

PART 1 - SECTION A
INSTRUCTIONS FOR TENDERS

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List of Schedules**SCHEDULE 1: Declaration On Progressive Wage (PW) Mark Eligibility**

1. INTERPRETATION

- 1.1 All terms referred to in this Invitation to Tender shall have the meanings ascribed to them in the Conditions of Contract, unless otherwise defined or the context otherwise requires.
- 1.2 The principles of construction set out in Clause 1.2 of Part 1, Section B (Conditions of Contract) shall apply to each document in this Invitation to Tender.

2. REGISTRATION WITH GRA

- 2.1 Where this Invitation to Tender specifies evaluation criteria in terms of the financial category and supply category/head required for registration with any Government Registration Authority (“**GRA**”), namely the Ministry of Finance -
- (a) the evaluation of such criteria will be delegated to the GRA; and
 - (b) Clauses 2.2 to 2.6 shall apply.
- 2.2 Where a Tenderer's existing registration with the GRA specifies that the Tenderer has met particular criteria in relation to a particular financial category and supply category/head, the School will regard the Tenderer as having met the criteria specified in the registration for the financial category and supply category/head set out in the registration and in the manner set out in the registration.
- 2.3 A Tenderer who, as at the time of submission of its Tender Offer, holds a valid registration from the GRA specifying that it has met the criteria in relation to a particular financial category and supply category/head for this Invitation to Tender (a “**Valid Registration**”), must:
- (a) declare its registration status with the GRA in the manner set out in this Invitation to Tender; and
 - (b) ensure that its registration is valid from the time of submission of its Tender Offer until the time of evaluation and award of the tender.
- 2.4 A Tenderer who does not hold a Valid Registration shall apply for the registration with the GRA at the earliest possible opportunity and must declare its registration status in its Tender Offer. Such Tenderer should apply for registration with the GRA through the Government Electronic Business (“**GeBIZ**”) website at <http://www.gebiz.gov.sg>. If the Tenderer’s registration with the GRA is still pending at the time of submission of its Tender Offer, the Tenderer shall:
- (a) enclose a copy of the receipt for registration fee issued by the GRA(s) with its Tender Offer; and
 - (b) ensure that it holds a Valid Registration as at the time of evaluation and award of the tender.

- 2.5 If a Tenderer: (a) does not hold a Valid Registration, or (b) holds a Valid Registration but no longer meets the GRA's requirements for such Valid Registration, in each case as at the time of evaluation or award of the tender, the School shall have the right to:
- (i) not consider or evaluate the Tenderer's Tender Offer; and
 - (ii) not accept the Tenderer's Tender Offer.
- 2.6 The Tenderer shall meet the requirements for registration under EPU/CMP/10 – Computer Related Hardware, Software and Services Supply Head with a financial limit of S\$8 or above (i.e. tendering capacity of at least S\$10 million), or the Tenderer shall have annual turnover/sales/revenue of at least S\$10 million and Net Tangible Asset¹ of S\$500,000 and have completed at least one (1) project of similar nature, scale and complexity to the Tender in the last five (5) years.

3. ELIGIBILITY

- 3.1 All persons or entities who are currently debarred from participating in public sector tenders are not eligible to participate in this Invitation to Tender. Where a Tenderer is debarred after the submission of its Tender Offer, the Tenderer shall not be considered for the award of this Invitation to Tender. If a Tender Offer is submitted without explicitly mentioning that the Tenderer is currently debarred, the School shall treat the submission of the Tender Offer as an express continuing declaration by the Tenderer that the Tenderer is in fact eligible to participate in this Invitation to Tender and, if such a declaration is discovered to be false, the School shall be entitled to, at any time, rescind any contracts entered into pursuant to such a Tender Offer, without the School being liable therefor in damages or compensation.

