Tender No.: SCCC/PROG/HSA27/001

SCCC UEN Registration No.:
201309577Z

TENDER FOR PRODUCTION OF *HAPPY SING ALONG*《欢喜来唱歌》 PROGRAMME BY SINGAPORE CHINESE CULTURAL CENTRE, FROM APRIL 2027 TO MARCH 2029 WITH AN OPTION TO EXTEND FOR TWO YEARS UNTIL 2031

(2 YEARS + 2 YEARS OPTIONAL)

INVITATION TO TENDER

INTRODUCTION

1. Singapore Chinese Cultural Centre (SCCC) invites tender offers to produce a series of hybrid music performances for its signature programme, *Happy Sing Along*, which was started in October 2023 to promote Chinese language and to encourage people to embrace dialects as part of Singapore Chinese culture.

2. Usually held live at SCCC's Auditorium (or at an alternative venue as informed by SCCC), *Happy Sing Along* comprises two sessions (of which one will be hybrid) on a selected performance day, typically a Wednesday. Each session comprises a series of live music performances in Mandarin and dialects for an in-person audience, and one of the two sessions will include live streaming to SCCC's and partners' social media platforms and online playback.

REQUIREMENT SPECIFICATIONS

3. In view of the above, SCCC would like to request Tenderers to provide quotations for the provision of artiste management, audiovisual and staging equipment, production of collaterals, design, marketing and event management services as well as the supply of necessary manpower to ensure the on-site smooth running and online live streaming of *Happy Sing Along*. The full range of required services and duties is appended in the section titled **Requirement Specifications**.

4. The period of service is from the date the contract is awarded, with a target start date from **1 April 2027 and up until 31 March 2029, with an option to extend for 2 years until 2031**.

5. There is a possibility that the concept and format of the programme will change, or the period in which the programme will be held will change or be extended. Under these circumstances, artiste management, audiovisual services, staging equipment, design, marketing and collaterals and event management services are to be activated on an ad-hoc and optional basis.

SUBMISSION GUIDELINES

6. The following documents that form part of this Tender Document have been prepared to enable prospective vendors to tender for the above-mentioned works that would meet the SCCC's requirements and specifications. These forms may be obtained from **http://www.sccc.org.sg/tender**.

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

(k) Tender Declaration of Good Standing (Form G)

7. The full details of the submission requirements are appended in the section titled **Tender Guidelines.**

8. The sum quoted in the Tenderer's submission shall be deemed to cover all costs of the Tender Offers including manpower costs, supply of materials, transport, insurance, documentation, delivery and anything indispensable necessary thereto. The sum quoted must exclude Goods and Services Tax (GST) and be based on Singapore (SGD) currency unless otherwise stated.

9. The closing date for submission is **8 January 2027, 2.00pm (Singapore Time, GMT+8)**. **Any submissions after this stipulated closing date and time will not be accepted**.

10. A mandatory briefing for all interested Tenderers will be held on **1 December 2026, 2.00pm (Singapore Time, GMT+8) physically at SCCC**. Please RSVP to events@singaporeccc.org.sg by **25 November 2026, 2.00pm (Singapore Time, GMT+8)** to confirm your attendance. **Tenderers who are unable to attend the mandatory briefing will be considered disqualified from the tender assessment**.

11. SCCC is under no obligation to accept the lowest of any Tender Offers.

CLARIFICATIONS

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

Name: Justin Chin
Designation: Manager/Programmes, SCCC
Office Tel: 6812 7223
Email: justinchin@singaporeccc.org.sg

Thank you.

Regards,

<<No signature required>>

Justin Chin
Manager, Programmes
Singapore Chinese Cultural Centre

TENDER GUIDELINES

1. DEFINITIONS

1.1 All terms used in the Tender Guidelines, which are defined under clause 1 of the Conditions of Contract, shall have the meanings so described to them.

2. SUBMISSION OF TENDER

2.1 The Tenderer shall complete and sign the Tender's Offer and complete all parts of this Tender Document as required by SCCC.

2.2 All expenses incurred in the preparation and submissions of the tender shall be borne by the Tenderer.

2.3 The Tender must submit the following forms by the closing date for submission. These forms may be obtained from the website http://www.sccc.org.sg/tender.

(a) Tenderer's Offer (FORM A), including the proposal and concepts for 11 performance days comprising 22 physical sessions (i.e. two sessions per day X 11 days) per FY, totaling 22 performance days and 44 physical sessions (of which 22 sessions will be hybrid in format) over the two-year base contract period (i.e. FY2027 and FY2028);
(b) Tenderer's Profile (FORM B);
(c) Price Schedule of Tenderer's Offer (FORM C);
(d) Major Projects completed by Tenderer's Company within the past 3 years (FORM D);
(e) Current Projects undertaken by Tenderer's Company (FORM E);
(f) Profile of Tenderer's Project Team (FORM F); and
(g) Tender Declaration of Good Standing (Form G)

2.4 The closing date for submission is **8 January 2027, 2.00pm (Singapore Time, GMT+8)**. **Any Tenderer's Offer submitted after the stipulated closing date and time will not be accepted**.

