



**INVITATION TO TENDER FOR APPOINTMENT OF
AN EVENT MANAGEMENT AGENCY FOR THE
NATIONAL HEART WEEK/WORLD HEART DAY
2017 FOR SINGAPORE HEART FOUNDATION**

Tender Notice

Tender Ref. No. :	SHF/ITT/2017/002
Publication Date :	19 May 2017
Description :	INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR THE NATIONAL HEART WEEK/WORLD HEART DAY 2017 FOR SINGAPORE HEART FOUNDATION
Closing Date and Time :	8 June 2017, 5pm
Amended Closing Date and Time :	NA
Offer Validity Duration :	6 calendar months
Tender Box No. :	9, Bishan Place, #07-01, Junction 8 (Office Tower), Singapore 579837 Tender Box
Publication of Tender Documents:	The documents will be made available from 19 May 2017 at Singapore Heart Foundation website: http://www.myheart.org.sg/about-us/business-opportunities
Contact Person :	Charlotte Ong (Tel : 6354 9369) charlotte@heart.org.sg
The Foundation does not bind itself to accept the lowest or any Offers and is not under any obligation to inform any Tenderer of the reasons for non-acceptance of an Offer.	

19 May 2017

To The Tenderer,

Dear Sir / Mdm,

SHF/ITT/2017/002

INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR THE NATIONAL HEART WEEK/WORLD HEART DAY 2017 FOR SINGAPORE HEART FOUNDATION

1. Singapore Heart Foundation ("Foundation") invites Tender Offers for the goods and/or services described in detail in the Requirement Specifications and on the terms set out in the Tender Documents as a whole.
2. Submission for Tender Offers and the forms to be used. Tenderers must submit their Tender Offers by the Closing Date, which is at **5pm on 8 June 2017**.
3. The Tender Documents will be published and made available from **19 May 2017** at Singapore Heart Foundation website:
<http://www.myheart.org.sg/about-us/business-opportunities>
4. Tenderers who wish to seek clarifications on the Tender shall submit their written request no later than **3** working days prior to the close of the Tender to Ms Charlotte Ong at email: charlotte@heart.org.sg or fax: 6258 5240.
5. The Foundation does not bind itself to accept the lowest or any Tender Offers.

Yours faithfully,



Charlotte Ong
Assistant Manager, Community Education
SINGAPORE HEART FOUNDATION

INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR THE NATIONAL HEART WEEK/ WORLD HEART DAY 2017

1. INTRODUCTION

Singapore Heart Foundation, together with the members of the World Heart Federation which comprises of close to 200 cardiology societies and heart foundations from more than 100 countries, celebrates World Heart Day annually on the last week of September. In Singapore, this special day is celebrated concurrently with the National Heart Week. The Singapore Heart Foundation will be lining up a series of interactive and info-educational activities to engage the public with general heart health information to commemorate the 46th National Heart Week this year.

Heart disease and stroke take lives prematurely and they are the world's No. 1 killer, claiming 17.5 million lives every year. That's why World Heart Day was created to increase public awareness of the risks involved and to promote preventive measures. On the average, 16 people die of cardiovascular disease in Singapore daily.

The National Heart Week/World Heart Day is a signature community educational event of SHF and it takes on a carnival style approach to showcase how individuals can take care of their heart in a fun and light-hearted manner. The event usually consists of activities related to cardiovascular disease prevention such as health screenings, cooking demonstration, games, heart-health products & service exhibitions, nutrition corner, workouts,

2 SCOPE OF TENDER

2.1 The Scope of Tender includes:

Full coverage of event management for the National Heart Week/World Heart Day 2017

2.2 The National Heart Week/World Heart Day 2017 will be held on the **30th September 2017** at the **Bedok Town Square**. The one day event consists of various activities related to heart-health such as health screening, exhibition booths, various heart-health initiatives roadshows by SHF.