4. SUBMISSION OF TENDER OFFER

- 4.1 Tenderers shall submit their Tender Offers in accordance with the following mode(s) of submission:

Information or document(s) in Tender Offer	Mode of Submission	Closing Date and Time (Singapore time)
Refer to Part 6 – Information and Documents to be Submitted	Electronic submission. Details will be released during the Tender Briefing.	25 April 2025 (Friday) at 1300 hours

¹ Net Tangible Asset (NTA)

- For Companies, NTA shall be taken to mean the sum of paid up capital (including preference shares), revenue reserves, premium shares and accumulated profit/retained profit/retained earnings (including reserves if any).
 - For Businesses, NTA shall be taken to mean the sum of cash in the working capital/partners account that are currently allocated for the Tenderer's business plus profit or less total liabilities (i.e. accumulated losses or withdrawals).

4.2 Intentionally Left Blank.

4.3 Intentionally Left Blank.

4.4 The School reserves the right to reject Tender Offers not submitted in accordance with the mode(s) of submission specified in these Instructions for Tenders.

4.5 Intentionally Left Blank.

4.6 The Tender Offer must include:

- (a) Part 4 – Form of Tender fully completed; and
- (b) an address where any notice, request, waiver, consent or approval required to be sent to the Tenderer in connection therewith can be directed to.

5. COMPLIANCE WITH INSTRUCTIONS

5.1 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.

5.2 The Tenderer's Tender Offer may include alternative offer(s).

5.3 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 Requirements Specification.

5.4 Notwithstanding **Clause 5.3**, the Tenderer cannot vary the following clauses in this Invitation to Tender:

- (i) Intentionally Left Blank; and
- (ii) All **Clauses** in the Requirements Specification, with the exception of:
 - **Clause 3.2.2b;**
 - **Clause 3.2.2d;**
 - **Clause 3.2.2f; and**
 - **Clause 3.2.2h.**

6. TENDERING PERIOD

6.1 This Invitation to Tender shall be closed on the Closing Date and Time. “**Closing Date and Time**” means the date and time specified in **Clause 4.1**, or such other date and time as notified by the School from time to time by electronic mail. Tender Offers received after the Closing Date and Time shall be disqualified.

7. VALIDITY PERIOD

- 7.1 Tender Offers submitted shall remain valid for acceptance for the Validity Period on the terms stated in the Tender Offer. “**Validity Period**” means a period of six (6) calendar months from the Closing Date and Time, or such longer period as may separately be agreed in writing between the Tenderer and the School.

8. WITHDRAWAL OF TENDER OFFER

- 8.1 No Tender Offer may be withdrawn after the Closing Date and Time. Any Tenderer who attempts to do so may, in addition to any remedy which the School may have against it, be liable to be debarred from future public sector tenders.

9. REQUIREMENTS SPECIFICATION

- 9.1 Subject to **Clause** Error! Reference source not found., the Services offered under a Tender Offer shall comply with the Requirements Specification of this Invitation to Tender.

10. COMMITMENT OF THIRD PARTY LICENSOR

- 10.1 The successful Tenderer shall, if it is not the head-licensor of any of the Cloud Services that will be provided to the School under the Contract, obtain and submit an undertaking from the head-licensor of the Cloud Services, an undertaking that is executed in favour of the Government in the form set out in **Part 1, Section B, Schedule 8** of this Invitation to Tender.

11. TENDER PRICE

- 11.1 The Tenderer shall quote in Singapore Dollars in its offer the all-in firm prices for the items of its proposed Services (including but not limited to the latest version(s) of the relevant manuals and reference materials) based on the payment terms specified in **Part 1 Section B Clause 4**.
- 11.2 The quote shall:
- a) itemize the price of the items which comprise the Services in the format provided in the Cost Schedule, (**Part 5**); and
 - b) include all relevant costs relating to the Services proposed, including but not limited to:
 - (i) labour costs for Professional Services;
 - (ii) the costs of any hardware, software, processes and management services which are necessary to provide the Services; and
 - (iii) any other costs which will be incurred in providing the Services.

