

RFP Number: SCS-OP-001-21

REQUEST FOR PROPOSAL (RFP) FOR FITTING OUT OF SCS OFFICE, SUB ACUTE CANCER REHAB CENTRE AND COMMUNITY-BASED CANCER REHAB CENTRE AT NATIONAL CANCER CENTRE SINGAPORE

1. Description

This RFP shall call for participating tenderer(s) to submit proposal(s) for Fitting Out of SCS Office, Sub Acute Cancer Rehab Centre and Community-based Cancer Rehab Centre for Singapore Cancer Society at National Cancer Centre Singapore.

2. Things to take note of before participating in RFP

- **Tender Period: 16 Nov to 17 Dec 2021**
- Before collection of tender documents, tenderers are required to:
 - (i) Download SCS Confidentiality Undertaking (termed Annex A) from SCS website
 - (ii) Complete the Details of Authorised Person (termed Annex B) – Refer to Annex of this document
 - (iii) Submit both duly signed documents at Singapore Cancer Society Rehabilitation Centre located at

Singapore Cancer Society
52 Jurong Gateway Road
#08-04, JEM Office Tower
Singapore 608550
 - (iv) Submit a Tender Deposit of S\$5,000 in the form of a crossed cheque made payable to ‘Singapore Cancer Society’
 - (v) Bring along your Company Stamp to acknowledge that you will be receiving the Tender Drawings and Documents via an electronic link to be sent to the email address as submitted and stated by you in the Annex B only after receipt of your Tender Deposit, and duly filled Annex A and Annex B.

3. RFP Collection Period: 16 Nov to 26 Nov 2021
(weekdays only between 10 am and 5 pm – avoid 1 pm to 2 pm)

4. Tender Deposit, Compulsory Signing of Confidentiality Undertaking & Authorised Person

Tenderer(s) is required to submit a Tender Deposit amounting to **Singapore Dollars Five Thousand Only (S\$5,000.00)** in the form of a crossed-cheque made payable to **Singapore Cancer Society**.

Tenderer(s) to submit the Tender Deposit **together with the duly filled and stamped forms in Annex A (Confidentiality Undertaking) and Annex B (Details of Authorised Person)** at the address stated below from **16 Nov 2021 2pm onwards to 26 Nov 2021 at 5pm sharp** during office hour (weekdays only between 9am to 1pm and 2pm to 5pm)

Singapore Cancer Society
52 Jurong Gateway Road
#08-04, JEM Office Tower
Singapore 608550

Note that Annex A and Annex B are to be duly signed by the authorised signatory from the Participating Tenderer's company complete with the company stamp.
For Annex B, two authorised signatories (i.e. principal and witness) are required.

The tender deposit shall be refunded, without interest, to all unsuccessful tenderer(s) subject to the receipt of a bona-fide proposal and the return of the Tender Documents in good condition.

A tenderer who has obtained the Tender Documents but fails to submit a tender, submits a tender late, submits a non-conforming tender, submits an incomplete tender (including subsequent failure to respond adequately to tender questionnaires and clarifications) or who withdraws his tender within the tender validity period, shall have his tender deposit forfeited in full.

In the case of the successful tenderer, the tender deposit shall be retained in full for all tender and contract documentation expenses.

5. Tender Document

Tenderer(s) shall be issued the Tender Drawings and Documents via an electronic link to be sent to the email address as submitted and stated in the Annex B only after receipt of your Tender Deposit, and duly filled Annex A and Annex B.

6. Tender e-Briefing and e-Show-Round

A Tender e-Briefing and e-Show-Round will be arranged and conducted on 23 Nov 2021 or 24 Nov 2021 (for those who collected tender documents before 23 Nov 2021) and on 29 Nov 2021 (for those who collected tender documents after 22 Nov 2021). Only tenderers who have submitted the Tender Deposit and Annexes shall be invited to attend the e-briefing and show-round.

Note that attendance for the e-briefing and e-show round are not compulsory; however, tenderers are encouraged to attend. The show-round attempts to provide some design references for the proposed Rehabilitation Centre in the tender.