2.5 All required forms listed in para 2.3 must be submitted in both printed hard copies and digital soft copies to SCCC by the closing date and time of submission. The printed hard copies must be sealed in an envelope, together with all required forms, supporting data and relevant information in a ring-bound A4 folder. The digital soft copies are to be saved in a G-Drive link provided by SCCC.

2.6 For printed hard copies, the Tenderer shall mark the top left-hand corner of the sealed envelope with the following details:

SCCC/PROG/HSA27/001
Attn: Mr Justin Chin
(DD/MM/YYYY, hh:mm)

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

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

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

2.8 The Tenderer is responsible for ensuring that the printed hard copies and digital soft copies of their submissions are submitted to the correct address and G-Drive by the stipulated submission deadline.

2.9 The Tenderer may be required to submit samples of work upon SCCC's request, which should fulfill the following requirements:

(a) Such samples shall be delivered by a time mutually agreed by SCCC and the Tenderer. Failure to provide the required samples at the stipulated time may render the Tenderer's Offer liable to be disqualified.
(b) The Tenderer shall indicate whether they wish for the samples to be returned. SCCC is not obliged to return any samples to the Tenderer if no indication is given.
(c) All costs, including but not limited to all shipping and transportation duties incurred in providing and delivering such samples to SCCC, shall be borne by the Tenderer.

2.10 A mandatory briefing for all interested Tenderers will be held on **1 December 2026, 2.00pm (Singapore Time, GMT+8)** physically at SCCC. Please RSVP to events@singaporeccc.org.sg by **25 November 2026, 2.00pm (Singapore Time, GMT+8)** to confirm your attendance. **Tenderers who are unable to attend the mandatory briefing will be disqualified from the tender assessment**.

3. GOODS AND SERVICES TAX (GST)

3.1 The Tenderer shall not include any Goods and Services Tax (GST) in the Price Schedule of the Tender Offer.

3.2 The Tenderer shall declare their GST status in their tender. They shall clearly indicate whether they are, or whether they will be taxable persons under the GST Act. They shall, if available, furnish the GST registration number to SCCC.

3.3 If the Tenderer is a taxable person under the Singapore GST Act, SCCC will pay the Tenderer, in addition to the rates and prices proposed, the GST chargeable on the Goods and Services provided pursuant to this tender.

3.4 A Tenderer who declares themselves to be a non-taxable person under the GST Act but who becomes a taxable person after the award of the tender shall forthwith inform SCCC of their change in GST status. They shall be entitled to claim from SCCC any GST charged on the Provider of the Goods or Services made by them after their change in GST status.

4. QUERIES

4.1 Any queries in respect of this Tender Document or any matter related thereto may be submitted in writing to events@singaporeccc.org.sg before **14 December 2026, 2.00pm (Singapore Time, GMT+8)**.

4.2 SCCC reserves the absolute right not to entertain or respond to any query which is deemed inappropriate, improper and/or illegal.

4.3 Upon the tender submission, the Tenderer shall be deemed to have examined this Tender Document and satisfied themselves with regard to any query on this Tender Document.

5. PRESENTATION

5.1 The Tenderer shall, on the request of SCCC, make no more than two (2) presentations on any aspects of their tender as may be required by SCCC.

6. VALIDITY PERIOD

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

7. AWARD

7.1 SCCC is under no obligation to accept the lowest of any tender.

7.2 SCCC is not required to enter correspondence with any Tenderer regarding the reasons for non-acceptance of a tender.

7.3 SCCC reserves the right to accept portion(s) of each tender as SCCC may decide.

7.4 The Letter of Acceptance issued by SCCC shall create a binding contract on the part of the Tenderer to provide SCCC the Goods and/or Services offered in the tender.

7.5 The Letter of Acceptance shall be governed by the Conditions of Contract.

7.6 SCCC shall notify a successful Tenderer of its acceptance of their tender, whether in whole or in part, by sending a Letter of Acceptance by both post and email to the Tenderer and the Letter of Acceptance shall be deemed good service of such notice.

7.7 SCCC may at its discretion require the Tenderer to sign a written agreement.

7.8 SCCC may make awards to more than one Tenderer.

8. VARIATIONS

8.1 SCCC reserves the absolute right to negotiate with the Tenderer, where exceptional circumstances so necessitate, to vary any provision or part of this Tender Document without reference to any other party. Any such variation shall be subject to the mutual consent in writing

of SCCC and the Tenderer.