12. GOODS AND SERVICES TAX

- 12.1 The Tenderer shall not include in the rates and prices proposed in its Tender Offer, the Goods and Services Tax (“GST”) chargeable for the supply of goods, services or works required in this Invitation to Tender. All rates and prices quoted shall be exclusive of the GST.
- 12.2 If the Contractor is a taxable person under the GST Act, the School shall reimburse the Contractor for any GST chargeable by the Contractor on the supply by the Contractor of goods, services or works provided pursuant to this Invitation to Tender.

13. GST REGISTRATION

- 13.1 The Tenderer shall declare his GST status in his Tender Offer. He shall clearly indicate whether he is, or whether he will be, a taxable person under the Goods and Services Tax Act. He shall, if or when available furnish his GST registration number to the School.
- 13.2 A Tenderer who declares itself to be a non-taxable person under the GST Act but which becomes a taxable person at any time thereafter shall forthwith inform the School of its change in GST status.

14. TENDER OFFER

- 14.1 The Tenderer shall satisfy itself before tendering as to the correctness and sufficiency of its Tender Offer for the supply of the Services and all matters and things necessary for the proper execution and completion of such supply including any duties, customs and excise, licenses, transport and insurance expenses, regardless of whether such matters or things were specifically set out in this Invitation to Tender.
- 14.2 The Tenderer shall ensure that its Tender Offer is complete, and that the information in its Tender Offer is clearly visible without further action required by the School. In particular, the Tenderer shall ensure that all information in any softcopy or spreadsheet or other document is not hidden in rows or otherwise not visible. Any part of the Tender Offer that is not clearly visible without further action required by the School may be excluded from the Tender Offer and may not be considered in the evaluation of such Tender Offer.
- 14.3 The Tenderer shall be deemed to have been thoroughly acquainted by its own independent observations and enquiries as to all matters which can in any way influence its Tender Price.
- 14.4 The Tender Price shall be deemed to have included the delivery of all items and performance of all works and services to meet the requirements as specified in the Requirements Specification irrespective of whether such items, works and/or services have been specifically listed or priced in the Tender Offer.
- 14.5 The Tenderer shall notify the School in writing of any ambiguity, discrepancy, conflict, inconsistency or omission in or between any of the documents in this Invitation to Tender

and seek clarification about the same from the School at least seven (7) days before the Closing Date and Time.

14.6 No oral representation shall be:

- (a) binding on the School; or
- (b) construed as modifying or varying any of the provisions of this Invitation to Tender.

15. INTENTIONALLY LEFT BLANK

16. DOCUMENTATION

16.1 The Tenderer shall supply and deliver full and comprehensive documentation on all aspects of the Services including documentation to be used for, where applicable, planning, design, provision, administration and training purposes. The Tenderer shall list out the documents that will be so provided.

16.2 Intentionally Left Blank.

16.3 All key documentation shall be supplied on or before delivery of the Services. The Tenderer shall also submit a delivery schedule for documentation in his Tender Offer.

17. INTENTIONALLY LEFT BLANK

18. INTENTIONALLY LEFT BLANK

19. LANGUAGE

19.1 The Tender Offer and all supporting data and all documentation to be supplied by the Tenderer shall be written in easily comprehensible English language.

19A. PROGRESSIVE WAGE MARK DECLARATION

19A.1 The Tenderer shall in its Tender Offer submit a Declaration on Progressive Wage (PW) Mark Requirement in the form set out in Schedule 1, unless the Tenderer submits its PW Mark e-Certificate. The School may waive this requirement if it has otherwise verified that the Tenderer has a valid PW Mark, but the School shall not be obliged to so verify. The Tenderer shall update the School as soon as possible of any change in its PW Mark eligibility status.

20. EXPORT APPROVAL

- 20.1 The Tenderer shall indicate clearly whether there is any requirement for the School to furnish end-user certificates or statements. The Tenderer shall also indicate clearly in its Tender Offer if there is a need for the School to enter into separate agreement(s) with the Tenderer to satisfy export requirements of the Tenderer or any foreign government.

