



3 February 2025

TO THE TENDERER

Dear Sir/Madam

**TENDER REFERENCE: 24/0046**

**OUTCOME-BASED NON-COMPREHENSIVE MAINTENANCE SERVICE OF SEVEN (7) UNITS OF LIFTS SYSTEMS FOR SINGAPORE SPORTS SCHOOL FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF AWARD WITH AN OPTION OF THREE (3) YEARS EXTENSION**

**CLOSING DATE: 7 March 2025 (FRIDAY) AT 1300 HOURS**

**Invitation to Tender**

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

**Tender Briefing**

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

Date : 6 February 2025 (Thursday)  
Time : 1030 hours  
Venue : Singapore Sports School, NYSI Think Tank Room, 1 Champions Way Singapore 737913

3 Attendance of the site briefing is **compulsory** for participation in this tender. Request for additional site visit will not be entertained.

**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 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 services in accordance with the Tender Documents must be submitted by 7 March 2025 (Friday) at 1300 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 5 – Schedule of Rates;
- 7.3 Part 6 – Information to Be Submitted by Tenderers;
- 7.4 Part 7 – Statement of Compliance;
- 7.5 Declaration on Progressive Wage Mark eligibility under Annex I of Part 2 – Conditions of Contract;
- 7.6 Confidentiality and Data Protection Undertaking under Annex II of Part 2 – Conditions of Contract;
- 7.7 Proof of Safety Certification in BizSAFE level 3 or higher, or Safety Management Certificate (SMC), or OHSAS 18001, or equivalent;
- 7.8 Proof of registered work-head with BCA; and
- 7.9 Any other additional information that is relevant to and/or required for the proposal.

### **Enquiries**

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

Colin Soh  
Manager, Procurement  
Email: [colin\\_soh@sportsschool.edu.sg](mailto:colin_soh@sportsschool.edu.sg)

### **Non-Registered Contractors**

9 Non-registered contractors are advised to apply for registration at the earliest opportunity directly with the registration authority. If by the closing date of tender, the registration is still pending, a copy of the receipt for registration fee issued by the registration authority should be enclosed in the Tender Offer.

### **Corrigendum**

10 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**

- 11 This Invitation to Tender includes the following documents:
- 11.1 Invitation to Tender covering letter;
  - 11.2 Part 1 – Instructions to Tenderers;
  - 11.3 Part 2 – Conditions of Contract;
  - 11.4 Part 3 – Requirement Specifications;
  - 11.5 Part 4 – Form of Tender;
  - 11.6 Part 5 – Schedule of Rates;
  - 11.7 Part 6 - Information to Be Submitted by Tenderers; and
  - 11.8 Part 7 – Statement of Compliance.