

**REQUEST FOR PROPOSAL
FOR THE CONSERVATION BUNGALOW AT THE OVAL
@ SELETAR AEROSPACE PARK
(4, THE OVAL)**

**REQUEST FOR PROPOSAL FOR THE CONSERVATION BUNGALOW AT NO. 4,
THE OVAL @ SELETAR AEROSPACE PARK (“PREMISES”)**

Notes to All Proposers

- 1) Jurong Town Corporation (JTC) hereby seeks proposals for tenancy of a conservation bungalow at **THE OVAL @ SELETAR AEROSPACE PARK (4, THE OVAL)** (“the Premises”).
- 2) This Request for Proposal (“RFP”) is not intended to create or impose any binding legal duties or obligations whatsoever on JTC. JTC will only enter into further discussions with the shortlisted Proposer(s).
- 3) The Proposer shall maintain strict confidentiality in respect of this RFP or any related documents, any of its provisions, any materials, specifications, drawings, plans, or information issued by JTC and shall not under any circumstances disclose or release the information without the prior written consent of JTC.
- 4) JTC shall not owe any liability to any party for any loss, injury, or damage whatsoever (including any direct, indirect, or consequential loss or damage) arising from or related to this RFP.
- 5) This RFP may not contain all the information which Proposers may require. Proposers should therefore make their own inquiries and seek further clarifications as they think necessary from JTC or its marketing agents.
- 6) JTC encourages the submission of original ideas and will respect the confidentiality of proprietary and commercially sensitive information that is submitted provided that such proprietary or commercially sensitive information is marked as "Confidential" or "Proprietary" or with other words of similar import and the Proposer states in its proposal that it does not wish JTC to use or make public such ideas or information. There may be instances where the ideas or information the Proposer submits has already been disclosed to JTC; overlap with ideas or information submitted by other companies; or is/are already available in the public domain. In such cases, the ideas will not be considered as proprietary and JTC reserves the right to use them. All submissions shall be made entirely at the risk of the Proposer.
- 7) Each Proposer shall bear all costs and expenses associated with the preparation and submission of its proposal in response to this RFP.
- 8) All rates and prices quoted shall be exclusive of GST and shall be subject to GST at the prevailing rates.
- 9) Proposals submitted shall remain valid for acceptance for six (6) months from the date of submission or such extended period as may be agreed in writing by the Proposer and JTC. JTC shall be under no obligation to provide reasons for the non-acceptance or rejection of proposals and reserves its absolute discretion in this regard.
- 10) JTC shall convey its acceptance of the proposal to the Proposer whose proposal is acceptable (“**successful Proposer**”) by issuing a Letter of Offer subject to the requirements set out in

Clauses 14 and 15 below. The acceptance of JTC's Letter of Offer (pursuant to the terms therein) shall create a binding tenancy agreement between the successful Proposer and JTC for the Premises.

- 11) The Proposer shall indicate, when submitting any samples, whether he wishes the samples to be returned. If no such indication is given, it shall be understood that JTC is not obliged to return any samples to the Proposer. Notwithstanding the above, risk of loss or damage to the samples shall at all times remain with the Proposer. All costs, including but not limited to all shipping and transportation charges incurred in providing and delivering such samples to JTC shall be borne by the Proposer.
- 12) All documents submitted by the Proposer in response to this RFP shall become the property of JTC subject to the confidentiality provisions set out in Clause 6 above. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Proposer and JTC which shall take precedence over this Clause.
- 13) All proposals submitted pursuant to this RFP and the formation of any resulting contracts shall be governed by the laws of Singapore.
- 14) Before JTC grants the Letter of Offer to the successful Proposer, the successful Proposer will be required to submit a duly signed application form in respect of the Premises and make payment of an application deposit equivalent to one (1) month's Gross Rent (the "**Application Deposit**") in favour of "JTC Corporation" by electronic transfer to our designated bank account. The application deposit shall be offset against the total payment required to be made by the successful Proposer at the time of acceptance of the Letter of Offer.
- 15) The Application Deposit shall be forfeited without prejudice to JTC's rights to recover other damages which JTC may have suffered in the event:
 - a. the successful Proposer withdraws the application for the Premises after payment of the Application Deposit; or
 - b. the successful Proposer fails to accept the Letter of Offer for the Premises within the stipulated time.
- 16) The successful Proposer shall be responsible for obtaining all approvals at his own cost and expense and shall furnish evidence of such approvals to JTC. Such approvals include, without limitation, the Temporary Occupation Permit (TOP) and Certificate of Statutory Completion (CSC) for the Premises.
- 17) JTC and/or its marketing agents are not obliged to notify all unsuccessful Proposers.
- 18) The proposal and all supporting technical data and all documentation to be supplied by the Proposer shall be in the English language.
- 19) The closing date for the submission of proposals is **19 August 2022**.