3 ACCEPTANCE OF TENDER OFFERS

- 3.1 SHF shall be under no obligation to accept the lowest or any Tender Offer.
- 3.2 SHF shall have the right to accept parts of Tender Offers from one or more Tenderers except in the case of Tenderers that expressly stipulate to the contrary in their Tender Offers.
- 3.3 The issuance by SHF of a Letter of Acceptance and/or Purchase Order accepting a Tender Offer or parts of a Tender Offer (subject to Sub-Clause 3.2) shall create a binding contract for the provision of the goods and/or services required under this Invitation to Tender and to the extent accepted in the Letter of Acceptance and/or Purchase Order. The binding contract shall be governed by the terms of the Contract.
- 3.4 The Letter of Acceptance and/or Purchase Order may be issued to the successful Tenderer(s).
- 3.5 SHF may, at its sole discretion, require the successful Tenderer(s) to sign a written agreement.
- 3.6 SHF is not under any obligation to inform any Tenderer of the reasons for non-acceptance of a Tender Offer.

4 GENERAL REQUIREMENT

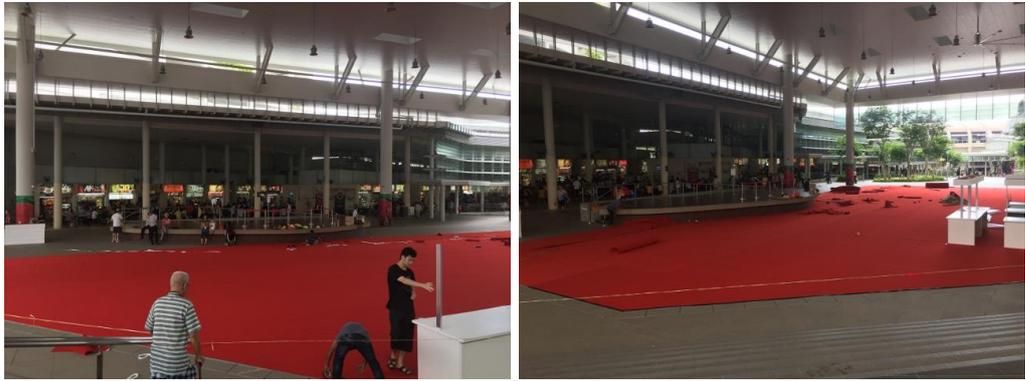
4.1 Event Details/Delivery Schedule

Event:	National Heart Week/ World Heart Day 2017
Organiser:	Singapore Heart Foundation
Date:	30 th September 2017
Time:	8am to 7pm
Venue:	Bedok Town Square (Zone 1 to 4) – Refer to Appendix 1
Guest of Honour:	TBC
Target Turnout:	2000 pax
Target Crowd:	Health conscious groups, families, residents from the vicinity

Venue Map



Venue Photos: Zone 1



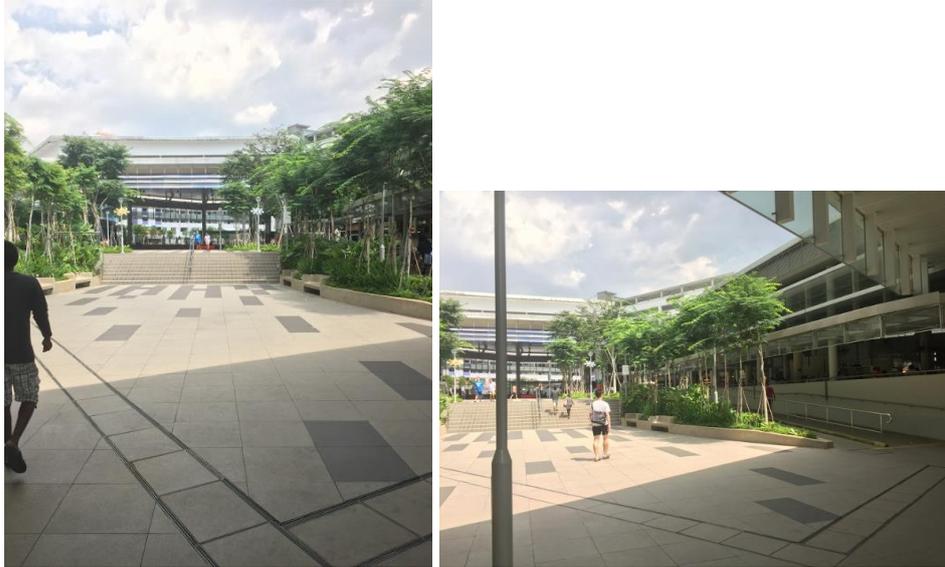
Venue Photos: Zone 2



Venue Photos: Zone 3



Venue Photos: Zone 4



4.2 As the National Heart Week/World Heart Day is part of the foundation's community education effort to promote heart health awareness, there are several aims that must be achieved through the event:

- a) Increase the awareness of heart disease and stroke in Singapore
- b) Educate members of the public the major risk factors of cardiovascular disease that they should not ignore
- c) Promote positive change within home and workplace to prevent and combat heart disease and hypertension

4.3 The National Heart Week/World Heart Day event usually comprises of various activities to engage the crowd. For 2017, the activities listed below are set to take place; these activities will be handled and run by the Singapore Heart Foundation. Tenderers are to provide the logistics and propose the location placement of these activities based on the size required. Logistics required for these activities will be listed in the requirement set in 4.4 for tenderers to quote.

- a) Cardiac Risk Assessment Screening
 - 8am to 12.30pm
 - Space needed: 200m²

The Singapore Heart Foundation will engage a professional healthcare operator to run a health screening that focuses on assessing participants' cardiovascular disease risk. The screening allows participants to be aware of their health status and make healthier change to their lifestyle if necessary. The screening will only run till 12.30pm, tenderers may allocate the space for other activities in the afternoon

Screening includes: BMI, blood pressure, blood glucose and cholesterol tests, waist circumference measurement, smokerlyser test and screening on obstructive sleep apnea

- b) Heart Healthy Product & Service Exhibition
 - 8am to 7pm
 - 16 quantites of 3m x 2m system booths

16 vendors from the heart health industry will be invited to take up a booth to showcase their products and services. Some vendors are expected to conduct sales, product sampling and demonstration at their booth.

- c) Save-a-life Initiative Roadshow
 - 8am to 7pm
 - Space needed: 10m x 5m if possible, otherwise, 5m x 5m will suffice

To improve survival outcomes of cardiac arrest, SCDF, together with Singapore Heart Foundation, have embarked on a project to map out AED locations in their Registry of AED Integration. The Save-a-life initiatives, previously known as the R-AEDi, will be promoting the awareness of AED registration into the national registry as well as the 'myResponder' app. Logistics for Save-a-life Initiative will be provided by their own contractors. Tenderers will only need to allocate a space for this.

d) Official launch – Event & CPR Games

- 3pm – 3.30pm
- On stage

The Foundation will be introducing a new CPR game this year and will like to conduct a launch of the game on stage during the event. The game, titled the CPR Hero, is a fun and easy game for people of all ages to learn basic CPR skills. The first of its kind in Singapore, this rhythm-based game is set to popular music that provides players with a memorable beat to repeat chest compressions and remember how to save a life in the process.

To leave a space for 30 chairs below stage for invited guests and Guest of Honour.

e) Dispatcher-Assisted first REsponder (DARE) Programme Booth

- 8am to 7pm
- Space needed: Approx. 4m x 3m

DARE (Dispatcher-Assisted first REsponder) aims to help bystanders gain the knowledge and confidence to save a heart, save a life.

f) Singapore Heart Foundation Booth

- 8am to 7pm
- Space need: Approx. 4m x 3m

The Singapore Heart Foundation booth is where visitors are able to find out more information about the programmes offered by the Foundation. Small games and activities might be held at the booth.

4.4 Requirement

- a) Licenses Application
 - FSSB/Temporary Permit License
 - Public Entertainment License
 - LEW License
 - Trade Fair Permit

- b) Event Management
 - Coordinator to handle all correspondences before event
 - Coordinator for actual day
 - Venue layout planning and drafting
 - Logistics management
 - Risk management
 - Setup and dismantling

- c) Design Services & Collaterals
 - Event identity conceptualization and creation
 - Event visual marketing & advertising materials
 - 2 x poster design (A4 size)
 - 1 x Web banner 939px X 415px (H)
 - 1 x Facebook banner 851px X 315px (H)
 - 1 x Newspaper advertisement (approx. 26cm x 16.2cm)

