



Ref: SGC/21.30.2(19-21)

6 December 2019

**TO: TENDERERS**

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.2(19-21)  
TERM CONTRACT FOR FOOD AND BEVERAGE KITCHEN CLEANING AT  
SENTOSA GOLF CLUB AND ANCILLARY BUILDING FOR A PERIOD OF TWO  
(2) YEARS WITH AN OPTION TO EXTEND FOR ANOTHER 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 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.**

6 December 2019

**TO: TENDERERS**

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.2(19-21)**

---

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](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 documents 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**.

6 December 2019

**TO: TENDERERS**

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.2(19-21)**

---

6. 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 shall include at least one offer which:*

- (i) is submitted according to the instructions contained and in the form(s) prescribed in this Invitation to Tender; and*
- (ii) does not attempt to vary any provision of and which fully complies with this Invitation to Tender.*

12.3 (i) *Subject to compliance with **Clause 12.2**, the Tenderer may submit alternative offer(s) which include qualifications or variations to any provision of this Invitation to Tender or which do not fully comply with the Requirement Specifications.*

(ii) *Notwithstanding **Clause 12.3(i)**, 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.*

12.4 *Failure to comply with **Clause 12.2** may render the Tender Offer (including all Alternative Tender Offers) liable to be rejected.*

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.*

6 December 2019

**TO: TENDERERS**

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.2(19-21)**

---

*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.*

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

Liew Su Wan  
Deputy Manager  
Procurement & Contracts Department  
Sentosa Golf Club

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