1 INTRODUCTION

The Oval @ Seletar Aerospace Park (Oval) comprises 32 conservation black-and-white bungalows. It is an amenity node for the business community in Seletar Aerospace Park (SAP). Given its colonial charm and lush environment, Oval has also been positioned as a family and lifestyle destination.

Oval Phase I was opened to the public in 2016 with four F&B outlets. Since then, JTC has received favourable feedback from both patrons and operators. The estate has also gained support from the aerospace community who are regular patrons of the Oval for business events.

With the success of Oval Phase I, JTC is launching more units under Oval Phase II. To enhance customers' overall experience at Oval, the selection of Phase II tenants will emphasise on concepts that are thematic and experiential centric. Tenants' offerings of goods and services are to be complemented with rich programming to generate vibrancy and contribute to the overall branding of Oval.

2 REQUIREMENTS

2.1 The successful Proposer shall use the Premises pursuant to the requirements below.

Bungalow Unit	Allowable Use	Requirements
4, The Oval	Lifestyle uses (including but not limited to Spa Facilities, Recreation, Sports Facilities and etc) with F&B use capped up to a maximum of 20 sqm; a cap up to a maximum of 70 sqm on Outdoor Refreshment Area (ORA).	(a) To propose a lifestyle concept with uses that are unique and interesting so as to strengthen the current offerings and also to enhance the customer experience at the Oval; (b) To include attractive tenant-exclusive offers and at least 10% discount for employees in Seletar Aerospace Park; (c) To operate at least 6 days a week, including weekends, with a minimum of 10 hours per day.

2.2 Proposed Design

- a) The proposed design for the bungalows should be aesthetically pleasing, tasteful, and exude warm and inviting feelings. It must retain the prestige of the classic colonial bungalow.
- b) The proposed design, especially that for entrance/outdoor space, shall be harmonious with The Oval's ambience and image. This shall include but not be limited to choice of architectural materials, the landscape design (softscapes, hardscapes), signage design (choice of colour, font), outdoor furniture and fixtures etc.
- c) The outdoor space should be designed such that it is conducive for outdoor activities, engaging, and able to generate vibrancy for the estate.
- d) The interior design should be aligned with the overall theme outlined in the business proposal (e.g., interior décor/choice of furniture/ lighting, etc).
- e) The proposed design and concept of the bungalows should be family-friendly.
- f) All designs shall be subject to JTC's approval.

3 **DETAILS OF PREMISES**

- 3.1 The estimated floor area of the Premises is as below (subject to final survey). Please refer to Annex B and Annex C for floor plan and M&E specifications respectively.

Bungalow Unit	Permitted Use	Floor Area (sqm)	Outdoor Refreshment Area (sqm)
4, The Oval	Lifestyle uses (including but not limited to Spa Facilities, Recreation, Sports Facilities and etc) with F&B use capped up to a maximum of 20 sqm; a cap up to a maximum of 70 sqm on Outdoor Refreshment Area (ORA).	200	Allowable up to a maximum of 70 sqm

4 **TENANCY DETAILS**

- 4.1 Tenancy term shall be for a term of three (3) years. Proposers may propose an option term (with a cap of three years), if necessary, for JTC’s consideration.
- 4.2 The **indicative** rental of the Premises is as below:

Bungalow unit	Gross Rent (inclusive of monthly Rental and Service Charge¹) (excluding GST)
4, The Oval	Base Rent “X” ^{**} + 2% GTO

**Above rental is for indoor area and ORA only (as stated in para 3). Usage of outdoor space is strictly subject to JTC’s approval and may be subjected to additional rental at rates to be determined by JTC.*

*** “X” is to be proposed by each Proposer depending on the business model.*

- 4.3 All successful tenderers will be subject to a monthly Service Charge at the rate of **\$0.94 per square meter per month** which shall be subject to change from time to time provided that the overall Gross Rent payable during the tenancy term after such adjustment in the Service Charge fee does not increase.
- 4.4 The Premises should be lit-up even after operating hours (e.g., ambient light, signage light).
- 4.5 The successful Proposer will apply for all utility services and bear the charges for the use of such utilities within the Premises. The successful Proposer shall bear all costs for the installation of separate utility meters for water and electricity, including the engagement of a Qualified Person, Licensed Electrical Worker, Licensed Plumber if such works are required at the Premises.
- 4.6 The successful Proposer will be given two (2) months fitting-out period before the tenancy commencement.
- 4.7 The successful Proposer shall pay the monthly Rent and Service Charge fee (hereinafter referred to as “**Gross Rent**”) to JTC by Inter-Bank Giro (“GIRO”). The Gross Rent shall be payable in advance, on the 1st day of each month.
- 4.8 The successful Proposer shall set up a GIRO arrangement upon acceptance of our Offer and furnish a Security Deposit, equivalent to **three (3) months’ Gross Rent**, by bank transfer, which sum shall be maintained throughout the Term.

¹ JTC reserves the right to revise the Service Charge fee if the cost of services and maintenance of the Building are revised, or if the rate of Taxes (including goods and services tax) is revised, or as a result of the re-survey of the land on which this Premises is situated. The successful Proposer shall be informed of such revision of the Service Charge fee by way of written notice and the Tenant shall accept and pay the revised Service Charge fee from the date specified in the notice.

- 4.9 The successful Proposer shall submit a change of use application to URA (if necessary) and shall use the Premises for the Permitted Use and for no other purpose whatsoever.
- 4.10 The successful Proposer must subscribe to JTC's **Point-of-Sales System** and comply with the **Gross Turnover Submission** and **Sales Audit requirements** as per the terms set out in Annex E.

5 SUBMISSION

Proposers are required to submit the following:

- a) Business Proposal
 - business concept/brochures (softcopy, if any)
 - marketing plan
 - programming and rejuvenation
 - productivity / sustainability measures to be adopted
 - maintenance plan
 - financial viability
 - operating hours
- b) Design and layout (outdoor and indoor)
- c) Track Record
- d) Proposed Gross Rent with breakdown
- e) Contact list of key personnel
- f) Latest business profile from ACRA
- g) Latest Financial Statements
- h) DP Credit rating report

For item (a) above, please refer to Annex D for required format.

Note: If any Proposer fails to submit their proposal as per the requirement, JTC shall not be bound to require the Proposer to submit the missing document and shall reserve the right to preclude the relevant proposal from further evaluation or to take whatever actions as JTC deems fit. However, JTC may but shall also not be obliged to take into consideration any reasons that may be provided by the Proposer for his failure to submit the required documents, provided that the reasons given are considered valid and acceptable to the Evaluation Committee.

6 EVALUATION CRITERIA

- 6.1 Proposers will be evaluated based on the following attributes:

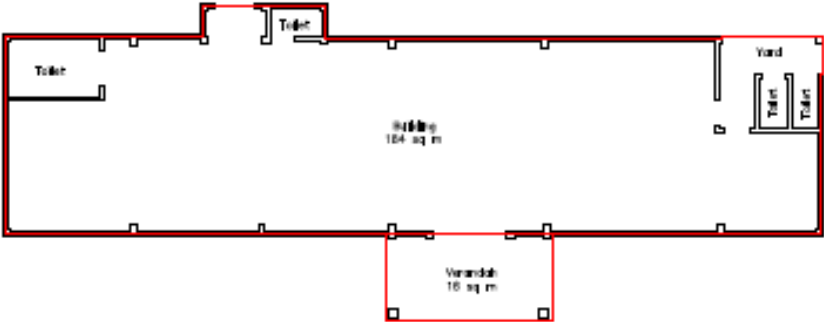
S/N	Type	Evaluation Criteria	Weightage (100%)
A	Price	Proposed Rental	50%
B	Quality	Business Proposal	50%
C		Experience and Track Record	
D		Financial Standing	

6.2 Proposers are to ensure the submission is complete for evaluation.

LOCATION AND SITE PLAN OF THE OVAL @ SELETAR AEROSPACE PARK



FLOOR PLAN
4, THE OVAL



1ST STOREY

Location	Area (Sq m)
Building	184
Verandah	16
Total Area	200

M&E SPECIFICATIONS

Bungalow Unit	Power	Loading	Grease Trap
4, The Oval	100A, 3-Phase	2.5 kN/m ²	No

Note: The Premises shall be handed over in a bare shell condition, unless otherwise stated in this Annex C, and the successful Proposer must arrange for all additional infrastructure and M&E as per its own requirements at its own cost and expense. The successful Proposer will also have to arrange for all furniture and fittings, lightings, equipment, and appliances, as well as telecommunication and internet connections and lines as required at its own cost and expense.

A) BUSINESS PROPOSAL

Please provide the business proposal for the Premises, including but not limited to the following.

Proposer shall explain in detail the following:

	Quality (non-price) Criteria	Maximum Score	Requirements and Scoring Method
1	Business Proposal (42 pts)		
a)	A strong and financially viable business concept with an overall vision and plan to achieve the business objectives.	17 pts	<p>The proposed lifestyle concept should offer unique and interesting offerings that can strengthen the current offerings and to enhance the customer experience at Oval.</p> <p>The following must be provided for assessment:</p> <p>a) Write-up on the proposed lifestyle concept:</p> <ul style="list-style-type: none"> • how the concept is differentiated from other offerings in Singapore as well as at Oval; • how Oval is the ideal unique location for the proposed concept instead of other locations in Singapore; • how the concept strengthens the current offerings in Oval; • how the concept caters to the amenity needs of the SAP working community; • Highlighting unique and interesting initiatives to enhance the consumer experience at Oval. <p>b) Please indicate any special discounts / packages that are exclusive for SAP tenants (Refer to Section 2.1b).</p> <p>c) To operate at least 6 days a week, including weekends, with a minimum of 10 hours per day (Refer to Section 2.1c). Please indicate the proposed business hours as below. The proposed operating hours will be subject to JTC's approval.</p>

			<table border="1" data-bbox="799 192 1410 450"> <tr> <td data-bbox="799 192 975 450">Proposed Operating Hours</td> <td data-bbox="975 192 1410 450"> <p>(i) Monday to Friday: ___ am/pm to ___ am/pm</p> <p>(ii) Saturday: ___ am/pm to ___ am/pm</p> <p>(iii) Sunday: ___ am/pm to ___ am/pm</p> </td> </tr> </table> <p>d) Showing financial viability of the concept:</p> <ul style="list-style-type: none"> • Monthly turnover projections for each year of the tenancy; • Cost projections (e.g., capital expenditure and its timeline of the scope of works, projected investment, operating expenditure, and marketing expenditure, etc). • Proposed breakeven period. 	Proposed Operating Hours	<p>(i) Monday to Friday: ___ am/pm to ___ am/pm</p> <p>(ii) Saturday: ___ am/pm to ___ am/pm</p> <p>(iii) Sunday: ___ am/pm to ___ am/pm</p>
Proposed Operating Hours	<p>(i) Monday to Friday: ___ am/pm to ___ am/pm</p> <p>(ii) Saturday: ___ am/pm to ___ am/pm</p> <p>(iii) Sunday: ___ am/pm to ___ am/pm</p>				
b)	Marketing plans and event programming to attract footfall to Oval	15 pts	<p>The marketing plan would provide JTC with an overview of the publicity efforts its ability to harmonize with The Oval’s overall market position as a lifestyle destination. The marketing plan and event programming must be comprehensive, and Proposer should include plans to leverage both traditional and digital/social media platforms to promote the said premises, its surroundings, and ways to bring vibrancy to the place.</p> <p>The following must be provided for evaluation:</p> <ol style="list-style-type: none"> a) Details of target market; b) Details of strategy to reach out to target market; c) Use of innovative and/or technology to market or to value-add to the concept; d) Any interesting or unique initiatives proposed to enliven the Oval; e) To include the number and duration of events / activities / programmes yearly to draw footfall to Oval, subject to the prevailing safety management measures for COVID; 		

			f) Any plans to engage and collaborate with the neighbouring properties to create business synergies and to meet the needs of the Oval community.
c)	Maintenance plan, productivity, and sustainable green measures to ensure good upkeep of the Premises	10 pts	<p>The maintenance plan must include a clear regime to upkeep the said premises. The productivity and sustainability measures must be implemented to ensure that the business operations will reduce reliance on manpower and be environmental-friendly.</p> <p>The following must be provided for evaluation:</p> <p>For maintenance:</p> <p>a) Plans for routine and cyclical maintenance of the premises;</p> <p>b) Details of any innovative and/or unique technology to be used to ensure the said premises are properly maintained throughout the tenancy term.</p> <p>For productivity:</p> <p>a) Propose at least one form of cashless payment (e.g., NETS, Credit Card, PayNow);</p> <p>b) Propose at least two productivity initiatives to be adopted to reduce reliance on manpower (e.g., automated dishwashing, cash management system, digital services, etc).</p> <p>For sustainability:</p> <p>a) Propose at least two green and environmental sustainability initiatives to be adopted (e.g., food digester system, smart technologies or energy saving light bulbs). It is recommended for proposal to have different initiatives that have green impact on the infrastructure, operations or programmes/activities curated.</p>
2	Experience and Track Records (3 pts)		

a)	Experience in the relevant field/industry	3 pts	The tenderer shall be awarded points accordingly if they have experience in relevant field/industry of the proposed use based on the number of years in operations.
3	Financial Standing (5 pts)		
a)	Tenderer has sufficient working capital as reported in tenderer's financial statements for the latest financial year	3 pts	The tenderer must provide their audited financial statements for the latest financial year.
b)	Tenderer has strong credit rating (based on DP credit rating scale as reported in tenderer's financial statements for the latest financial year)	2 pts	The tenderer must provide the DP credit rating scale as reported in the financial statement for the latest financial year.