9. SECURITY DEPOSIT

9.1 Within thirty (30) days of the Date of Contract, the Tenderer shall, if so requested by SCCC, deposit a Security Deposit or the Banker's Guarantee with SCCC, as the case may be required under the Conditions of Contract.

10. INSURANCE

10.1 Within thirty (30) days of the Date of Contract, the Tenderer shall deposit with SCCC, if so requested by SCCC, copies of the insurance policies and premium receipts therefore required under the Conditions of Contract.

CONDITIONS OF CONTRACT

1. DEFINITIONS

1.1 Should your offer be accepted, the Terms and Conditions as set out in this Section shall govern the Contract between SCCC and your company. In these Conditions, unless the context otherwise requires:

(a) "SCCC" means the Singapore Chinese Cultural Centre.

(b) "Tenderer" means the company that submits this Tender Document in the manner as prescribed herein.

(c) "Contract" includes these Conditions of Contract, specifications and samples, Letter of Acceptance, Order Message and any Orders issued by SCCC to the Contractor for the supply of the Goods and/or performance of Services and stating the rights and obligations of the respective parties.

(d) "Contractor" means the successful Tenderer who has been awarded the Contract by SCCC.

(e) "Contract Price" means the sum stated in the Form of Tender by the Contractor as the price for carrying out and full and final completion of the works.

(f) "Goods" means all goods, including parts or units thereof, which the Contractor is required to supply under the Contract.

(g) "Services" means the work which the Contactor is required to perform under the Contract.

(h) "Works" means the delivery of goods and/or services in conformance and accordance with the Tender Specifications.

(i) "Project Completion Date" means the date which all goods and/or services shall be functional/ready as specified in the Tender Specifications.

2. INSTRUCTIONS FOR TENDER SUBMISSIONS

2.1 The Tenderer is required to complete and submit the required documents as specified in the Tender Notice in sealed envelope, together with all supporting data or relevantinformation in a ring bound A4 folder to SCCC before the closing date of tender. **(Tenderers are required to save a set of tender document soft copies to G drive link, provided by SCCC after closure of tender submission).**

2.2 Tenderers are to treat this tender as strictly confidential and not to communicate their pricesto 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 withthe instructions contained herein shall result in the Tenderer's submissions being disqualified from the tender process and/or rejected.

3. SCOPE OF CONTRACT

3.1 The Contractor shall carry out and fully complete all items of goods and/or services in accordance with the Contract in every respect and to the directions and satisfaction of SCCC.

4. DOCUMENTATION

4.1 The Contractor shall Provide SCCC with one (1) complete set of printed comprehensive documentation and (1) soft copy with all saved documentation, detailing all aspects of the goods/services to be provided as prescribed in the Tender, including documentation to be used for planning, design, installation, operation, maintenance, administration and training purposes. The Contractor shall ensure that all such documentation submitted shall be of the latest version(s).

4.2 In the event of any conflict between the provisions of any documentation or information or data supplied by the contractor including the supporting data, and the provisions of this tender document exclusive of the supporting data, the provisions of this Tender Documentshall prevail unless SCCC agrees otherwise in writing.

5. INTELLECTUAL PROPERTY RIGHTS AND OTHER LICENCES

5.1 All intellectual property rights arising out of or created in connection with *Happy Sing Along* shall be owned solely by SCCC. The Contractor hereby assigns and shall assign and shall procure that all third parties in whom such intellectual property rights may be vested shall assign absolutely to SCCC all such intellectual property rights, with full title guarantee. The Contractor shall ensure that no element of *Happy Sing Along* or part thereof, including without limitation the direction, music, lyrics, score, choreography, script, set design, sound design or lighting design, nor any other intellectual property right arising out of or created in connection with the Concert, shall be used for any purpose other than the promotion and/or presentation of *Happy Sing Along*, save where the prior written consent of SCCC is obtained.

5.2 The Contractor shall promptly record and disclose (or procure the recording and disclosure of) all such intellectual property rights arising out of or subsisting in connection with *Happy Sing Along* to SCCC, and at the request and expense of SCCC, do (or procure the doing of) all things necessary or desirable to substantiate the rights of SCCC in relation to intellectual property rights, including but not limited to the execution of any assignments or any other documents, and/or the procurement of all assignments or any other documents from all persons involved in *Happy Sing Along* including but not limited to all artistes, performers, designers, sets, properties and wardrobe managers, stage managers, lighting and sound operators, and other technical crew, or any other relevant third parties.

5.3 Without limitation to the generality of the foregoing, the Contractor shall, in fulfillment of its obligations under para 6 on pages 2 and 3 of this document, provide to SCCC all engagement contracts with all performers and persons involved in *Happy Sing Along* for SCCC's review and approval. If requested by SCCC, the Contractor shall procure the execution of any assignment documents required from any of the said persons together with the execution of their respective engagement contracts.

5.4 For the purposes of the Contract, intellectual property rights shall include without limitation any copyright, performance right, design right, trade mark (whether registered or

unregistered), service mark, trade dress, trade name, goodwill, patent, know-how, confidential information, trade secret, any application (whether pending, in process or issued) or right to apply for any of the foregoing, and any other industrial, intellectual property or protected right similar to the foregoing (whether registered, registrable or unregistered) in any country and in any form, media, or technology now known or later developed, and any accrued or future rights and causes of action in respect of any infringement of any of the foregoing.

5.5 It is the duty and responsibility of the Contractor to ensure and prove, and the Contractor hereby represents and warrants that:

5.6 SCCC's *Happy Sing Along* and related materials in no way breach, violate or infringe any applicable laws, regulations, rules, directives, circulars, notices or directions relating to and/or governing the same. Without prejudice to the foregoing, the Contractor represents and warrants that *Happy Sing Along* and related materials do not contain, in whole or in part, any material that may, under any applicable laws, reasonably be construed to be inappropriate, objectionable or unlawful, including without limitation, material that is defamatory, threatening, offensive, harassing, immoral, indecent, obscene, vulgar, racist, criminal, or material that promote or contain instructions on illegal or unlawful activities, harm or injury against any person or group of persons.

6. RECORDINGS

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

7. MISCELLANEOUS

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

REQUIREMENT SPECIFICATIONS

1. BACKGROUND

1.1 Established in 2014, Singapore Chinese Cultural Centre (SCCC) collaborates with arts and cultural groups and community partners to promote and develop local Chinese culture. Through engaging and accessible content, it aims to nurture greater appreciation of Singapore's multi-cultural identity and instill a stronger sense of belonging. One of SCCC's regular public programmes, *Happy Sing Along* was started in October 2023 to promote Chinese language and to encourage people to embrace dialects as part of Singapore Chinese culture.

1.2 *Happy Sing Along* comprises 11 performance days (typically on a Wednesday of each month or as otherwise instructed by SCCC) with two sessions per performance day. These sessions are usually held live at SCCC's Auditorium, and sometimes at offsite venues (if any). It comprises a series of live music performances in Mandarin and dialects for an in-person audience at SCCC's designated venue(s), and one of the two sessions will include live streaming to SCCC's and partners' social media platforms and online playback.

1.3 SCCC would like to request Tenderers to provide quotations for the provision of artiste management, audiovisual and staging equipment, production of collaterals, design, marketing and event management services as well as the supply of necessary manpower to ensure the on-site smooth running and online live stream of *Happy Sing Along*.

1.4 The period of service is from the date the contract is awarded, with a target start date from 1 April 2027 and up until 31 March 2029, with an option to extend for 2 years until 2031.

1.5 There is a possibility that the concept and format of the programme will change, or the period in which the programme will be held will change or be extended. Under these circumstances, artiste management, audiovisual services, staging equipment, design, marketing and collaterals and event management services are to be activated on an ad-hoc and optional basis.

2. SCOPE OF WORK

2.1 SCCC invites Tenderers to provide tenders for the following scope of Work and requirements:

Scope of Work	**Requirements**
Creative & Specification The following specifications, if applicable, are to be stated clearly as itemised quotation for the Tender Price: 1. Production and Stage Manager;	<u>Concept</u> (a) *Happy Sing Along* should present aspects of Singapore Chinese culture in fresh and innovative ways, performed live by popular artistes such as singers, musicians, arrangers, dancers and choreographers. (b) The majority of artistes must be Singaporeans or locally based. Overseas artistes must not exceed 30% of the total annual artiste line-up. (c) The selection of emcees, artistes and songs must appeal to SCCC's target audience comprising seniors above 60s. (d) The emcees and artistes must perform live in the venues

