



**SENTOSA GOLF CLUB**  
SINGAPORE

Ref: SGC/21.30.8(21-22)

26 March 2021

**TO: TENDERERS**

Dear Sir/Mdm

**TENDER DOCUMENT/CONTRACT NO: SGC/21.30.8(21-22)**  
**TERM CONTRACT FOR THE SUPPLY OF GOLF COURSE MAINTENANCE**  
**GENERAL WORKERS TO SENTOSA GOLF CLUB FOR ONE (1) YEAR WITH AN**  
**OPTION TO EXTEND FOR ANOTHER YEAR**

**INVITATION TO TENDER**

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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 1 April 2021 onwards.
3. The evaluation criteria (pages ATTCH A/1) 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**

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

**the Invitation to Tender are downloaded from Sentosa website and printed for submission together with their Tender Offer.**

**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](mailto: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.

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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.**
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 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.*

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- 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.*
- 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.*
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>.

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9. The particulars of the Tender Opening Committee are available at SDC 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**

**TERM CONTRACT FOR THE SUPPLY OF GOLF COURSE MAINTENANCE  
GENERAL WORKERS TO SENTOSA GOLF CLUB FOR ONE (1) YEAR WITH AN  
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**ATTACHMENT A – EVALUATION CRITERIA**

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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) Tenderer’s Proven Track Records

Tenderers must have a minimum of five (5) years experience working on a golf course in Singapore.

(ii) bizSAFE Certification

The Tenderer shall have attained bizSAFE Level 3 and above.

(iii) 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 (iv) being the most important and criterion (vii) being the least important.**

(iv) Price competitiveness of the Tender Proposal;

(v) Conformance with the Requirement Specifications;

(vi) Tenderer’s ability and expertise to undertake the Contract. Tenderer shall demonstrate the experience and track record in implementing projects of similar scale to this tender in the last five (5) years in Singapore, with project references and/or recommendation/ reference letter from client(s); and

(vii) COVID-19 Safe Management Plans

Tenderer shall also submit his proposed safe management plans for COVID-19 (i.e. safety precautions taken while working on site etc.)