



Ref: SGC/21.30.17(20-21)

3 July 2020

TO: TENDERERS

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.17(20-21)
TERM CONTRACT FOR THE SUPPLY AND DELIVERY OF TOPDRESSING
SAND FOR GREENS AND TEES TO SENTOSA GOLF CLUB FOR A PERIOD OF
ONE (1) YEAR WITH AN OPTION TO EXTEND FOR ANOTHER ONE (1) YEAR
INVITATION TO TENDER**

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 and Time of the Invitation to 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 Sentosa website and printed for submission together with their Tender Offer.

Tenderers MUST check the publication at Sentosa website on a regular basis on any amendments relating to the Invitation to 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.

3 July 2020

TO: TENDERERS

TENDER DOCUMENT/CONTRACT NO: SGC/21.30.17(20-21)

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 if the Tenderer wishes to be informed about any amendments relating to the Invitation to Tender prior to the Closing Date and Time.

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. The Tender shall close on Monday, 20 July 2020 at 1600 hrs sharp Singapore Time. The Tender Offer including the five kilograms (5kg) of the proposed sand shall be submitted to Sentosa Golf Club using Tender Box 3 located in the Sentosa Development Corporation Office at 39 Artillery Avenue, Sentosa, Singapore 099958. **The Tender Box 3 is open only on Monday, 20 July 2020, from 0830hrs to 1600hrs.**
5. 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 documents and consent shall be obtained from the individual, where necessary.**

3 July 2020

TO: TENDERERS

TENDER DOCUMENT/CONTRACT NO: SGC/21.30.17(20-21)

6. 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**.

7. Tenderers' attention is drawn to Clause 12 of the Instructions to Tenderers which is reproduced below:

12 Compliance with Instructions

12.1 *Any Tender Offer which is not submitted according to the instructions contained and in the form(s) prescribed in this Invitation to Tender is liable to be rejected.*

12.2 *The Tenderer's Tender Offer may include alternative offer(s).*

12.3 *The Tenderer's Tender Offer may include qualifications or variations to any provision of this Invitation to Tender or may be an offer which does not fully comply with the Requirement Specifications.*

12.4 *Notwithstanding **Clause 12.3**, the Tenderer cannot vary the following clauses in this Invitation to Tender:*

- a. All clauses in the Form of Tender;*
- b. All clauses in the General Information; and*
- c. All clauses in the Conditions of Contract.*

12.5 *Each alternative tender shall be clearly marked and identified as Alternative Tender Offer on a photocopy of the Form of Tender and all pricing documents. The Form of Tender and all pricing documents for the Alternative Tender Offer shall be submitted together with the Form of Tender containing the Base Tender Offer. A separate Form of Tender and all pricing documents are required for each Alternative Tender Offer.*

12.6 *Any deviation from the Base Tender Offer shall be submitted as Alternative Tender Offer. The Tenderer shall list down all deviations from the Base Tender Offer in its Alternative Tender Offer. Any item not listed in the list of deviations shall be deemed to be similar to that of the Base Tender Offer.*

Ref: SGC/21.30.17(20-21)

3 July 2020

TO: TENDERERS

TENDER DOCUMENT/CONTRACT NO: SGC/21.30.17(20-21)

8. 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>.
9. The particulars of the Tender Opening Committee are available at SDC Office, Procurement & Contracts Department.

Thank you.

Yours faithfully

Liew Su Wan
Manager
Procurement & Contracts Department
Sentosa Golf Club

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