B) PROPOSED RENTAL

Proposers are required to submit the proposed rental in accordance with the rental structure below. All Gross Rent shall comprise of a base rent and GTO rent component and be inclusive of Service Charge at the rate of \$0.94 per square meter per month (excluding GST).

4, The Oval [Lifestyle uses (including but not limited to Spa Facilities, Recreation, Sports Facilities and etc) with F&B use capped up to a maximum of 20 sqm; a cap up to a maximum of 70 sqm on Outdoor Refreshment Area (ORA)]

Proposed Rent of S\$ _____ per month AND 2% of the monthly GTO. The Monthly Rental shall be a fixed figure. No estimates and/or range is allowed.

1. **Point-of-Sales System**

- (a) Based on our prevailing policy, you are required to subscribe to our point-of-sales system (“JTC POS System”).
- (b) You must subscribe at your own cost to the JTC POS System and ensure that all transactions conducted at the Premises are recorded and completed solely through the JTC POS System.
- (c) You must submit a duly completed JTC POS System Connection Form (which we will forward to you) before the Tenancy Commencement Date, or such other date as may be required by us.
- (d) To enable you to share your sales data with us:
 - (i) if your existing point-of-sales (“POS”) system is compatible for integration with the JTC POS System, the costs for ad-hoc POS integration (including software) with the JTC POS System must be borne by you and us on a 50:50 cost sharing basis.
 - (ii) if your existing POS system is not compatible for integration with the JTC POS System and you have to purchase a new POS system in order to integrate with the JTC POS System, the set up costs for such new POS system and the costs for the ad-hoc POS integration (including software) with the JTC POS System must be borne by you and us on a 50:50 cost sharing basis.
- (e) Each party must pay for its own costs for the regular maintenance of its own POS system.

2. **Sales Audit Fee**

- (a) If your POS system is integrated to the JTC POS System:
 - (i) You must submit to us an annual audited sales report. The costs of such annual audited sales report shall be shared by you and us on a 50:50 basis.
 - (ii) In place of an annual audited sales report submission, you are allowed to provide an upfront monthly undertaking by your director or Certified Public Accountant (CPA) on the accuracy of sales submission concurrently with your monthly sales submission together with an annual statutory declaration by your director.
- (b) If your POS system is not integrated to the JTC POS System, you must comply with our requirements for sales verification as set out in the Tenancy. If we require for an annual sales audit to be conducted and submission of an annual audited sales report, you must bear the full costs of such annual sales audit.

3. **Submission of Gross Turnover**

- (a) You must permit workmen, agents or contractor access to the Premises for the purpose of installing or maintaining the JTC POS System.
- (b) At the end of each trading day, you must submit the daily Gross Turnover (defined below) figure to us upon installation of the JTC POS System.
- (c) The “Gross Turnover” in any month or any part of a month shall mean the aggregate of all amounts invoiced, charged, received or receivable:
 - (i) for all goods/services sold or performed, delivered, leased, hired or otherwise disposed of;
 - (ii) from all business of any nature whatsoever conducted, including sales from the common areas and / or pushcarts (if any), mail order sales, telephone sales, online sales or sales otherwise done electronically, including sales from home and office deliveries.
- (d) The Gross Turnover shall not include:
 - (i) all amounts received or receivable by you attributable to taxes, from sale of gift certificates or unexpended value tokens, and from transactions that are performed purely as an amenity and whose sums are fully “out of pocket” in nature;
 - (ii) any discounts and trade-ins;
 - (iii) cash refund/credit/discounts for returned/defective/unsatisfactory goods or services, and the amount does not exceed the sale price of the goods returned or the charges for the services rendered which were included in the Gross Turnover previously;
 - (iv) the value of goods transferred from the Premises to other premises that is not for the purpose of fulfilling an order or consummating a sale originated/received/accepted at or from the Premises and returned to shippers, wholesalers and manufacturers; and
 - (v) interest charges and credit account service charges.
- (e) You acknowledge that the JTC POS System used at the Building is not owned by us and agree not to hold us liable or responsible in the event of a system failure resulting in data not being captured and other consequential loss, damage or expense to you.