7. Site Visit

The proposed fitting out works for SCS is in the New NCCS Building (under construction) located on SGH Campus. The Proposed SCS Office, Sub Acute Rehab Centre and Community Based Rehab Centre (approximately 1,700sqm) is on Storey 17 with a Proposed Satellite Office (approx. 15sqm) on Storey 11.

All tenderers are advised to acquaint themselves with the actual site conditions by visiting and examining the site and its surroundings and obtain for themselves all information and taking note of any special site restrictions that may be necessary for preparing the tender, at his own costs and expenses.

8. Tender Closing Date

The tender will close on **17 December 2021, 3pm** sharp and your offer shall remain valid for One Hundred and Twenty (120) calendar days from the Tender Closing Date (notwithstanding any offer and counter offers thereafter) or such further period as agreed in writing between the tenderer and the Employer. No tenderer may withdraw his tender within this period.

Any tender submitted via facsimile will not be accepted by the Employer and shall be deemed rejected. Tenders submitted after the tender closing date and time, whatever the reason(s) may be, will not be considered.

Employer is entitled to reject any tender submission deposited, delivered or received after the Tender Closing Date regardless of any reasons given by the tenderer. The Employer may, but shall not be obliged to, provide reasons for the disqualification of any Tender.

9. Tender Submission

All rates and prices entered in the Tender Documents shall be stated in Singapore currency (S\$) only (excluding Goods and Services Tax (GST)).

The tender submission including all data, documents, catalogues etc must be written in easily comprehensible English language.

Each tender submission shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the Tender, the original copy shall prevail.

The completed Tender Documents and all other required drawings and information shall be submitted in a sealed envelope clearly labelled as "Private and Confidential" as follows:

PRIVATE AND CONFIDENTIAL

**Project Title: RFP Number: SCS-OP-001-21
REQUEST FOR PROPOSAL (RFP) FOR FITTING OUT OF SCS OFFICE, SUB
ACUTE CANCER REHAB CENTRE AND COMMUNITY-BASED CANCER
REHAB CENTRE AT NATIONAL CANCER CENTRE SINGAPORE**

and hand delivered to:

Singapore Cancer Society
52 Jurong Gateway Road
#08-04, JEM Office Tower
Singapore 608550

SCS Tender Submission Box

The complete tender submission shall consist of the following:

- **Hard copy:**

Price and Technical Submission - One (1) original and One (1) duplicate.

▪ **Soft copy:**

a. Price Submission – Three (3) soft copies in Thumb-Drives in both editable soft copy and pdf formats; each wrapped individually and marked as “Price Submission”.

b. Technical Submission – Three (3) soft copies in Thumb-Drives in both editable soft copy and pdf formats; each wrapped individually and marked as “Technical Submission”.

The details of the submittals to be included are stated clearly in Part A.1 of the Tender Documents.

If the Employer is not satisfied that a tenderer is adequately equipped or sufficiently specialised to execute the project, that tender may not be considered.

10. Expense of Tenderer

All costs and expenses incurred by the tenderer in the preparation of this tender (including but not limited to any unsuccessful or late submissions) shall be borne by the tenderer.

The tenderer shall, at the request of the Employer and at its own cost and expense, prepare and conduct demonstrations/presentations to further explain any information and/or documents submitted by the tenderer in response to this Invitation to Tender.

All expenses incurred by the tenderer in providing any clarifications to the Employer, including the costs of travelling overseas, conducting study trips, subsistence allowances, transportation and hotel expenses and/or any disbursements or expenses relating to the preparation of any response by the tenderer to the Employer and/or the tenderer’s attendance at the tender interview shall be borne by the tenderer.

11. Clarifications

All enquiries regarding this tender should be made promptly in writing to the below stated for clarifications upon receipt of the tender documents and the last enquiry shall not later than fourteen (14) calendar days before the tender closing date, failing which the Employer shall have the discretion to disregard all such requests.

