



Ref: SGC/21.30.20(21-26)

26 March 2021

TO: TENDERERS

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.20(21-26)
TERM CONTRACT FOR GOLF COURSE EQUIPMENT AND MACHINERY
FLEET MANAGEMENT PARTNERSHIP PROGRAMME WITH SENTOSA GOLF
CLUB FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO EXTEND FOR
ANOTHER FIVE (5) YEARS
INVITATION TO TENDER**

1. Sentosa Golf Club (SGC) hereby invites tenders for the above-mentioned tender.
2. The entire Invitation to Tender documents will be available on Sentosa Website: <https://www.sentosa.com.sg/Tender-Notices> for Tenderers' download from 21 April 2021 onwards.
3. The evaluation criteria (pages ATTCH A/1-3) of the Invitation to Tender documents are enclosed.
4. 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.

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

Tenderers MUST check the Sentosa website publication 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.

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.

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.**

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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. A **NON-COMPULSORY** site briefing will be conducted by SGC, details are as follows:

Date	-	21 April 2021
Time	-	10:30 am (Singapore Time)
Meeting Point		
• Physical	-	Sentosa Golf Club, Clubhouse, Boardroom Level 2 27 Bukit Manis Road, Sentosa, Singapore 099892
• Virtual	-	Upon receipt of the particulars of the personnel attending the virtual site briefing, you will receive a confirmation email containing a dedicated web link which will allow you to join the virtual site briefing on the day. Please do not circulate the login details with any non-intended recipients.
Enquiries on briefing to be made to		Ms Michelle See, Executive (Administration) Email: michelle.see@sentosagolf.com Tel: 63737103

Each Tenderer shall be represented by a maximum of **five personnel (two physical and three virtual)**. Tenderer is required to make prior arrangement with Ms Michelle See with the name of attendees, their contact details, the company they are representing and email to michelle.see@sentosagolf.com and cc contracts@sentosa.com.sg. **Tender Site Briefing is strictly by appointment only.**

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8. 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; and*
- b. All clauses in the General Information.*

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.*

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9. 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 Price Schedules as published in MOM website – <http://www.mom.gov.sg>.
10. 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.

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) **Eligibility**

Tenderers must have relevant proven track records and minimum of five years experience in the supply and maintenance of golf course equipment and machinery in Singapore;

OR

Tenderers must have relevant proven track records and minimum of five years experience in the production, supply and maintenance of golf course equipment Worldwide.

Other Criteria

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

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

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

(iii) **Substantial Conformance with the Requirement Specifications**

Tenderers are to submit the following as part of the Tender Offer:

- a. Brochures / catalogues to demonstrate that the proposed Golf Equipment and Machinery meet the Requirement Specifications; and
- b. Schedule of Technical Data in the format provided in the Invitation to Tender documents.

(iv) **Tenderer's Financial Standing**

Tenderers shall submit relevant financial information, including financial information of their parent company and manufacturer, to demonstrate the sound financial standing to undertake the Fleet Management Partnership Programme.

ATTACHMENT A – EVALUATION CRITERIA

The financial information shall include the audited financial statements with accompanying Notes to Accounts and Auditor's Report for the latest 3 financial years (un-audited or draft version shall be submitted if the audited statements are not available. This shall be signed off by at least a Director of the Company). If the latest financial year had ended more than 3 months from the Closing Date and Time of this Invitation to Tender, Tenderers shall submit the Management Accounts (Balance Sheet, Income Statement and Cashflow Statement) signed off by at least a Director of the company, properly classified, for the interim period from the beginning of the current financial year to the latest month available.

(v) Price competitiveness of the Tender Offer;

The price competitiveness of the Tender Offer shall be determined by the holistic review of the following areas:

- 1a. Tender Offer for Base Tender 1: Purchase (including trade-in of the (new) purchased equipment to be refreshed within the Contract Period); and/or
- 1b. Tender Offer for Base Tender 2: Leasing
2. Total Trade-in Price for the existing (old) SGC equipment
3. Tender Offer for Option to Purchase/ Lease additional equipment
4. Price competitiveness of the Spare Parts
5. Equipment Lifecycle Costing
6. Tender Offer for Option for Maintenance & Servicing
7. Partnership programme and marketing sponsorship (where applicable)

(vi) Value-added services/ inputs as part of the Partnership

Tenderer should demonstrate the ability to provide relevant value-added services/ inputs for the long term partnership with SGC including:

- a. Spare Parts – Tenderers shall submit their complete international spare parts listing as of the Closing Date.
- b. Refreshed Products – Tenderers shall submit a proposal for the supply and delivery of refreshed products (e.g. lithium battery equipment, robotics, etc.) to SGC for replacement of original products offered in the Tender, as and when released during the Contract Period.
- c. Maintenance and Servicing Programme outside of Warranty Term – Tenderers shall submit a proposal for the maintenance and servicing programme including the proposed turnaround time for equipment and machinery to be repaired, replacement equipment and machinery, spare parts management, on-site workshop/ inventory management system, etc. Tenderers are requested to price for comprehensive and/or non-comprehensive maintenance and servicing of the equipment and machinery.

ATTACHMENT A – EVALUATION CRITERIA

- d. Research & Development (R&D) and Sustainability Programme – Tenderers shall provide statements of commitment on year on year research and development and their commitment to sustainability, including the commitment to develop new equipment and machinery that reduces carbon use. Tenderer shall elaborate on sustainability advantages including carbon reducing capabilities of their proposed equipment and machinery, where applicable.
- e. Productivity – Tenderers shall elaborate on the productivity advantages of their proposed equipment, where applicable.
- f. Others – Partnership and Marketing Programme
- Use of SGC as a Centre of Excellence / Test-bed / Beta facility
 - Major tournament support to SGC
 - Training opportunities for SGC staff
 - Sponsorship, marketing, media coverage, etc
- (vii) Tenderer's ability and expertise to undertake the Contract:

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

- a. Relevant Track Records – The Tenderer shall demonstrate the experience and track record in implementing projects of similar scale and nature to this tender. The Tenderer shall submit the relevant track records with details of the project(s) title, commencement date, completion date, project value and the working relationship with the manufacturer.
- b. Resource and Expertise – The Tenderer shall have an established local team in Singapore to undertake the Fleet Management Partnership Programme. The Tenderer shall submit the organisation and structure for the local team, the number of headcount, Curriculum Vitaes (CV) of key personnel (including service engineers and service technicians).
- c. Maintenance Support Team – Tenderer shall submit the proposed maintenance support team structure for this Contract, including target headcount and minimal qualifications (CV of personnel undertaking the key assigned roles) and years of experience of the personnel to carry out the maintenance and servicing programme.