21. CONFIDENTIALITY

- 21.1 Except with the consent in writing of the School, the Tenderer shall not disclose to any person (other than employees, servants and agents on a “need-to-know” basis for the purposes of preparing or submitting a Tender Offer or subsequent clarifications) this Invitation to Tender, or any of its provisions, or any specifications, plans, drawings, patterns, samples or information issued by the School.
- 21.2 The School may require an unsuccessful Tenderer to return or destroy any specifications, plans, drawings, patterns, samples or information issued by the School in connection with this Invitation to Tender.

22. OWNERSHIP OF TENDER DOCUMENTS

- 22.1 All documents submitted by the Tenderer in response to this Invitation to Tender shall become the property of the School. However, intellectual property in the information contained in the Tender Offer shall remain vested in the Tenderer. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Tenderer and the School.

23. ALTERATION, ERASURES OR ILLEGIBILITY

- 23.1 Except for amendments to the entries made by the Tenderer itself which are initialled by the Tenderer, Tender Offers bearing any other alterations or erasures and Tender Offers in which prices are not legibly stated are liable to be rejected.

24. SCHOOL'S CLARIFICATIONS ON THE TENDERER'S TENDER OFFER

- 24.1 In the event that the School seeks clarification upon any aspect of the Tenderer's Tender Offer, the Tenderer shall provide full and comprehensive responses within seven (7) days of notification.

25. EXPENSE OF TENDERER

- 25.1 In no case will any expense incurred by the Tenderer in the preparation or submission of its Tender Offer or subsequent clarifications be borne by the School.

26. GOVERNING LAW

- 26.1 All Tender Offers submitted pursuant to this Invitation to Tender and any resulting contracts shall be governed by the laws of the Republic of Singapore.

27. INTENTIONALLY LEFT BLANK**28. TRAINING**

- 28.1 The Tenderer shall submit for the School a full and comprehensive training proposal in its Tender Offer. The Tenderer's attention is drawn to the Requirements Specification.
- 28.2 The cost of training should be included in the price quoted for the Services. A cost breakdown of the details shall be given.

29. EXPERIENCE OF TENDERER

- 29.1 The Tenderer shall provide full information on its capital resource, manpower resource, assets, production capacity, technical tie-up with any country or manufacturer, etc., which information shall be submitted together with the Tender Offer to enable the School to ascertain its capacity to fulfill the proposal.
- 29.2 The Tenderer shall provide a brief write-up of its business activities for business operations in Singapore, or if this is not available, business operations in other parts of the world.
- 29.3 The Tenderer shall enclose copies of its company annual reports for the last **five (5)** years.
- 29.4 (a) The Tenderer or, where a person is submitting the Tender Offer as an agent, the person's principal, shall furnish full particulars including names of organisations which have been supplied with its offered products as well as quantities supplied within the last **two (2)** years.
- (b) The Tenderer must submit all names and particulars of its personnel assigned to the contract for vetting by the School.

30. INTENTIONALLY LEFT BLANK**31. CANVASSING**

- 31.1 Canvassing shall render the Tender Offer invalid. In the event of any canvassing being discovered after the acceptance of the Tender Offer, the School shall be entitled to rescind the Contract.

32. ACCEPTANCE OF TENDER OFFER

32.1 The School shall be under no obligation to accept the lowest priced or any Tender Offer.

32.2 When accepting a Tender Offer, the School may, unless the Tenderer expressly stipulates in its Tender Offer that certain parts of the Tender Offer are to be treated as indivisible:

(a) exclude Maintenance Services from the Contract; or

(b) **accept the whole or any part(s) of the Tender Offer;**

and the prices shall be adjusted in accordance with the price breakdown in the schedule of prices set out in the Tender Offer.

