year without request until the Contractor shall have discharged all his obligations under the Contract or the Contract is terminated by SCCC, whichever shall first occur.
4. You may make more than one claim under this Guarantee provided that the claims in aggregate do not exceed the Guaranteed Sum.
5. All claims made by you under this Guarantee must be in writing to us not later than six months from the expiry of this Guarantee or any extension thereof.

Dated the ____ day of ____ 20____

SIGNED BY
[NAME]
AS
[DESIGNATION]
FOR AND ON BEHALF OF
[NAME OF GUARANTOR]

in the presence of
[NAME]
[DESIGNATION]
SIGNATURE
ADDRESS

REQUIREMENT SPECIFICATIONS

1. SCOPE OF WORK

- 1.1. The Tenderer shall propose, supply and install a new stage flooring system for the Level 9 Auditorium at SCCC.
- 1.2. The Tenderer shall complete the supply, delivery, installation, testing, commissioning, and handover of the stage flooring by **15 January 2027**, with the flooring fully operational and ready for use.
- 1.3. The Tenderer shall provide all labour, materials, tools, equipment, transportation, supervision, and expertise required for the supply, delivery, installation, testing, commissioning, and maintenance of the stage flooring.
- 1.4. The proposed stage flooring shall be manufactured by established and reputable manufacturers with proven performance and successful installations in professional theatres, performing arts venues, or similar applications.
- 1.5. The Tenderer's proposal shall include, but not be limited to, the following:
 - Stage flooring specifications and construction details.
 - Stage flooring shop drawings/mock up designs and proposed installation details.
 - Method statement and protection measures for all existing stage and off-stage equipment.
 - Removal and disposal of existing stage flooring.
 - Supply and installation of new timber battens and rockwool insulation, overlaid with structural plywood.
 - Supply and installation of under-stage cable trench and new stage flooring panels.
 - Application of surface coatings and finishes.
 - Provision of all trims, edge details, access panels, existing Socket Outlet Boxes (SOB), expansion joints (where required), and transition strips.
 - Protection of adjacent finishes, stage equipment and building elements throughout the works.
 - Inspection, commissioning, and Professional Engineer (PE) Endorsement of the completed stage flooring.
 - Submission of as-built drawings, warranties, operation and maintenance manuals.
 - Supply a minimum quantity of spare stage flooring panels equivalent to 10% of the total installed stage area.
- 1.6. Tenderers shall submit product datasheets, technical specifications, relevant reference projects, and supporting documentation, including details of local warranty coverage, technical support, and spare parts availability.
- 1.7. SCCC reserves the right to evaluate and determine the compliance of all proposed stage flooring systems based on the specified technical requirements, performance criteria, and overall suitability for the intended venue application during the tender evaluation process.

2. REQUIREMENT

2.1. GENERAL REQUIREMENTS

The flooring system shall:

- Be specifically designed and manufactured for use in theatres, concert halls, performing arts venues, or other professional performance spaces.
- Be resistant to moisture ingress/deterioration.
- Provide a durable, stable, and level performance surface suitable for heavy-duty operations.
- Support concentrated, uniformly distributed, rolling loads imposed by production equipment, stage scenery, and other stage-related equipment.
- Exhibit a low-glare, non-reflective surface finish suitable for theatrical lighting, LED wall displays, projection systems.
- Withstand repeated application and removal of stage tape without damage to the surface finish or leaving adhesive residue.
- Provide an appropriate level of slip resistance for performers, production crew, and stage operations.
- Minimise acoustic resonance, floor squeaks, vibration, and other unwanted noise during performances and technical operations.
- Be repairable and refinishable, where applicable, to extend the service life of the flooring.
- Be suitable for repeated repainting using approved stage floor paint or coatings.
- Be suitable for frequent movement of scenery, stage equipment, and portable staging without deterioration of performance.
- Preference shall be given to materials and products with environmentally sustainable attributes, including recognised environmental certifications, where applicable.
- Comply with all applicable Singapore fire safety regulations, relevant Singapore Standards (SS), and other statutory requirements.

