

APPENDIX 7 TO CONDITIONS OF TENDER

INSTRUCTIONS TO TENDERER

- Annex-7A** : Comprising:
Annex 7A-1 (Form of Tender A (Quality Proposal)); and
Annex 7A-2 (Form of Tender B (Price Proposal)).
- Annex-7B** : Declaration on Financial Solvency
- Annex-7C** : Declaration on Unaudited Financial Statement
- Annex-7D** : Financial Health Checklist
- Annex-7E** : Tenderer's Information for Financial Health
- Annex-7F** : Checklist for Submission of Tender
- Annex-7G** : Envelope Label

APPENDIX 7 TO CONDITIONS OF TENDER

INSTRUCTIONS TO TENDERERS

(Unless the context otherwise requires, terms and references used in this Appendix have the same meaning and construction as defined or construed in the Conditions of Tender for the aforesaid Tender.)

1 Not Used

2 Eligibility Criteria

- 2.1 Only interested Tenderers who meet the Eligibility Criteria set out in the **Appendix 5** (*Evaluation Criteria and Guidelines*) may submit their tender.

3 Tender Submission Requirements

- 3.1 All Tenders shall be prepared and submitted strictly in accordance with the instructions and requirements set out in the Tender Packet, including (for the avoidance of doubt) all instructions and requirements set out in this Appendix.
- 3.2 JTC reserves the right to vary or modify any terms or conditions in, or to issue supplementary terms to the Tender Packet (including (for the avoidance of any doubt) this Appendix) at any time prior to the Tender Closing Date.

4 Completion of Forms of Tender

- 4.1 Each Tenderer shall download, print and complete the **Form of Tender A** (Quality Proposal) attached at **Annex 7A-1** of this Appendix. The Form of Tender must be -
- 4.1.1 properly completed with all Parts filled in;
 - 4.1.2 signed by the Tenderer's authorised signatory; and
 - 4.1.3 placed in **Envelope A** with the Envelope Label (at **Annex-7G** of this Appendix) pasted on it, enclosing within all documents, particulars and information required and set out in paragraph 4.3 of this **Appendix 7** (*Instructions to Tenderers*).
- 4.2 Each Tenderer shall download, print and complete the **Form of Tender B** (Price Proposal) attached at **Annex 7A-2** of this Appendix. The Form of Tender must be -
- 4.2.1 properly completed with all Parts filled in;
 - 4.2.2 signed by the Tenderer's authorised signatory; and
 - 4.2.3 placed in **Envelope B** with the Envelope Label (at **Annex-7G** of this Appendix) pasted on it, enclosing within all documents, particulars and information required and set out in paragraph 4.4 of this **Appendix 7** (*Instructions to Tenderers*).

4.3 Documents to be Submitted in Envelope A (Quality)

- 4.3.1 Each Tenderer shall attach its Quality Proposal to the Form of Tender A attached at **Annex 7A-1**.
- 4.3.2 For more details on the information required in the Concept Proposal, please refer to **Appendix 3** (*Particulars of Tenderer's Quality Proposal*).
- 4.3.3 Tenderers shall also complete and submit **Annexes 7B, 7C, 7D and 7E** prescribed in this **Appendix 7** (*Instructions to Tenderers*).
- 4.3.4 Tenderers shall submit to JTC one hardcopy and **one soft copy in a thumb drive** the Form of Tender A prescribed at **Annex 7A-1**, the Quality Proposal containing all information and documents prescribed in **Appendix 3** (*Particulars of Tenderer's Quality Proposal*), and **Annexes 7B, 7C, 7D and 7E** prescribed in this **Appendix 7** (*Instructions to Tenderers*).
- 4.3.5 Any Form of Tender A submitted without the Quality Proposal Enclosure referred to in **Appendix 3** (*Particulars of Tenderer's Quality Proposal*) will be disqualified.
- 4.3.6 All costs and expenses incurred by a Tenderer in preparing and submitting its tender shall be borne entirely by the Tenderer.

4.4 Documents to be Submitted in Envelope B (Price)

- 4.4.1 Each Tenderer shall attach its Price Proposal to the Form of Tender B attached at **Annex 7A-2**.
- 4.4.2 Tenderers may refer to **Appendix 2** (*Particulars of Tenderer's Bid Price*) for more information.
- 4.4.3 Tenderers shall submit to JTC one hardcopy and **one soft copy in a thumb drive** the Form of Tender B prescribed at **Annex 7A-2**.
- 4.4.4 Any submissions without the Form of Tender B prescribed at **Annex 7A-2** will be disqualified.
- 4.4.5 All applicable GST, service charge and other charges payable by the Successful Tenderer shall be excluded from the Tendered Monthly Gross Rent in the Price Proposal.

5 Submission of Tender

- 5.1 The Tenderer shall place the following in **Envelope C** with prescribed Envelope Label (at Annex-7G of this Appendix) pasted on it:
 - 5.1.1 Payment advice evidencing payment of the Tender Deposit (in accordance with the **Condition 11** of the Conditions of Tender);
 - 5.1.2 Properly completed **Annex 7F** (*Checklist for Submission of Tender*);
 - 5.1.3 the sealed Envelope A (Quality Proposal) with the completed and signed Form of Tender A (Quality Proposal) and all required information, particulars and documents enclosed within; and

- 5.1.4 the sealed Envelope B (Price Proposal) with the completed and signed Form of Tender B and all required information, particulars and documents enclosed within.
- 5.2 The Tenderer shall deposit the sealed Envelope C, **BY HAND** by the Tender Closing Date at the location mentioned below:

JTC Corporation
Tender Box No. 5
Ground Floor, The JTC Summit
8 Jurong Town Hall Road
Singapore 609434

- 5.3 It will be the responsibility of the Tenderer to ensure delivery into the tender box, which will be in a position accessible to the public. JTC reserves the right to reject all manual submissions not properly submitted into the correct tender box.
- 5.4 Tenderers are advised to ensure that their tenders are submitted at least 30 minutes before the official closing time to avoid late tender submission. In this regard, Tenderers are to note that the time for closing of tender shall be based on the official time shown in master and slave clock system in The JTC Summit, which is synchronised with GMT time network by means of GPS satellite system. Tenderers should thus synchronise their time with the aforesaid official time for the purpose of tender submission, as any excuse of late submission due to the difference between the aforesaid official time and the time shown in Tenderer's time equipment or watch will not be entertained. In addition, Tenderers should also make due allowance for possible delays caused by traffic congestion, inability to find parking lots in The JTC Summit, and/or any other factors that may hinder their timely submission of the tender.
- 5.5 All tenders submitted after the Tender Submission Deadline shall be disqualified and shall not be considered.
- 5.6 In the event of any conflict or inconsistency between anything contained in the hardcopy documents and the electronic PDF copies contained in the thumb drives, the hardcopy documents shall prevail.

6 Enquiries/Clarifications of Tender

- 6.1 All enquiries or clarifications of interested Tenderers pertaining to this Price-Quality Tender shall be clearly set out with the Tender Reference No. "**JTC/NEB/PQT/0926**" and sent via email no later than two (2) weeks before the Tender Closing Date and addressed to:

Name of Officer: Ms Sherise Sheng

Email Address: Sherise.SHENG@jtc.gov.sg

- 6.2 All other mode of enquiries (e.g. telephone enquiries etc.) shall not be entertained.
- 6.3 If appropriate in the sole opinion of JTC, JTC's replies (if any) to such enquiries or clarifications will be posted on JTC's Website. For the avoidance of doubt, JTC may in its sole absolute discretion decline or refuse to reply to any enquiry or clarification without being liable to any interested Tenderer whatsoever.

- 6.4 JTC bears no responsibility or liability whatsoever to any interested Tenderer for any disruption, delay, inability or failure whatsoever in responding or replying to its enquiry or clarification sought.

7 Alteration, Erasures or Illegibility

- 7.1 Any amendment by any Tenderer of its Tender (or any part of it) after the Tender Submission Deadline is not allowed and shall be deemed to be a withdrawal of such tender unless expressly allowed by JTC in writing.

8 Copies of Tender

- 8.1 Where this Appendix specifies that Tenders are to be submitted into a tender box, the Tenderer must submit its tender and supporting brochures/handbooks/documents in the number of sets as specified in the Tender Packet.

9 Language

- 9.1 The Tenderer's tender (and all supporting technical data and documents) submitted by the Tenderer shall be in the English language.

10 Tender Validity Period

- 10.1 All Tenders submitted shall remain valid for acceptance for the Tender Validity Period and (for the avoidance of doubt) includes such longer period as may be extended by JTC pursuant to the Conditions of Tender.

11 Withdrawal of Tender

- 11.1 No Tenders may be withdrawn after the Tender Submission Deadline. Any Tenderer who attempts to do so shall have their Tender Deposit, or (as the case may be) the Successful Tenderer, forfeited in full to JTC.

12 Rejection and Disqualification of Tender

- 12.1 Please refer to **Condition 13** of the Conditions of Tender.

13 Clarification of Tender

- 13.1 In the event JTC seeks clarification upon any aspect of the Tenderer's tender, the Tenderer shall provide full and comprehensive responses within the time stipulated by JTC.
- 13.2 During the evaluation of the Tenderer's Tender, the Tenderer may be required, at the discretion of JTC, to be present for a tender interview with JTC.
- 13.3 All expenses incurred in attending to the clarification meetings shall be borne entirely by the Tenderer.

14 Costs in Preparation and Submission of Tender

- 14.1 Each Tenderer shall bear its own costs and expenses incurred in the preparation and submission of its tender.