- d) Structural Setup
 - Tentages for Bedok Town Square Zone 2, 3 & 4 (to come with counter-weights, light, fans, side cover and canvass etc)
 - Tenderers to recce and propose sizes accordingly
 - 16 x Exhibition booth with booth furniture
 - 3m x 2m each
 - shell system, half panel (please see appendix 2)
 - with fascia, 1 system counter table with lock and 2 chairs per booth
 - Stage Backdrop
 - Tenderers to measure stage and propose an appropriate backdrop size
 - Design, production, installation
 - Die-cut backdrop with a 3m x 2.5m TV screen for CPR game – P3 Quality (Inclusive of 3 Desktop & Accessories to link game to screen)
 - 1 x simple customised booth for Singapore Heart Foundation
 - estimated allocated space area to be around 3m x 4m
 - tenderers to propose, please keep cost low
 - to include 3 sets of counters/tables & chairs
 - 1 x simple customised booth for DARE programme
 - estimated allocated space area to be around 3m x 4m
 - to include 3 sets of counters/tables & chairs
 - tenderers to propose, please keep cost low

- 1 x Store room with lock
 - 5m x 5m
- e) Audio Equipment
- Sound system for main stage
 - mixer, CD playback, speakers,
 - sound crew
 - 3 x Wireless handheld mic
 - 3 x Handsfree mic
- f) Logistics Equipment for proposed activities
- Stage landscaping (Basic)
 - 100 x white plastic chairs
 - 25 x table with skirting (1.2m x 0.6m)
 - 3 x VIP cocktail table with table cloth
 - 20 x Air cooler/mist cooler
 - 20 x Powerpoint
- g) Cleaning Services
- Event cleaners
 - Pre-event cleaning
 - Post-event cleaning
 - Waste disposal bin deployment & waste management
- h) Security Services
- 1 x Night security one day before event

5 OPTIONAL ITEMS

- 5.1 Aside from those activities listed in point 4.3, tenderers must propose **four** other activities for the event. Characteristics of the activities are listed below:
- a) Engaging and interesting
 - b) Related to heart disease and/or its prevention.
 - c) At least **two** activities should be targeted at the general crowd and must operate throughout the event (e.g. games, quiz, kids' corner).
 - d) **Two** activities could be targeted at a specific audience and only run for a certain period of time (e.g. workout, competitions, challenge)
 - e) It would be more preferred if activities proposed are creative and are attractive to the media and public.
- 5.2 Tenderers must proposed **four** stage programmes for the event. Characteristics of the programmes are listed below:

- a) Engaging and interesting
- b) Related to heart disease and/or its prevention.
- c) Low cost

5.3 Tenderers must provide layout plan in the proposal to ensure that all compulsory and proposed activities can fit into the venue.

5.4 Vendors are to quote the additional optional items as listed below in point 5.5. These optional items quotes are to be valid for 6 months until the end of the event.

5.5 Optional Items

- a) Licenses Application
 - Lucky Draw Permit
- b) Design Services & Collaterals
 - Design adaptation (Poster/Advertisement)
 - Event venue dressup and decor
 - Visuals and materials to attract visitors
 - Design, production, installation
 - A5 card double sided
 - Design
 - Printing 4C x 4C on 157gsm art paper (1000 qty)
 - One single design
 - A5 quiz card double sided
 - Design
 - 5 minor adaptations based on 1 main design
 - Printing 4C x 4C on 157gsm art paper [1000 qty (5 adaptations)]
 - 1 x Horizontal Banner
 - Approx 4.5m x 1m
 - Design, production, installation
 - 15 x Lamp Post Banner
 - 3.5m x 1m
 - Design, production, installation
- c) Structural Setup
 - Inner tent lining for Zone 2, 3 & 4 tentage
 - System-constructed poster wall (see appendix 3)
 - Double-sided
 - Approx. 3000mmL x 1000mmD x 2500mmHt
 - R8 modular aluminum complete with white laminated infill panels
 - 1 x Swing door
 - 2 sets of 7.5 sqm full digital graphic print on foam

- Photowall
 - 8ft x 8ft
 - 4C
 - Design, production, installation

- d) Logistics Equipment
 - 20 x Queue pole
 - 2 x counter table with fascia header (see appendix 4)
 - Carpet for stage (Please provide additional option for used carpet)
 - Carpet for Zone 1 to 4 (Please provide additional option for used carpet)
 - 5 x Double sided poster panels
 - 1 x rostrum with handsfree mic

- e) Event Photography
 - 2 x Event photographers (8am to 7pm). All pictures to be given to SHF in a DVD

- f) Logistical items required for **four** proposed activities mentioned in point 5.1
 - Items should be listed accordingly to each of the activity proposed, in an itemised format.
 - To include manpower costs, if necessary

- g) **Four** proposed stage programmes mentioned in point 5.2

- h) Publicity
 - SMS blast of at least 10,000
 - EDM blast of at least 10,000
 - Minimum 2 weeks of pre-publicity on a media platform, TV channel preferred
 - Target audience: Families & health conscious individuals
 - Media spots on TV (pre-event)
 - Social media engagement

- i) Launch Mechanism
 - As mentioned in point 4.3 (d), the foundation will be launching the CPR Hero game during the event. It is a multi-player game that requires CPR mannequins to be connected to desktops linked to a TV screen. Tenderers are to propose and quote **two** types of creative launch mechanism for the foundation to carry out the launch. Three to four VIPs are expected to officiate the game launch on stage.