SIPM Consultants Pte Ltd

Attention: Mr Chua Cher Kiang

Email: pj-SIPM-SCS@sipmconsultants.com

and

Threesixty Cost Management Pte Ltd

Attention: Ms Claire Chow Pui See

Email: claire.chowps@threesixtyconsultants.com

12. Request for an extension

Any request for an extension to the period for tendering must be received at least fourteen (14) calendar days before the Tender Closing Date but no undertaking can be given that any extension will be granted. Any extension of time granted to one tenderer shall be granted to all tenderers.

13. Evaluation Critical Criteria

The Evaluation Critical Criteria are listed in **Annex C**. Tenderers that do not meet any of the critical criteria at the date of tender closing shall be disqualified.

14. Award of Tender

The Employer is not bound to accept the lowest or any tender, and reserves the right to accept the tender in whole or in part under a contract or separate contracts. The basis of award of the tender will be at the Employer's discretion and the Employer is not obliged to give any reasons for the acceptance or rejection of any tender.

The successful tenderer shall be notified of the acceptance of his tender within the tender validity period.

15. Notification to Unsuccessful Tenderers

The Employer shall not be obliged to send any notification to unsuccessful tenderers.

16. Ownership of Tender Documents

All documents submitted by the tenderer in response to the Letter of Invitation to Tender, shall become the property of the Employer. However, intellectual property in the information contained in the tender submitted by the tenderer shall remain vested with the tenderer, except where the submission reproduces any provisions, specifications, plans, drawings, patterns, samples and/or information contained in the Tender Documents. This clause is without prejudice to any provisions to the contrary in the Contract between the successful tenderer and the Employer.

Upon the issuance of a Letter of Acceptance to the successful tenderer, the successful tenderer and/or its successors-in-title shall be deemed to have granted the Employer and his successors-in-title a royalty-free, non-terminable, perpetual license to use, amend, transfer or communicate all or any intellectual property rights in the Tender, without reference to the successful tenderer. The license issued to the Employer and his successors-in-title under this clause shall continue notwithstanding termination or suspension of the successful tenderer's appointment.

17. Confidentiality

The tenderer shall treat the tender and all matters contained in the Tender Documents as confidential and shall not knowingly divulge any information contained in the Tender Documents to any third party without the written consent of the Employer until such information becomes public knowledge.

In addition to the foregoing, each tenderer shall not make use of any information obtained directly or indirectly from the Employer or compiled or generated by the tenderer in the course of the tender which pertains to or is derived from such confidential information as set out above, other than use for the purposes of preparing his tender, without prior consent of the Employer. The Employer may require an unsuccessful tenderer to return any specifications,

plans, drawings, patterns, samples or instructions issued by the Employer at the tenderer's own cost.

The tenderer shall not publish or release, nor shall he allow the publication or release of, any news item, article, publication, advertisement, prepared speech or any information, drawings or photographs pertaining to any part of the obligations to be performed or content of this tender or in connection with the Works, for the purpose of advertisement or whatsoever, unless written consent is granted by the Employer or Architect, and subject to such further conditions as the Architect or the Employer may prescribe. The tenderer shall not disclose this tender, or any of its provisions, specifications, plans, drawings, patterns, samples or information issued by the Employer and/or Architect to a third party nor reveal anything in connection with this Tender to the public and the press.

18. Applicable Law

All tenders submitted pursuant to this Tender and the formation of any resulting contracts shall be governed by Singapore Law.

19. Disclaimer

The Tender Documents may not sufficiently contain all information which the tenderer may require to complete his tender proper. The tenderers are advised to make their own enquiries and clarifications which they deem necessary. The Employer shall not be liable to any tenderer for any information in this Invitation to Tender which is incomplete or inaccurate.

The Employer shall not be liable for any loss of profit or indirect or consequential losses arising from or in connection with the Employer's failure to comply with any of its obligations in conducting this Invitation to Tender, considering or evaluating any tender or accepting any tender.

20. Ownership Status of Tenderer

The tenderer shall provide full information on:

(a) the name and address of any person, company or corporation which owns, whether directly or indirectly, at least 50% of the total number of shares in the tenderer; and

(b) the number, percentage and class of shares held by such person, company or corporation.