32.3 The issuance by the School of a Letter of Acceptance accepting the Tenderer's Tender Offer or part of the Tender Offer shall create a binding contract (to the extent accepted by the School) between the School and such Tenderer. The Conditions of Contract shall apply to such contract.

32.4 A Letter of Acceptance may be issued to the successful Tenderer:

(a) Intentionally Left Blank;

(b) by hand, courier, post or electronic mail to the Tenderer's address as given in its Tender Offer.

Such issuance of the Letter of Acceptance by hand, courier, post or electronic mail shall be deemed to be effective communication of acceptance.

32.5 Notwithstanding the issuance of the Letter of Acceptance, the School may at its discretion require the Tenderer to sign a formal agreement in respect of the Contract in the form set out in **Schedule 3 of Part 1, Section B** and the Tenderer shall do so without unnecessary delay. In the event that the Tender Offer is submitted by a duly authorized agent, the formal agreement is to be executed by its principal.

32.6 The School shall have the right to accept the Tender Offers of one or more Tenderers and the right to award different parts of the Contract to different Tenderers.

33. OMISSIONS/ERRORS

33.1 The Tenderer is advised to study this Invitation to Tender very carefully before finalizing its Tender Offer for submission. The onus is on the Tenderer to ensure that a complete Tender Offer is submitted.

33.2 The School shall be under no obligation to entertain any request made after the Closing Date and Time for bid variation or submission of additional quotes for items left out in the original submission on any ground whatsoever.

33.3 The Tenderer shall be solely responsible for all such omissions/errors.

34. COPYRIGHT

- 34.1 The School reserves to itself all copyrights in this Invitation to Tender.

35. DEMONSTRATION OF CLAIMED CAPABILITIES

- 35.1 At the request of the School, the Tenderer shall, at its own expense, prepare and conduct locally, demonstrations or presentations to substantiate the capabilities of the Services and the Tenderer's capabilities as described in its Tender Offer.
- 35.2 The School is entitled to require the Tenderer to make available all the necessary information and equipment to enable the Tenderer to demonstrate the claims in its Tender Offer.
- 35.3 The Tenderer shall make available one or more sets of the proposed Services for the purpose of evaluation and shall do so during demonstrations or presentations if required by the School.
- 35.4 At any time after the submission of the Tender Offer, the Tenderer shall, at the request of the School, at its own expense prepare and conduct preferably in Singapore, benchmark test to substantiate its proposed capabilities of the Services.
- 35.5 The School may supply the data to be used by the Tenderer for any benchmark test.

36. AGENCY

- 36.1 The Tenderer who is submitting a Tender Offer on behalf of its principal must submit an irrevocable Power of Attorney from its principal, properly notarized, duly authorizing him to submit the Tender Offer on his principal's behalf. Failure to do so will invalidate his Tender Offer.
- 36.2 If a person submits a Tender Offer on behalf of his principal, the provisions in this Invitation to Tender which relate to the Tenderer's capability to provide the Solution or Services shall be read to refer to the capability of the person's principal.

37. INTENTIONALLY LEFT BLANK**38. ADDITIONAL CONDITIONS**

- 38.1 The School reserves the right to amend any terms in, or to issue supplementary terms to this Invitation to Tender at any time prior to the Closing Date and Time.
- 38.2 Any additional information or clarification of any part of the Tender Offer submitted in writing by the Tenderer prior to the Closing Date and Time which do not derogate from the School's rights under the terms and conditions specified and implied in **Part 1** shall,

if accepted by the School in writing, form part of the Tenderer's Tender Offer and if the Tender Offer is accepted by the School shall become part of the Contract.

- 38.3 No action or communication by the School or the Tenderer pursuant to this **Clause 38** shall have the effect of revoking or invalidating the Tenderer's original Tender Offer.

39. INTENTIONALLY LEFT BLANK

40. ENQUIRIES

- 40.1 Should a Tenderer have any enquiries on any aspect of this Invitation to Tender or wish to request an extension to the tendering period, it should write to the School at least seven (7) days before the Closing Date and Time.