6 SUBMISSION REQUIREMENT

- 6.1 The Tenderer shall submit the tendered price in an itemized format as stipulated in the requirements in point 4.4 and 5.5.
- 6.2 The Tenderer shall submit a proposal for **four** activities mentioned in point 5.1 and **four** proposed stage programmes mentioned in point 5.2 along with a proposed layout of the event.
- 6.3 The Tenderer shall submit a project timeline for the National Heart Week/World Heart Day 2017.
- 6.4 The tenderer shall submit track records in providing event management services to similar or past projects. This shall include a list of past clients and scope of event which shall be considered in the evaluation.
- 6.5 The tenderer shall include any other additional requirements separately as an option, which is deemed to be beneficial for the success of the event.
- 6.6 The following documents/information shall be submitted using the tender box:
- Form of Tender.
 - Price Breakdown (Itemized pricing) / Schedule of rates (as the case may be).
 - Itemized Checklist matching General Requirements in the Tender Specifications
- 6.7 Where Tender Offers or parts of Tender Offers are submitted using the tender box:
- The documents/information/items must be submitted in sealed envelopes.
 - The Tender reference number (from the Covering Letter); (ii) the Closing Date (iii) the tender box number (if any); and (iv) the name and address of the Tenderer must be stated on the top left-hand corner of the envelope.
 - It will be the responsibility of Tenderers to ensure delivery by hand into the tender box, which will be in a position accessible to the public.
- 6.8 Tender Offers submitted after the Closing Date shall be disqualified.
- 6.9 Except with the consent in writing of Singapore Heart Foundation, Tenderers shall not disclose to any third parties, this Invitation to Tender, the provisions of the Tender Documents, and any information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of Singapore Heart Foundation.

- 6.10 Singapore Heart Foundation reserves the right to amend any terms in, or to issue supplementary terms to the Invitation to Tender at any time prior to the Closing Date.
- 6.11 Any amendments or issue of supplementary terms to the Invitation to Tender made shall be issued through email or facsimile and it shall be the responsibility of the Tenderer to check email, facsimile on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.
- 6.12 Title to the Goods shall pass from the Tenderer to Singapore Heart Foundation upon receipt by Singapore Heart Foundation in Singapore.
- 6.13 The risk of loss or damage to the Goods shall pass from the Tenderer to Singapore Heart Foundation upon receipt by Singapore Heart Foundation in Singapore. Provided that risk of loss or damage to the Goods shall be borne by the Tenderer from the time the Goods are received by the Tenderer for the purpose of modification, replacement, repair or rectification until the same are delivered and received by Singapore Heart Foundation.
- 6.14 All documents/information/items must be submitted in sealed envelopes and delivered to the address stated below by **8 June 2017 (Thursday), 5pm.**

7 EVALUATION CRITERIA

- 7.1 The tender proposals are evaluated based on the following criteria:
- a. Compliance to all requirement specification
 - b. Competitive price
 - c. Tenderer's track records and resources
- 7.2 SHF does not bind itself to accept the lowest or any Offers and is not under obligation to inform any Tenderer of the reasons for non-acceptance of an Offer.

8 SHORT LISTING

- 8.1 Singapore Heart Foundation reserves the right to shortlist Tenderers in accordance with the criteria set out in the Invitation to Tender and those so shortlisted the opportunity to submit new Tender Offers on the basis of revised requirements on the part of Singapore Heart Foundation. The submission of new Tender Offers shall be in accordance with a common deadline and new submission instructions issued by Singapore Heart Foundation in writing.

- 8.2 The new Tender Offers received based on the revised requirements must be complete and comprehensive and shall form the basis of the final Tender Offer evaluation. All Tender Offers received earlier shall be treated as lapsed.