2. Sound engineer and crew; 3. Stage hands; 4. Lighting programmer and crew; 5. Video and live streaming crew; 6. Set-up and dismantle crew; 7. Emcees; and 8. Artistes and Musicians.	and/or pre-recordings (in case of pandemic) as instructed by SCCC. (e) The list of emcees, performing artistes and songs for each *Happy Sing Along* session is subject to the final approval of SCCC.
	<u>Content</u> (a) Each performance day shall have a theme related to renowned artistes that would appeal to SCCC's target audience and/or is aligned with relevant festivals or events, and as instructed by SCCC. (b) Each session should include a 10 to 15-minute skit interaction between emcees and artistes, on topics important to SCCC's target audience. (c) Each session's song list must be predominantly in local dialects. Songs in English or Mandarin must not exceed 30% of total songs in each session. (d) There will be two sessions for each performance day. The duration of each session should be between 2 to 2.5 hours per session. (e) The emcees should be well-versed in local dialects. (f) The content and list of emcees, performing artistes and songs for each *Happy Sing Along* session are subject to the final approval of SCCC.
	<u>Venues</u> (a) The default location of the physical onsite sessions will be at SCCC's Auditorium, except for outreach sessions, or as otherwise instructed by SCCC. (b) One of the two sessions will include online live streaming on SCCC's and partners' social media platforms, and online playback.
Technical Specifications Tenderers are required to propose the technical requirements and specifications appropriate for the programme with the necessary justifications. The following specifications, if applicable, are to be stated clearly as itemised quotation for the Tender Price:	(a) To provide professional audio equipment and systems to cater for both acoustic and amplified performance. (b) To produce good sound output for up to 500 people onsite and on live stream platforms as instructed by SCCC. (c) To include equipment according to artistes' technical rider, which can include but not limited to monitor speakers, microphones, direct boxes, stands, wireless IEM systems, aviom sound mixer, etc. (d) See list of items, where applicable (not limited): i. Sound, audio systems and equipment; ii. Musical instruments and backline; iii. Lighting equipment and system; iv. Visual equipment and system; v. Truss system; vi. Visuals/Multimedia LED Screen (Min 6x4m) vii. Power supply or generators (if any); viii. Staging/risers, hardware, props and barricades;

	ix. Production and technical manpower fees (encompassing staging, sound, lighting, visual, videography etc.); x. Hair and make-up artists' fees; xi. Structures' PE endorsement, risk assessments, licences and permits, insurance and all other safety-related documents; xii. Personnel (including third party suppliers/vendors) work permits and relevant certification, compliance to the prevailing laws and guidelines; and/or xiii. Any other necessary specifications or requirements.
Support	(a) To propose a list of emcees and artistes for SCCC management's approval at least 2 months prior to each session. (b) To provide all approved emcees and artistes bios (in English and Chinese) and high-resolution photos at least 1 month prior to each session. (c) To liaise with emcees, artistes, artistes' managers, artistes' entourage and SCCC for meetings, rehearsals and show day. (d) To provide administration management as a singular billing party amongst all emcees, artistes and vendors. (e) To apply for and to ensure that the necessary licences (e.g. entertainment license etc.) have been obtained. (f) To ensure that all emcees and artistes possess the proper certification and work permits for the works required according to MOM guidelines. (g) The Contractor will take on the responsibility to replace any errant or absent emcees, artistes, event crew and other manpower within 24 hours prior to each session. (h) The content and list of emcees, performing artistes and songs for each *Happy Sing Along* performance day are subject to the final approval of SCCC.
Set-up and Tear-down	(a) The Contractor must strictly adhere to the set-up and tear-down timeline for both show day and all rehearsals. (b) All structures, equipment, debris, etc. are to be cleared from the sites and venues immediately at the end of each session. Inspection will be conducted to check on the condition of the sites and venues. (c) The Contractor must supply their own generators for power supply for the construction of all structures, and apply for all the necessary/relevant permits and licenses (e.g. water and power supply, height, etc.) to facilitate their operational work onsite. (d) The Contractor must ensure that their workers and all manpower must possess the proper certification and work permits for the works required according to MOM guidelines. (e) The Contractor and workers must adhere to the security measures/rules and regulations of the SCCC. (f) The Contractor is fully responsible for the safety and security of the truss and structures, logistics set up

	including all the tools and all sound and lighting equipment, workers' belongings etc. SCCC will not be liable for any damages or loss of equipment or belongings etc. (g) The Contractor is fully responsible for the cleanliness during the set-up and tear-down period. (h) The Contractor must put up proper signages to alert the public during the set up and dismantle period. (i) Proper site management must be strictly adhered to for the safety and cleanliness of the site throughout the whole period of set-up till all structures are dismantled. (j) The Contractor must make good any damage to the property of SCCC at the end of the event whenever requested by SCCC to do so. (k) The Contractor will take on the responsibility to replace any errant or absent workers and other manpower within 24 hours prior to each set-up and tear-down.
Other Areas	(a) Ensure that all safety requirements are met. (b) Observe reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out under the Workplace Safety & Health Act. (c) Provide and supply all the necessary manpower (including safety engineers,qualified technicians, and support staff, etc.) that is required for the construction of truss, towers or any structures requirements. (d) All manpower must possess the proper certification, and work permits for the works required according to MOM guidelines. (e) Seek and secure all the relevant and necessary licenses and approvals such as Professional Engineer (PE) endorsement, License Electrical Workers (LEW) temporary licensing, Building and Construction Authority (BCA) license and license(s) from all the respective public agencies for the construction of truss, towers or any structures requirements. (f) Apply for the necessary permits to ensure the smooth operation of the event. (g) All necessary risk assessments, insurance and other documentation must be prepared and submitted to SCCC Estate department at least 7 working days before every performance date.
Optional Items	Other suggestions may be included in the proposal as optional cost items, on a per item basis and excluded from the final cost.

3. DELIVERABLES

3.1 All services specified as requirements must be delivered for the entire duration of the programmes.

3.2 The appointed Tenderer should adhere and meet the deliverables set by SCCC which

are listed below:

Target audience group: Seniors above 60s

No	Deliverables	KPI / Targets
1	(a) Provide concepts and synopses for 11 performance days in each financial year, demonstrating alignment with SCCC's strategic objectives. Each synopsis shall include the theme, types of singers and songs, and expected number of singers per session. **The base contract covers April 2027 to March 2029, comprising 11 performance days with two sessions per day in each financial year. No performances are scheduled in June 2027 or February 2028. Performance dates for financial year 2028 will be confirmed by SCCC.*	SCCC's strategic priority: To promote Chinese language and embrace dialects as part of Singapore Chinese culture. For more details, please refer to Page 11, Item 2.1.
2	Onsite and online audience	(a) Average of 450 pax onsite per session. (b) Average of 5,000 online views.
3	Programme satisfaction (through surveys)	≥ 90%
4	% who are first-time attendees	≥ 50%
5	% of attendees who are from target group (seniors above 60s)	≥ 50%

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

3.4 Any incident reports should be documented and shared with SCCC immediately.

4. PAYMENT

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

(a) 50% of the Contract Price shall be disbursed to the Contractor in the form of advance payments for costs approved by SCCC in accordance with Section 4.2 below in connection with the provision of the Works;
(b) 30% of the Contract Price shall, after 6 months from the commencement of the Contract, be disbursed to the Contractor in the form of advance payments for costs approved by SCCC in accordance with Section 4.2 below in connection with the provision of the Works; and
(c) 20% of Contract Price upon completion of all *Happy Sing Along* sessions and receipt of deliverable reports from Contractor.

4.2 The Contractor shall obtain the prior written approval of SCCC prior to incurring each and every item of cost to carry out any item of Work under the Contract. SCCC shall take into consideration the type and continuity of the Work to be carried out and whether the Work is likely to be able to proceed as scheduled, in determining whether to grant written approval to the Contractor in its sole discretion. SCCC may withhold written approval if, in its sole view, the Work is not likely to proceed or may be delayed.

5. ANNEXES

5.1 SCCC's Auditorium Floor Plan is attached in **ANNEX A**. An updated copy will be furnished as the Auditorium will be undergoing upgrading from January to March 2027.

6. SUBMISSION REQUIREMENTS

6.1 Refer to the section titled **Tender Guidelines** for details of the submission requirements.

7. EVALUATION CRITERIA

7.1 The ITQ will be evaluated based on the following criteria:

S/N	Evaluation Criteria	Weightage
01	Price Competitiveness	40%
02	Quality of Proposal	30%
03	Track Record	20%
04	Compliance with tender specifications	10%
	TOTAL	**100%**

8. OTHER REQUIREMENTS

8.1 An itemised quotation is to 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 works such as actual performances and livestream videos etc. generated as a result of this project.

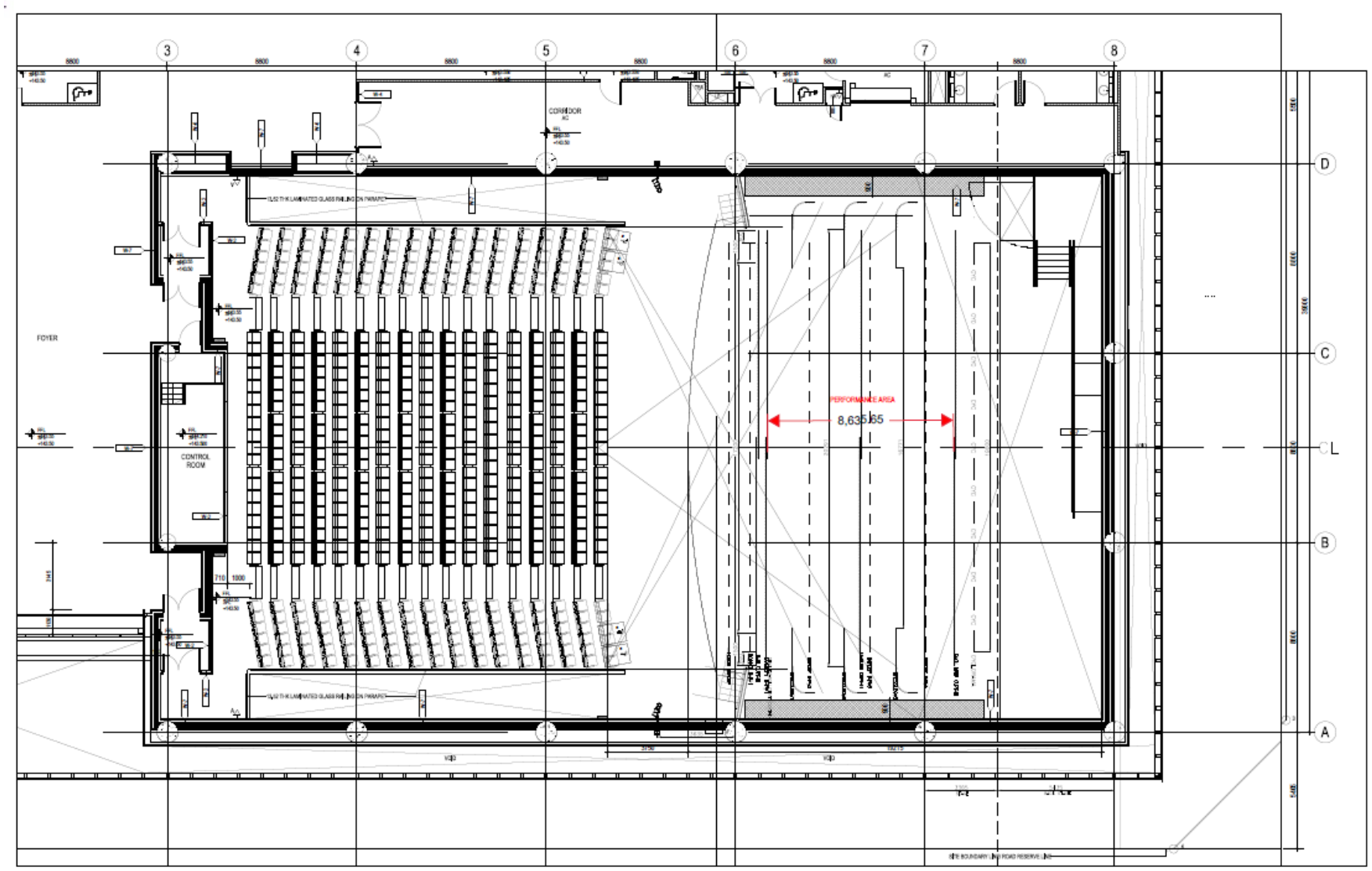
9. ENQUIRIES

8.1 For enquiries, please contact:

Mr Justin Chin
Manager, Programmes, SCCC
Email: justinchin@singaporeccc.org.sg

8.2 SCCC reserves the right not to entertain queries which are considered irrelevant, spurious, and/or prejudiced towards any Tenderer.

ANNEX A – SCCC Auditorium Layout



TENDERER'S OFFER		**FORM A**
To: Singapore Chinese Cultural Centre 1, Straits Boulevard, Singapore 018906	**Tender No:**	**SCCC/PROG/HSA27/001**
Name of Tenderer:		
Tenderer Address& Telephone No:		

We,_____(name in block letters) hereby offer and undertakeon the acceptance of this tender to provide all the works/services as mentioned in the Tender Specifications and subject to the Conditions of Contract.

Our tender is made subject to the Conditions of Tender and we agree that our tender remains open for consideration for a period of **180 days** commencing on the closing date for the submission of tenders i.e. on **8 January 2027**.

We understand that you are not bound to accept the lowest or any tender you may receive andthat you reserve the right to, and we agree that you may accept our tender in whole or in part inaccordance with Tender Guidelines.

Unless and until a formal agreement is executed, as may be required by you in the Tender Guidelines, our offer of any authorised variations and your written acceptance thereof shall constitute a binding agreement between us.

We agree that as and when requested by SCCC, we shall extend the validity of this offer for oneor more periods not exceeding in total_____calendar months.

Our prices for the works and services under the base contract are:

Financial Year / Period	**Performance Days**	**Physical Sessions**	**Total Price (S$) Excluding GST**
2027 1 Apr 2027–31 Mar 2028	11	22	_____
2028 1 Apr 2028–31 Mar 2029	11	22	_____
Total Contract Price Two-year base contract	22	44	_____

The above prices shall correspond with the prices provided in Form C. Rates for the optional extension period shall be quoted separately in Form C and are excluded from the total Contract Price above.
Our proposed concepts and synopses for the 22 hybrid sessions are provided in the attached Concept Paper.

We further undertake to give you any further information which you may require.Dated this_____day of _____, year_____.

Tenderer's Company or Business Registration No:	Tenderer's official Stamp:
Authorised Signature:	

TENDERER'S PROFILE	**FORM B**
Company's Name:	
Address:	
Country of Incorporation:	
Year of Establishment:	
Ownership:	
Registration Number with ACRA *(State Financial Category)*	
GST Registration No.	
Total Paid-up Capital:	

Please attach a copy of the following:

- *Organisation Chart*
- *Latest Audited Balance Sheet and P&L Statement*
- *List of Reference Customers*

Name:	Telephone/Handphone No:Fax:
Designation:	Email:

NOTICE: This Form must be duly completed and signed. Any change to its wordings may render the Tender liable to DISQUALIFICATION.

Price Schedule of Tenderer's Offer

FORM C

Tender No. SCCC/PROG/HSA27/001 | Happy Sing Along 2027 to 2029

Name of Tenderer: _____

All prices shall be quoted in Singapore dollars, excluding GST. Each performance day comprises two onsite sessions of 2–2.5 hours each at SCCC's Auditorium (or at an alternative venue as informed by SCCC) out of which one session will include livestreaming.

Item	Financial Year	Period	Contract Status	Performance Days	Sessions	Price per Day (S$)	Total Price (S$)
1	2027	Apr 2027–Mar 2028	Base contract	11	22	_____	_____
2	2028	Apr 2028–Mar 2029	Base contract	11	22	_____	_____
Base Contract Total				22	44		_____
3	2029	Apr 2029–Mar 2030	Optional extension	To be confirmed	To be confirmed	_____	Based on confirmed quantity
4	2030	Apr 2030–Mar 2031	Optional extension	To be confirmed	To be confirmed	_____	Based on confirmed quantity

Pricing Notes

1. The price per performance day shall cover all costs of providing two sessions (including one hybrid session) at SCCC's Auditorium in accordance with the Requirement Specifications, including the Scope of Work and Deliverables.
2. Tenderers shall provide an itemised breakdown of the price per performance day, attached to this Form.
3. Rates quoted for each financial year shall remain fixed for that financial year. Optional extension rates shall apply only if SCCC exercises the extension option.

MAJOR PROJECTS COMPLETED BY TENDERER'S COMPANY WITHIN THE LAST 3 YEARS					**FORM D**
Govt Bodies/Stat Boards/Other Clients	***Title***	***Description of Project***	***Contract Value***	***Start Date***	***End Date***

CURRENT PROJECTS UNDERTAKEN BY TENDERER'S COMPANY						**FORM E**
Govt Bodies/Stat Boards/Other Clients	***Title***	***Description of Project***	***Contract Value***	***Start Date***	***End Date***	***Percentage Completed***

PROFILE OF TENDERER'S PROJECT TEAM					**FORM F**
(Please complete below and state clearly the qualifications and experience of the staff in your team who would be assigned to this project, if awarded. Please attach their CVs.)					
Name and Contact	***Designation***	***Yrs of experience***	***Qualification***	***Experience (Past & current projects)***	***Awards***

Tender Declaration of Good Standing

FORM G

By submitting this tender, the Tenderer confirms and declares that, as at the date of tender submission:

1. Neither the Tenderer nor any of its directors, officers, employees, agents, or subcontractors has/have been a party or parties to any court proceedings that are pending or that have resulted in adverse judgment, order or finding against them within the current and preceding five (5) years.
2. Neither the Tenderer nor any of its directors, officers, employees, agents, or subcontractors has/have been the subject or subjects of any sanction, penalty, debarment, suspension, or adverse regulatory action within the current and preceding five (5) years.
3. There are no pending investigations, enforcement actions, or disciplinary proceedings against the Tenderer and/or any of its directors, officers, employees, agents, or subcontractors that could reasonably be expected to result in a sanction, penalty, debarment, or adverse finding.
4. If any of the abovementioned Points 1 to 3 applies, the Tenderer must provide the details in the Schedule of Current and Pending Proceedings.
5. The Tenderer undertakes to notify SCCC in writing without delay if, at any time prior to the award of the contract or during its performance, any of the declarations above ceases to be true or accurate in any material respect.
6. SCCC may reject the tender or terminate any resulting contract if any material declaration is found to be false, misleading or incomplete.

Schedule of Current and Pending Proceedings

If any matter relating to Points 1 to 3 in the Declaration of Good Standing applies, please provide all the necessary details below. If none applies, please state "Nil".

Ref No.	Details of legal/arbitration proceedings, investigations or enforcement actions	Probable outcome	Financial implications

Declaration: The Tenderer confirms that the information provided above is complete and accurate as at the date of submission.