41. PAYMENT THROUGH INTERBANK GIRO

- 41.1 The Tenderer shall indicate clearly in its Tender Offer, whether it wishes to be paid by Interbank GIRO if its Tender Offer is accepted by the School.
- 41.2 If the Tenderer indicates that it wishes to be paid by Interbank GIRO, it shall provide the School with the following information in its Tender Offer:
- (a) Name of Bank used by Tenderer; and
 - (b) Tenderer's Bank Account Number.
- 41.3 All bank charges associated with payment by Interbank GIRO shall be borne by the Tenderer.

42. TENDER BRIEFING

- 42.1 A tender briefing will be held on **25 March 2025 (Tuesday)** at **1430 hours** at the **General Office of Singapore Sports School Ltd** for all Tenderers. Attendance at the tender briefing is mandatory.
- 42.2 The Tenderer is required to confirm its attendance with **Mr Colin Soh** by electronic mail (**colin_soh@sportsschool.edu.sg**) and **submit_your_tender@sportsschool.edu.sg** which must be received on or before **24 March 2025 (Monday) at 1700 hours**. The Tenderer shall indicate the number of people attending the briefing, their name(s), designation(s) and contact details.

43. CONSORTIUM

- 43.1 In this Invitation to Tender, "**Consortium**" means an unincorporated joint venture through the medium of a consortium or a partnership.

43.2 The following shall apply if a Tender Offer is submitted by a Consortium:

- (a) each member of the Consortium shall be a business organization duly organized, existing and registered under the laws of its country of domicile;
- (b) no Consortium shall include a member who has been debarred from public sector tenders;
- (c) after the submission of the Tender Offer, any introduction of, or changes to, Consortium membership must be approved in writing by the School. Changes made without the School's written approval may render the Tender Offer liable to be rejected;
- (d) the following documents must be submitted with this Tender Offer:
 - (i) a certified copy of the consortium or partnership agreement, signed by all members of the Consortium, the terms of which shall include the terms set out in **Clause 60 (Consortium)** of the Conditions of Contract;
 - (ii) **The Tender Offer is to be submitted by a member of the Consortium ("Lead Member")**. Documentary proof that the Lead Member is authorised by all members of the Consortium to submit and sign the Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of all the members of the Consortium must be provided. The documentary proof could be in the form of:
 - (1) relevant provision(s) in the certified copy of the consortium or partnership agreement, or
 - (2) certified copies of powers of attorney from each member of the Consortium;
- (e) information must be submitted with respect to:
 - (i) the legal relationship among the members of the Consortium;
 - (ii) the role and responsibility of each member of the Consortium; and
 - (iii) the address of the Consortium to which the School may send any notice, request, clarification or correspondence;
- (f) if the School issues a Letter of Acceptance to a Consortium:
 - (i) the Letter of Acceptance may be issued by hand, courier, post or electronic mail to the address of the Lead Member of the Consortium given in the Tender Offer;
 - (ii) the issuance by the School of a Letter of Acceptance shall create a binding contract on all the members of the Consortium;

- (iii) each member of the Consortium shall be jointly and severally responsible to the School for the due performance of the Contract;
- (iv) as and when requested by the School, all members of the Consortium shall be required to sign a formal agreement in the appropriate form with the School. Until the said formal agreement is prepared and executed, the Consortium's Tender Offer together with the School's Letter of Acceptance, shall constitute a contract binding on all the members of the Consortium; and
- (v) in the event that any member of the Consortium withdraws from the Consortium or is adjudicated a bankrupt by a duly constituted judicial tribunal, or goes into liquidation in accordance with the laws of the country of incorporation, the remaining member(s) of the Consortium shall be obliged to carry out and complete the Contract.