9 DELIVERY

- 7.1 The Tenderer shall deliver according to the Delivery Date(s)/Schedule(s) and in the manner specified by SHF. The Tenderer shall obtain a receipt therefore from the authorized recipient as proof of delivery. Any changes to the schedules shall be subject to the approval of SHF/authorised recipient. The requests for changes of delivery schedules shall be submitted to SHF for approval at least two weeks in advance giving reasons for proposed changes.

10 PAYMENT

- 10.1 20% of Contract Value upon issuance of Purchase Order
- 10.2 Remaining Contract Value upon satisfactory completion of event, within Thirty (30) days from the date of invoice or date of receipt of invoice.

11 COPYRIGHT

- 11.1 All information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of SHF shall remain the property of SHF. Tenderers shall immediately return all or any of the same on written request by SHF or destroy the same within 1 week of the award to the Tender (except in the case of the successful Tenderer).
- 11.2 All Intellectual Property (means intellectual property and shall include but not be limited to patents, copyright and industrial design) reflected or subsisting in the information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of SHF belong to SHF or third parties as the case may be.
- 11.3 Tender Offers and all accompanying documents, plans, drawing, materials or other items that are submitted by Tenderers in response to this Invitation to Tender shall become the property of SHF. However, Intellectual Property reflected or subsisting in the same shall remain vested with the Tenderers or other third parties as the case may be. This Sub-Clause 11.3 is without prejudice to any provisions to the contrary in the Conditions of Contract that are applicable to the successful Tenderer.

12 SUB-CONTRACTING AND ASSIGNING

- 12.1 The Tenderer shall not sub-contract or assign the whole or any part of this Contract without the written consent of The Foundation. The Tenderer shall be fully responsible for all acts or omissions of any sub-Tenderers or assignees and the acts or omissions of any such third parties shall be deemed to be the acts or omissions of the Tenderer.

13 APPLICABLE LAW

- 13.1 This Contract shall be subject to, governed by and interpreted in accordance with the Laws of the Republic of Singapore for every purpose.

14 DISPUTE RESOLUTION

- 14.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 14.2 In the event of any dispute, controversy or claim arising out of or relating to this Contract, no Party shall proceed to litigation unless the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre.
- 14.3 A Party that receives a notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Sub-Clause 14.2.
- 14.4 For the avoidance of doubt, failure to comply with Sub-Clauses 14.2 or 14.3 shall be a breach of contract.

15 SUSPENSION OR TERMINATION

- 15.1 The Foundation shall, after giving 7 days written notice to the Tenderer, have the right to suspend or terminate this Contract if The Foundation is affected by any state of war, act of god or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension nor shall termination save that The Foundation pay the Tenderer the price of the Goods or Services that have been performed and accepted by The Foundation. The Tenderer shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by The Foundation to the Tenderer by reason of this Clause 15.

15.2 In addition to any other rights to terminate this Contract or any rights to cancel parts of the Services under this Contract, The Foundation shall have the unilateral right to terminate this Contract without assigning any reasons whatsoever by giving the Tenderer 30 days' written notice. For the avoidance of doubt, the Tenderer shall not be entitled to any compensation or damages whatsoever in relation to such a termination. The Tenderer shall only be entitled to payment for any Services provided and accepted up to the end of the 30 days notice period.

16 RIGHTS OF THE FOUNDATION IN THE EVENT OF DEFAULT BY THE TENDERER

16.1 If any declaration or submission made by the Tenderer in its Tender Offer is discovered to be false, The Foundation shall be entitled to rescind and terminate this Contract or cancel any part of the Goods or Services by written notice without The Foundation being liable for any damages or compensation. The termination or cancellation shall take effect from the date of the written notice.

16.2 If the Tenderer is in breach or defaults in his performance of this Contract, The Foundation may issue a written notice of breach or default to the Tenderer. The Tenderer shall, within 7 days of the date of the notice of breach or default, remedy the breach or default or otherwise propose a solution that is accepted by The Foundation in writing.

16.3 If the Tenderer fails to remedy the default or otherwise propose an acceptable solution under Sub-Clause 16.2, the Tenderer shall be taken to have repudiated the Contract and The Foundation shall have the right to terminate the Contract or cancel any part of the Goods or Services by way of a written notice of termination or cancellation as the case may be. The termination or cancellation shall take effect from the date of the written notice and The Foundation shall not be liable to the Tenderer for any damages or compensation.