2.2. FLOORING SYSTEM CONSTRUCTION

The proposed flooring system shall comprise the following components:

2.2.1. Surface/Finish Layer

- Suitable for dance, theatre, concerts and general stage use.
- Manufactured from high-density compressed hardwood fibreboard with natural wax or equivalent.
- Finished with a non-reflective matte black theatre-grade coating.
- Resistant to scuff marks, abrasion, tape residue, and normal stage wear.
- Be repairable by sanding, filling, and repainting where required.
- Suitable for frequent movement of scenery, staging equipment, and standard castors.
- Completed floor shall have a uniform matte black, non-reflective finish.
- Suitable for theatre lighting, projection, and LED wall applications.
- Final finish shall include touch-up works or re-application, where required.

2.2.2. Subfloor/Support Structure

- Provide a stable, level, and structurally sound substrate compatible with the existing building/concrete structure.

- Overall finished floor build-up shall be at least 60mm from existing concrete slab to finished floor surface – subject to site conditions and requirements.
- Include new timber battens and moisture-resistant plywood. The batten centre-to-centre spacing shall be proposed by the Tenderer based on the design of the flooring system and shall be sufficient to achieve a minimum uniformly distributed load capacity of 7.5 kN/m². The complete flooring system, including the supporting structure, shall be endorsed by a Professional Engineer (PE).
- All wood/timber components shall be treated off-site against termite attack, fungal decay, moisture ingress, and biological deterioration before delivery to site. The treatment shall have a minimum effective service life of five (5) years. A valid certificate of treatment stating the treatment method, date of treatment, treated timber and protection period shall be submitted upon delivery.
- Floor panels shall be securely fixed in accordance with the manufacturer's installation recommendations, including the provision of expansion gaps where required.

Tenderers shall submit details of:

- Batten material and dimensions;
- Batten layout and spacing
- Fixing method
- Resilient support system (if applicable)

2.2.3. Acoustic/Resilient Layer

- Provide impact absorption and reduce structure-borne noise and acoustic resonance.
- Include Rockwool insulation with a minimum density of **80 kg/m³**, or equivalent approved acoustic insulation material.

Tenderer shall submit details of:

- Insulation material
- Density
- Thickness
- Installation method
- Fire performance

Insulation shall be securely installed without gaps or compression.

2.3. STRUCTURAL PERFORMANCE

The installation stage flooring shall support:

- Loading of 7.5kN/m²
- Rolling loads from grand pianos, stage risers, orchestra platforms, LED Wall, and other production (AVL) equipment without deformation, delamination, or surface damage.

2.4. FLATNESS TOLERANCE

2.4.1. The completed stage floor shall not deviate by more than 3 mm over a 2 m straightedge placed in any direction.

2.4.2. There shall be no abrupt ridges, depressions, or uneven joints that may:

- Present a trip hazard;
- Adversely affect scenery movement, rolling equipment;
- Interfere with dance and performance activities.

2.4.3. The flooring shall be free from:

- Loose, squeaking, or hollow boards;
- Protruding screws, nails, or other fixings;
- Cracks, splinters, or warped panels.

2.5. FIRE PERFORMANCE

The proposed stage flooring system shall comply with the applicable fire safety requirements under the Singapore Fire Code. The Tenderer shall submit valid fire test reports/certificates demonstrating the fire performance of the proposed flooring system.

Where applicable, testing shall be carried out in accordance with:

- AS 1530.3
- AS 1530.4
- EN 13501-1
- ASTM E84;
- Or equivalent standards acceptable by the relevant Singapore authorities for stage flooring system.

2.6. REMOVAL AND INSTALLATION WORKS

2.6.1. Removal of existing flooring

- Remove existing flooring and dispose of all waste materials in the Contractor's own waste bins/containers on a daily basis, unless otherwise arranged with SCCC.
- Protect adjacent finishes, equipment, and building elements.
- Keep the work area clean, safe and free from accumulated debris at all times.

2.6.2. Modification to Existing Infrastructure

- Existing Audio-Visual (AV)/Power Socket Outlet Boxes (SOBs), cabling, data points located at the front of the stage shall be carefully protected from damage during demolition, installation, and all associated works.
- Existing AV and Power SOBs located at the front of the stage shall be relocated to the side stage, including all necessary cabling, connections, containment and associated works.
- The Contractor shall ensure that all relocated outlets and data points are fully operational, properly terminated, tested and commissioned upon completion of the works.

2.6.3. Installation works

The Contractor shall:

- Install flooring system in accordance with manufacturer's recommendations.
- Ensure complete floor is securely fixed, level, and free from movement, squeaks, and rattles.

- Maintain specified flatness tolerance.
- Ensure finished floor is aligned with adjoining stage finishes.

2.6.4. Shop drawings

Prior to fabrication and installation, the Contractor shall submit shop drawings showing:

- Flooring build-up.
- Batten layout and spacing.
- Acoustic/resilient layer.
- Under-stage cable management system with access covers.

3. INSPECTION & HANDOVER

The Contractor shall carry out all necessary inspections and rectify any defects upon completion of the works and prior to handover.

3.1. Visual Inspection

- Verify flooring is installed in accordance with approved shop drawings.
- Inspect for surface defects, scratches, dents, warping, gaps, uneven joints, and colour inconsistencies.
- Confirm all trims, edge details, access covers, and transitions are properly installed and securely fixed.

3.2. Workmanship (Levelness & Flatness)

- Ensure the completed flooring is level, even, and free from visible defects.
- Ensure there are no trip hazards, loose panels, or protruding edges.
- Confirm all flooring components are securely fixed and properly aligned.

3.3. Cleaning & Rectification

- Thoroughly clean flooring upon completion.
- Rectify all defects identified during inspection.

3.4. Documentation & Handover

The Contractor shall submit:

- Manufacturer's certificates and warranties
- Maintenance and cleaning guidelines
- As-built drawings
- Spare flooring panels for future repairs.

3.5. Final Acceptance

- Conduct a joint inspection with SCCC's representatives.
- Rectify all outstanding defects before issuance of Practical Completion/Final Acceptance.

4. DRAWINGS & OPERATION MANUAL SUBMISSION

The Contractor shall submit all required documentation for review and handover.

The Contractor shall submit all necessary endorsements/certifications, complying with all applicable Singapore fire-safety regulations, relevant Singapore Standards (SS), and other statutory requirements.

4.1. SHOP DRAWINGS

Two (2) weeks prior to commencement of works, the Contractor shall submit shop drawings showing:

- Flooring layout & dimensions
- Floor build-up details
- Joint & edge details
- Fixing and installation methods
- Interface with adjacent finishes and stage equipment

4.2. AS-BUILT DRAWINGS

Upon completion, the Contractor shall submit as-built drawings indicating the final installed condition.

4.3. OPERATION & MAINTENANCE MANUAL

The Contractor shall provide an Operation & Maintenance (O&M) Manual containing:

- Product specifications and technical data sheets
- Cleaning and maintenance procedures
- Warranty information

All documents shall be submitted in both hardcopy and electronic format prior to final handover.

5. MAINTENANCE

5.1. DEFECTS LIABILITY PERIOD

5.1.1. A Defects Liability Period (DLP) of five (5) years shall commence from the date of completion/commissioning. During this period, the Contractor shall rectify all defects and faults arising from the defective materials, workmanship, installation, or structural configuration at no additional cost to SCCC. This shall include all parts, labour, transport, and call-out charges.

5.2. WARRANTY

5.2.1. The stage flooring panels and all associated components shall carry a minimum warranty period of five (5) years from the date of completion/commissioning.

5.2.2. The warranty shall cover defect materials, manufacturing, and structural components supplied under this Contract. The Contractor shall coordinate with the manufacturer to repair or replace any defective components during the warranty period.

5.3. SPARE PARTS

5.3.1. The Tenderer shall supply additional spare floor panels, equivalent to a minimum of ten percent (10%) of the total installed stage area.

5.3.2. During the warranty period, all costs associated with the provision of spare parts and repair works, including labour, transportation, call-out charges, and all other expenses required for fault rectification, shall be deemed inclusive in the Tenderer's proposal. SCCC will not entertain any additional claims from the Contractor.

5.4. (OPTIONAL) BI-ANNUAL STAGE FLOOR REPAINTING – Proposal & Pricing Required

5.4.1. The Tenderer shall provide an optional rate for repainting the entire stage floor using the flooring manufacturer's recommended coating system, at intervals of every six (6) to twelve (12) months, or as directed by SCCC, to maintain a uniform appearance and the required performance characteristics.

5.4.2. The Tenderer shall ensure the existing surface is properly prepared before repainting, and all materials used shall be compatible with the installed stage flooring system.

5.4.3. The maintenance shall be carried out around SCCC's event calendar and flooring shall be restored to operational condition before the next scheduled event.

6. SCHEDULE OF RATE

6.1. The Tenderer shall provide a breakdown of the fee quotation for each of the areas listed under the Price Schedule of Tenderers' Offer.

6.2. The fee quotation must include all costs and expenses arising from the work and services rendered, including but not limited to cost of labour and training, logistics, equipment and administration costs.

Please refer to the following table for the Schedule of Rate (SOR):

Description	Unit Price (\$)	Proposed Brand/Models
Removal and Disposal of Existing Stage Flooring		
Supply and Installation of New Stage Flooring (including all underlayment works, and accessories)		
Supply of Additional Spare Stage Floor Panels (10%) Including all necessary accessories/fixing hardware		
Required Endorsements, Testing & Certifications		

[Optional] <u>Bi-Annual</u> Maintenance/Repainting of Floor Surface (Year 1)		
[Optional] <u>Bi-Annual</u> Maintenance/Repainting of Floor Surface (Year 2)		
[Optional] <u>Bi-Annual</u> Maintenance/Repainting of Floor Surface (Year 3)		
[Optional] <u>Bi-Annual</u> Maintenance/Repainting of Floor Surface (Year 4)		
[Optional] <u>Bi-Annual</u> Maintenance/Repainting of Floor Surface (Year 5)		

7. LIQUIDATED DAMAGE (LD)

- 7.1.** The Tenderer shall be liable to pay the LD at the rate of 5% per week, should the project fail to complete within the specified time.
- 7.2.** LD for delay delivery and performance
- 7.3.** The following amount shall be provided to Singapore Chinese Cultural Centre in the form, of credit note for respective non-compliance or loss of item.

S/N	Description	Amount will be provided
1	Late delivery of goods and equipment per project schedule.	\$750 per day
2	Delayed installation of equipment per project schedule.	\$750 per day
3	Failure to provide the workmen with proper/non-defective and necessary tools and equipment and personal protective equipment during work.	\$100 per occasion
4	Failure to provide adequate safety measures and procedures when carrying out works including poor housekeeping, failure to submit risk assessment, etc.	\$100 per occasion
5	Failure to clean up and reinstate upon completion of any works and services.	\$100 per occasion

6	Smoking within SCCC boundaries.	\$500 per occasion
7	Loss of key	\$100 per key
8	Unauthorised duplication of key	\$200 per key
9	Loss or mishandling of access card	\$50 per card
10	Failure to complete (upon testing, commissioning, handover)	5% per week

8. KEY MANDATORY REQUIREMENT

8.1. Tenderers must first satisfy the following critical evaluation criteria before their tender proposal will be considered:

S/N	Category	Description
a)	Attendance	Attended the compulsory Tender Briefing
b)	Safety Standard	Assessed by WSHC and given bizSAFE STAR and above at the date of Tender Closing.
c)	Track Record	This shall include, without limitation, the following considerations: Related experience/track record, preferably with minimum of 3 years' experience in the industry. i) EPPU Financial grading of not lower than S8 – EPU/AVP/10 (S\$10,000,000) and provide information of their Net Tangible Asset and Revenue. Capability/Capacity of the management team, source of funds and financial viability and stability.

9. ASSESSMENT FOR OTHER EVALUATION CRITERIA

9.1. Tenderers who have satisfied the mandatory requirement above will be evaluated based on the following weightages:

S/N	Category	Description	Weightage
a)	Conformity to Tender Specifications	Conformity to requirements as stated in above	Mandatory
b)	Technical Compliance	Specifications of the proposed equipment to be submitted and ensure they met the requirements stated in this Tender.	40%
c)	Pricing	Price competitiveness based on proposal	50%

d)	Quality of Proposal	The format of the proposal submission and completeness of forms submitted. (As attached in this tender)	10%
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10. QUERIES

All queries pertaining to this tender are to be directed to:

Mr. Andrew Mark Fernandez
 Technical Specialist, Production (Operations)
 Tel : 6812 7608
 Email : andrew@singaporeccc.org.sg

Mr. Hu Chun Lai
 Technical Manager, Production (Operations)
 Tel : 6812 7605
 Email : production@singaporeccc.org.sg

The Centre reserves the right not to entertain queries which it considers to be irrelevant, spurious or prejudiced to one tenderer.

TENDERER'S OFFER		FORM A
To: Singapore Chinese Cultural Centre 1 Straits Boulevard, #11-01, Singapore 018906		Tender No: SCCC/EST/2026/002
Name of Tenderer:		
Tenderer Address & Telephone No:		
We, _____ (name in block letters) hereby offer and undertake on the acceptance of this tender to supply, deliver, install, test, commission and maintain all the works and items as mentioned in the Technical Specifications and subject to the Conditions of Contract. Our tender is made to subject to the Conditions of Tender and we agree that our tender remains open for consideration for a period of 180 days commencing on the closing date for the submission of tenders i.e., on 4 September 2026, 2.00pm. 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 of Tender Guidelines. 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. 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. Our price (herein referred to as the "Contract Price") for the equipment and services to be supplied, installed and provided by us is S\$ _____, excluding GST. A breakdown of the Contract Price for the equipment and services is given in the Priced Schedule attached hereto. We further undertake to give you any further information, which you may require. Dated this _____ day of _____, 2026.		
Tenderer's Company or Business Registration No:		Tenderer's official Stamp:
Authorised Signature:		
Name:		Telephone/Handphone No:
		Fax:
Designation:		Email:
<i>NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.</i>		

TENDERER'S PROFILE		FORM B
Company's Name:		
Address:		
Country of Incorporation:		
Year of Establishment:		
Ownership:		
EPPU/BCA/NPA No. <i>(State Financial Category)</i>		
GST Registration No.		
Total Paid-up Capital:		
<i>Please attach copy of the following:</i> • <i>Organisation Chart</i> • <i>Latest Audited Balance Sheet and P&L Statement</i> • <i>List of Reference Customers</i>		

PRICE SCHEDULE OF TENDERER'S OFFER							FORM C
<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							

TENDERER'S PROPOSAL – EQUIPMENT SPECIFICATION		FORM D
<i>Item Name & Description</i>	<i>Compliance with Technical Specifications (Yes/No)</i>	<i>Information & Specifications</i>

NOTE : Fill in column for Item Name & Description as specified under " Technical Specifications"

TENDERER'S PROPOSAL - EQUIPMENT SUPPORT AND MAINTENANCE	FORM E
1. Please provide detailed information / description including the following: a) Number and qualifications of engineers directly responsible for maintenance b) Preventive maintenance policy c) Response time for unscheduled maintenance d) Availability of parts and limits to price escalation e) Maximum length of downtime before replacement equipment is supplied f) Please state the Key Performance Indicator (KPI), Key Result Area (KRA) and Return Time Objective (RTO), etc for the proposal	
2.1 Please state the Warranty Period for all equipment and services supplied in the contract. 2.2 Please state in detail the maintenance services that are free of charge during the period of warranty stated in para 2.1 above.	
3. Please state the annual maintenance charges including managed services and hardware for the subsequent three (3) years and five (5) years	

TENDERER'S PROPOSAL – SOFTWARE SUPPORT	FORM F
1. Please provide detailed information / description including the following: a) Number and qualifications of software personnel directly responsible for servicing the system b) Details of local software support operations c) List current clients that will substantiate software support claims d) Response time of unscheduled software maintenance e) Policy for distribution of software new releases, enhancements and accompanying documents f) Availability of software personnel for occasional consultation	
2.1 Please state the Warranty Period for all software and licenses supplied in the contract 2.2 Please state in detail the maintenance services that are free of charge during the period of warranty stated in para 2.1 above.	
3. Please state the annual maintenance charges for software and licenses for the subsequent three (3) years and five (5) years.	

TENDERER'S PROPOSAL – TRAINING	FORM G
1. Please provide detailed information / description of the training you intend to provide, including the following: a) Type b) Frequency and duration c) Venue d) Cost e) Training documents f) Number of attendance if free of charge	
2. Please propose the detail of the courses/seminars that will familiarize the user with the equipment and services proposed.	

CURRENT PROJECTS UNDERTAKEN BY TENDERER'S COMPANY							FORM I
<i>Govt Bodies/Stat Boards/Other Clients</i>	<i>Title</i>	<i>Description of Project</i>	<i>Contract Value</i>	<i>Start Date</i>	<i>End Date</i>	<i>Percentage now completed</i>	

PROFILE OF TENDERER'S PROJECT TEAM**FORM J**

(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.)

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

TENDERER COMPLIANCE LIST	FORM K
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STATEMENT OF COMPLIANCE

The Tenderer shall fill in the COMPLIANCE FORM with the following responses:

"Compliance" or "C"	Able to fully comply with the requirements. The Tenderer shall not add comments against the clause that vary the meaning of full compliance to the clause. However, comments indicating references to literature to substantiate the response is permissible. Any other comments which will vary the meaning of full compliance will be ignored. For statements that do not call for the Tenderer to meet a specific requirement but merely informs the Tenderer of a fact, the Tenderer's response shall state "C".
"Non-Compliance" or "NC"	Unable to comply with the requirements at all. Explanatory notes must be provided under the column "Remarks" for cases where the compliance is "NC".
"Not Applicable" or "NA"	If the items are not relevant to the Tender Offer, use "NA" to indicate not applicable. However, if "NA" is used against clauses/paragraphs requiring responses other than "NA", it will be assumed that the Tenderer has indicated "C".

The Tenderer shall take note of the language used in the Tender documents.

Must, Shall, Will or Mandatory	The item mentioned is an absolute requirement.
Should, Where Possible or Recommended	The item mentioned should be followed. Exceptions must be documented and approved by the Government. Compensating controls must be in place.
May or Optional	The item mentioned is truly optional. It may be followed as a suggestion.

It is imperative that all information requested be supplied accurately and concisely. Failure to supply such information may render the proposal disqualified for further consideration. Late submission of such information after the close of the deadline for submission of proposal shall not be entertained.

TENDERER COMPLIANCE LIST		FORM K
S/N	Compliance (C/NC/NA)	Remark
1.	Scope of Work	
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		
1.1		
2.	Requirement	
2.1	General Requirement	
2.2	Flooring System Construction	
2.2.1	Surface/Finish Layer	
2.2.2	Subfloor/Support Structure	
2.2.3	Acoustic/Resilient Layer	
2.3	Structural Performance	
2.4	Flatness Tolerance	
2.4.1		
2.4.2		
2.4.3		
2.5	Fire Performance	
2.6	Removal and Installation Works	
2.6.1		
2.6.2		
2.6.3		
2.6.4		
3.	Inspection and Handover	
3.1		
3.2		
3.3		
3.4		
3.5		
4.	Drawing & Operation Manual Submission	
4.1		
4.2		
4.3		
5.	Maintenance	
5.1	Defects Liability Period	
5.1.1		
5.2	Warranty	
5.2.1		

5.2.2		
5.3	Spare Parts	
5.3.1		
5.3.2		
5.4	[Optional Maintenance] Bi-Annual Floor Repainting	
5.4.1		
5.4.2		
5.4.3		
6.	Schedule of Rate	
6.1		
6.2		
7.	Liquidated Damage	
7.1		
7.2		
7.3		
8.	Key Mandatory Requirement	
8.1		
9.	Assessment for Other Evaluation Criteria	
9.1		

Submitted by

Name:

Company:

Designation:

Signature and Company Stamp