44. SHORTLISTING TENDERERS

- 44.1 The School reserves the right to shortlist Tenderers in accordance with the criteria set forth in this Invitation to Tender, and give those so shortlisted the opportunity to submit new or amended Tender Offers on the basis of the School's revised requirements, in accordance with a common deadline.
- 44.2 The Tender Offers received based on the firm and updated requirements shall form the basis of the final tender evaluation. The Tender Offers received in the final round shall be complete and comprehensive, and shall over-ride all Tender Offers previously submitted. The final Tender Offer shall not make references to previous Tender Offers. All the Tender Offers received in the previous rounds shall be treated as lapsed. Such final Tender Offers shall be submitted as instructed by the School.

45. DISCLAIMER AND LIMITATION OF LIABILITY

- 45.1 This Invitation to Tender may not contain all information which Tenderers may require. Tenderers should therefore make their own inquiries and seek such clarifications they think necessary. The School shall not be liable to any Tenderer for any information in this Invitation to Tender which is incomplete or inaccurate.
- 45.2 The School shall not be liable for any loss of profit or indirect or consequential losses arising from or in connection with the School's failure to comply with its legal obligations in conducting this Invitation to Tender, considering or evaluating any Tender Offer or accepting any Tender Offer. Any liability shall be limited to the costs of preparing and submitting the Tender Offer reasonably incurred by the Tenderer.

SCHEDULE 1

Reference: Clause 19A of this Part 1 Section A (Instructions for Tenders)

[The Tenderer shall submit its Declaration on Progressive Wage (PW) Mark Requirement in this form, unless the Tenderer submits its PW Mark e-Certificate or the School waives this requirement.]

DECLARATION ON PROGRESSIVE WAGE (PW) MARK ELIGIBILITY

1. My firm <entity name>, <UEN>, hereby declares that my firm has:
 - a. read the information on the Sectoral Progressive Wages (“SPW”) and Occupational Progressive Wages (“OPW”) under the Progressive Wage Model as published on [MOM’s website](https://www.mom.gov.sg/employment-practices/progressive-wage-model/what-is-pwm) (at <https://www.mom.gov.sg/employment-practices/progressive-wage-model/what-is-pwm> and its related pages) on the wage schedules and job descriptions on the covered sectors and occupations; and
 - b. assessed whether my employees (who are Singapore Citizens or Permanent Residents) are covered under the prevailing SPW and OPW.
2. My firm hereby provides information on the employees covered by paragraph 1 above in the following table:

Sector	For each of the sector shown below, to indicate: - “Yes” if the firm employs any <u>Singapore Citizen or Permanent Resident</u> ; or - “No” if the firm does not employ any <u>Singapore Citizen or Permanent Resident</u> .
Cleaning (including in-house cleaners)	[Yes / No]
Security (including in-house security officers)	[Yes / No]
Landscape (including in-house landscape maintenance employees)	[Yes / No]
Lift and Escalator	[Yes / No]
Retail	[Yes / No]
Food Services	[Yes / No]
Waste Management*	[Yes / No]
Occupation	For each of the occupation shown below, to indicate: - “Yes” if the firm employs any <u>Singapore Citizen or Permanent Resident</u> ; or - “No” if the firm does not employ any <u>Singapore Citizen or Permanent Resident</u> .
Administrators (i.e. administrative assistants, administrative executives, administrative supervisors)	[Yes / No]
Drivers (i.e. general drivers, specialised drivers)	[Yes / No]

* Note to GPEs: To be included in template with effect from 1 Jul 2023.

3. I understand that if my firm has declared 'Yes' for any of the sector(s) or occupation(s) listed above, my firm is eligible to apply for the PW Mark and required to do so pursuant to Clause 42A of Part 1 Section B (Conditions of Contract). My firm hereby submits a copy of proof of pending application for PW Mark as part of our tender offer.

Submitted by: <name of representative>

Designation: <Designation of representative, ideally same representative who signed the Tender Offer>

Signature: <Signature or e-Signature>

Date: