

11 December 2024

TO THE TENDERER

Dear Sir/Madam

TENDER REFERENCE: 24/0036

TERM CONTRACT FOR PROVISION OF PEST CONTROL SERVICES FOR SINGAPORE SPORTS SCHOOL AND NATIONAL YOUTH SPORTS INSTITUTE SATELLITE FOR A PERIOD OF THREE YEARS FROM THE DATE OF AWARD OF THE CONTRACT WITH AN OPTION OF TWO YEARS EXTENSION

CLOSING DATE: 10 January 2025 (Friday) at 1300 hours

Invitation to Tender

1 You are invited by Singapore Sports School Ltd (hereinafter referred to as “the Organization”) to submit a tender for the supply of goods and/or services mentioned above.

Tender Briefing

2 The tender briefing will be held for all tenderers at the date, time and venue specified below:

Site	Singapore Sports School Ltd	National Youth Sports Institute (NYSI) Satellite
Date	13 December, Friday	13 December, Friday
Time	1500hrs (Afternoon)	1000hrs (Morning)
Venue	Singapore Sports School Ltd, 1 Champions Way, Singapore 737913 “Think Tank” Meeting Room	5D Stadium Lane, Singapore 397778 Level 1 Meeting Room

3 Attendance for the site briefing at **both** sites are **compulsory** for participation in this tender. Tenderers may arrange same or different representative from the same company to attend the site briefing on both days.

Tender Specifications

4 The scope and nature of this tender are specified in the Requirement Specifications.

Eligibility and Evaluation Criteria

5 Your Tender will be evaluated based on the Eligibility and Evaluation Criteria in the Requirement Specifications.

Submission of Tender

6 Tenderers are advised to refer to Paragraph 3 of Part 1 – Instructions to Tenderers for details on submission of tender. Your tender offer for the supply of goods/services in accordance with the Tender Documents must be submitted by 10 January 2025 (Friday) at 1500 hours sharp. Late submission will **NOT** be accepted.

7 The following documents need to be submitted as part of the Tender Offer:

7.1 Part 4 – Form of Tender;

7.2 Part 6 - Information to be submitted by Tenderers;

7.3 Part 7 – Statement of Compliance;

7.4 The Tenderer's proposal detailing:

7.4.1 Company profile, resources and organisation chart of the proposed team for the project, including relevant completed and on-going track records and project references in providing pest control services of similar nature and complexity to educational institutions in the last three (3) years;

7.4.2 Relevant experience, role, credentials, qualification, licences of lead personnel and team members;

7.4.3 Method statement and approach (i.e. understanding of the organisation schedule and approach to carry out control measures to avoid disruption. Proposal shall also dictate clearly any safety hazards and precautionary measures);

7.4.4 Type of technology that can increase productivity and efficiency in terms of manpower and time, for example, leveraging sensors to track pests. Tenderers shall include an introduction of the proposed technology and how it can increase productivity and efficiency; and

7.5 Any other additional information that is relevant to the proposal.

Enquiries

8 Any queries regarding this Invitation to Tender should be made directly to:

8.1 Administrative related: Colin Soh
Manager, Procurement
Telephone: 6761 8667
Email: colin_soh@sportsschool.edu.sg

Corrigendum

9 If there is any change or amendment of information to the tender before the closing date, notification will be given through the publication of the Corrigendum to the Tender Notice via email. Tenderers are advised to check the Tender Notice to ensure that the Corrigendum if any, has not been missed before submitting their Tender Offer.

Enclosed Documents

10 This Invitation to Tender includes the following documents:

- 10.1 Invitation to Tender cover letter;
- 10.2 Part 1 – Instructions to Tenderers;
- 10.3 Part 2 – Conditions of Contract;
- 10.4 Part 3 – Requirement Specifications;
- 10.5 Part 4 – Form of Tender;
- 10.6 Part 5 – Schedule of Rates;
- 10.6 Part 6 - Information to be submitted by Tenderers; and
- 10.7 Part 7 – Statement of Compliance.