



Ref: SGC/21.8.1/19

18 October 2019

TO: TENDERERS

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.8.1/19
PROPOSED INTERIOR DESIGN, SUPPLY AND DELIVERY OF INTERIOR
FITTING OUT WORKS TO THE STAFF LOUNGE AND TOILETS AT SENTOSA
GOLF CLUB**

INVITATION TO TENDER

1. Sentosa Golf Club (SGC) hereby invites tenders for the above-mentioned tender.
2. The entire Invitation to Tender Document will be available on Sentosa Website: <https://www.sentosa.com.sg/Tender-Notices> for Tenderers' download from 1 November 2019 onwards.
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.

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 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 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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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 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** of the Instructions to Tenderers for the mode(s) of submission.
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. A **NON-COMPULSORY** Site Showround / Briefing will be conducted by the SGC, details are as follows:

Date	-	1 November 2019
Time	-	10:30 am (Singapore Time)
Meeting Point	-	Sentosa Golf Club, Clubhouse Boardroom (Level 2)
Enquiries on briefing to be made to	-	Mr Sylvester Yeo Assistant Director, Golf Club Operations Email: sylvester_yeo@sentosa.com.sg Tel: 6373-7112

Each Tenderer shall be represented by a maximum of two (2) personnel only.

7. 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>.
8. 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.

Attachment A – Evaluation Criteria

ATTACHMENT A – EVALUATION CRITERIA

Subject to compliance with **Clause 12 of the Instructions to Tenderers**, Tender Offers shall be evaluated based on the following criteria:

Critical Criteria

Non-compliance with any of the following critical criteria will preclude the Tender Offer from further evaluation by the SGC.

(i) **Registration with Government Registration Authority**

The Tenderer shall be registered with Building Construction Authority (BCA) under the “**CR06 - Interior Decoration & Finishing Works**” work head with financial category of **L1 (\$0.65 million)** and above.

(ii) **Debarment Status**

The Tenderer shall not be suspended or debarred by the Standing Committee On Debarment, c/o Ministry of Finance, from participating in public-sector projects.

(iii) **bizSAFE Certification**

The Tenderer shall have attained bizSAFE Level 3 and above.

(iv) **Full compliance with components of the Invitation to Tender**

The Tender Offer shall comply fully with the Form of Tender, General Information and the Conditions of Contract.

Other Criteria

The following criteria are listed in order of importance from highest to lowest, **i.e. criterion (v) being the most important and criterion (viii) being the least important.**

(v) Price competitiveness of the Tender Offer;

(vi) Conformance with the Requirement Specifications;

(vii) **Tenderer’s ability and expertise to undertake the Contract**

Tenderer shall submit the following as part of the Tender Offer:

- a. Track Records – The Tenderer shall demonstrate the experience and track record in implementing projects of similar scale to this tender (projects more than \$200K), with at least three (3) project references in the last five (5) years in Singapore.

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ATTACHMENT A – EVALUATION CRITERIA

- b. Project Team – The Tenderer shall submit the proposed Project Team for this Contract and the curriculum vitae of key project team members (such as Project Manager).

(viii) Value-added services/ inputs

Tenderer should demonstrate the ability to provide relevant value-added services/ inputs.