21. Conflict of Interest

The tenderer shall declare in writing to the Employer where a conflict of interest exists or may exist or arise through the submission of the tender hereunder. Examples of when a potential conflict interest arises include circumstances where the tenderer is employed or engaged by or is a trustee of the Employer

(Download from SCS website)



ANNEX A

CONFIDENTIALITY UNDERTAKING

1. I understand and agree that all official information acquired by me in the course of my work in connection with the Contract with Singapore Cancer Society is of a strictly confidential nature and is not to be published or communicated by me to any other person in any form whatsoever except in the course of any official duties on a strictly "need-to-know" basis.
2. I shall ensure that any other person who is authorized by me to have access to any official information shall similarly sign an undertaking to safeguard such official information.
3. I undertake to return any document received from Singapore Cancer Society, any other copies made or reproduced from such document or part thereof whenever required by Singapore Cancer Society.
4. I further understand and agree that Singapore Cancer Society reserves the right to pursue legal action for any breach or neglect of this undertaking on my part.

_____ Signature	_____ Full Name in BLOCKS
_____ Designation	_____ NRIC / Passport No.
_____ Stamp and Name of Company	_____ Date
_____ Signature of Witness	_____ Full Name in BLOCKS
_____ Designation	_____ NRIC / Passport No.
_____ Stamp and Name of Company	_____ Date

Note: To submit together with and at the same time when submitting the Tender Deposit.

ANNEX B

DETAILS OF AUTHORISED PERSON TO RECEIVE THE TENDER DOCUMENTS VIA ELECTRONIC LINK AND ATTENDING THE E-BRIEFING AND SHOW-ROUND

To: **SIPM Consultants Pte Ltd**
Mr Chua Cher Kiang
Senior Principal Project Manager
Email: pj-SIPM-SCS@sipmconsultants.com

From: (Name & Address of Company)

Tel: _____

Email: _____

TENDER NO: SCS-OP-001-21

PROPOSED FITTING OUT OF SCS OFFICE, SUB ACUTE CANCER REHAB CENTRE AND COMMUNITY-BASED CANCER REHAB CENTRE AT NATIONAL CANCER CENTRE SINGAPORE

We are pleased to confirm the following details of the person authorised to receive the electronic link for the Tender Drawings and Documents, and to attend the e-briefing and show-round:

1 Name of Person Authorised: _____
Designation: _____
Email Address: _____

2 Name of Person Authorising: _____
Designation: _____
Email Address: _____
Signature: _____
Company Stamp: _____

Note: To submit together with and at the same when submitting the Tender Deposit.

ANNEX C

CRITICAL CRITERIA

Tenderers that do not meet any of the following critical criteria at the date of tender closing shall be disqualified:

S/N	CRITICAL CRITERIA	EVALUATION SOURCE
1	Firm shall be registered with Building and Construction Authority under the registration workhead: CR06 – Interior Decoration & Finishing Works with a Financial Grade of L3 and above.	BCA
2	Firm shall not be suspended or debarred by the Standing Committee on Debarment (SCOD) from participating in public sector projects at the date of tender closing. Firm who has been restricted from participation in any public sector projects in the last five (5) years prior to the date of closing of this tender shall also not be eligible for consideration for this tender.	QuestNet or other approved source
3	Firm shall not be under BUS by BCA.	BCA
4	Firm shall not be under Judicial Management or Scheme of Arrangement or Winding Up Order.	QuestNet or other approved source
5	Firm shall not be under Man Year Entitlement (MYE) Freeze under MOM's Safety Demerit Scheme <u>for any of their Individual worksite</u> .	MOM
6	Firm shall be certified with minimum bizSAFE Level 3.	WSH
7	Consortium -Lead member and other member comply to all the critical criteria above.	-

Note to Critical Criterion No.6

During the tendering period, if the Tenderers are making application to bizSAFE, they can submit together with their tender submission such evidence of application. Such certification for bizSAFE level 3 must be attained at the time of the award of the Contract.