



SENTOSA GOLF CLUB  
SINGAPORE

Ref: SGC/21.30.1(20-23)

24 April 2020

**TO: TENDERERS**

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.1(20-23)  
TERM CONTRACT FOR GENERAL CLEANING AT SENTOSA GOLF CLUB'S  
MAIN CLUBHOUSE & ANCILLARY BUILDINGS FOR A PERIOD OF THREE (3)  
YEARS WITH THE OPTION TO EXTEND FOR ANOTHER TWO (2) YEARS**

**INVITATION TO TENDER**

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1. Sentosa Golf Club (SGC) hereby invites tenders for the above-mentioned tender.
2. Please refer to **Attachment A** of the Instructions to Tenderers for the evaluation criteria.
3. SGC reserves the right to amend any terms in, or to issue supplementary terms to the Invitation to Tender at any time prior to the Closing Date and Time.

Extracts from Instructions to Tenderers of the Invitation to Tender Documents

The Tenderer's attention is drawn to the fact that tender corrigenda and tender clarifications may be issued at any time prior to the closing date of the tender. These corrigenda/tender clarifications will be published in Sentosa website: <https://www.sentosa.com.sg/Tender-Notices>. It is the Tenderer's responsibility to ensure that the amendments to be incorporated in the Invitation to Tender are downloaded from <https://www.sentosa.com.sg/Tender-Notices> and printed for submission.

Tenderers **MUST** check the website at <https://www.sentosa.com.sg/Tender-Notices> publication on a regular basis on any amendments relating to the tender. SGC will not entertain any omission of information (for corrigenda, tender clarifications, etc not taken into account) after the Closing Date and Time of the Invitation to Tender regardless of any reasons.

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Extracts from Instructions to Tenderers of the Invitation to Tender Documents  
(Cont'd)

**All Tender Offers received by SGC at the Closing Date and Time shall be deemed to have included such corrigenda, tender clarifications and amendments in their Tender Offers regardless of submission of such corrigenda, tender clarifications and amendments together with the Invitation to Tender documents.**

**The Tenderer shall email the pertinent contact details as follows to the email address [contracts@sentosa.com.sg](mailto:contracts@sentosa.com.sg) if the Tenderer wishes to be informed about any amendments relating to the Invitation to Tender prior to the close of the tender.**

**Please indicate the Tender Document/Contract No. as the subject of your email.**

- (a) Name of company;
- (b) Contact person & designation;
- (c) Address;
- (d) Telephone no;
- (e) Facsimile no; and
- (f) Email address.

**Please note the above arrangement shall not absolve the Tenderers from checking any amendments relating to the Invitation to Tender regularly from Sentosa website at <https://www.sentosa.com.sg/Tender-Notices> for the purpose of this Invitation to Tender.**

4. Tenderers shall note **Clause 10 – Submission of Tender Offer** of the Instructions to Tenderers for the mode(s) of submission. **Tenderers are reminded not to include personal data about any individual (including documents containing personal data e.g. NRIC, FIN, passport, driver's license) in your tender submissions unless specifically requested in the Invitation to Tender document and consent shall be obtained from the individual, where necessary.**
5. Any request for clarification on any aspect of the Invitation to Tender documents must be submitted to and received by SGC **at least seven (7) working days** before the Closing Date for submission of Tenders. SGC may at its discretion disregard any such request that is not received prior to the said **seven (7) working days**.

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6. Tenderers are advised to adopt NATIONAL WAGE COUNCIL (NWC)'s recommendations on wage increment for their workers and to factor in such wage increases into their Tender Price as published in MOM website – <http://www.mom.gov.sg>.
7. The particulars of the Tender Opening Committee are available at SGC Office, Procurement & Contracts Department.

Thank you

Yours faithfully

Joyce Tan  
Senior Manager  
Procurement & Contracts Department  
Sentosa Golf Club

Note: This is an Electronic Document. No signature is required.