16.4 The Foundation shall be entitled to terminate this Contract or cancel any part of the Goods or Services by written notice without The Foundation being liable for any damages or compensation if:

- 1.1.1 **(a) any proceedings are commenced for the liquidation, dissolution or bankruptcy of the Tenderer and the same not discharged or discontinued within 14 days of its commencement, or if the other Tenderer becomes bankrupt or goes into liquidation either voluntarily or compulsorily except for the bona fide purpose of amalgamation, merger or re-construction;**
- 1.1.2 **(b) The Tenderer compounds with any of its creditors or has a receiver appointed in respect of the whole or any part of its assets;**
- 1.1.3 **(c) A writ of distress or execution or other process of any court is levied or issued against any property of the Tenderer and is not withdrawn within 14 days of its commencement; or**
- 1.1.4 **(d) The Tenderer ceases or threatens to cease to carry on business except for the bona fide purpose of amalgamation, merger or reconstruction.**

The termination or cancellation shall take effect from the date of the written notice.

- 16.5 If there is any termination of this Contract or cancellation of Goods or Services under this Clause 16, The Foundation shall have the right to purchase, from other sources, the Goods and Services (including similar or equivalent goods and services in the case where the exact goods and services are not available) that have not yet been performed or supplied at the time of termination or cancellation. All increased costs incurred by The Foundation in purchasing the Goods or Services or similar or equivalent goods or services from other sources shall be deducted from any moneys due or to become due to the Tenderer or shall be recoverable as damages.

17 VARIATION OF CONTRACT

- 17.1 No attempts to vary this Contract shall have any force unless made in writing and executed by the Tenderer and the authorised contract signatory of The Foundation.

18 ENQUIRIES

The representative for the Contract and the corresponding contact details are as follows:

Ms Charlotte Ong
 Assistant Manager, Community Education
 Singapore Heart Foundation
 Email: charlotte@heart.org.sg
 DID: 6354 9369

FORM OF TENDER

To : Singapore Heart Foundation
 9 Bishan Place #07-01
 Junction 8 (Office Tower)
 Singapore 579837
 Attn:

Name(s) of Tenderer(s):¹
 Address :

TENDER NO: SHF/ITT/2017/002

- 1 We, _____² (Company Name(s) in Block Letters) hereby offer and undertake on the acceptance of this Tender Offer to supply the goods and/or services required under this Invitation to Tender.
- 2 Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Instructions to Tenderer and/or the Conditions of Contract or downgrade anything in your Requirement Specifications. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Instructions to Tenderer and/or Conditions of Contract or downgrades anything in the Requirement Specifications.
3. We declare that all the information provided in this Tender Offer (including in the Prescribed Forms) are correct and true.
- 4 We undertake that we shall, if required by you, execute a formal agreement with you. If no formal agreement is executed, this Tender Offer together with your Letter of Acceptance and/or Purchase Order shall constitute a binding contract between us on the terms of the Contract as defined in the Conditions of Contract.
- 5 **OUR TENDER OFFER IS VALID FOR 6 CALENDAR MONTHS FROM THE CLOSING DATE OF THIS TENDER.**
- 6 We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total 1 calendar month.

¹ If the tender offer is submitted by a consortium, each member of the consortium shall be named.

² If the Tender offer is submitted by a consortium, the Lead Member of the consortium shall submit the Tender on offer on behalf of the consortium members. Documentary proof must be provided that the Lead Member is authorised by all members of the consortium to submit, sign the Tender offer, receive instruction, give any information, and accept any contract and act for and on behalf of all the members of the consortium. For example, paragraph 1 in this Form of Tender should read “We, (Name of Lead Member), acting for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) ...”

- 7 Our Contract Price for the goods and/or services to be supplied by us is SGD\$_____ (Singapore dollars_____).
- 8 An itemized breakdown of the Contract Price for the goods and/or services is given in the priced schedule attached.
- 9 We further undertake to give you any further information which you may require.
- 10 We warrant, represent and declare that we are duly authorized to submit, sign this Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of _____³ (Insert Name of firm, company or consortium).

Dated this _____ day of _____, 201_____

Tenderer's (as *Principal/Agent) Tenderer's official
Company or Business Registration No⁴: Stamp⁴:

Authorized Signature⁴
Name :
Designation :

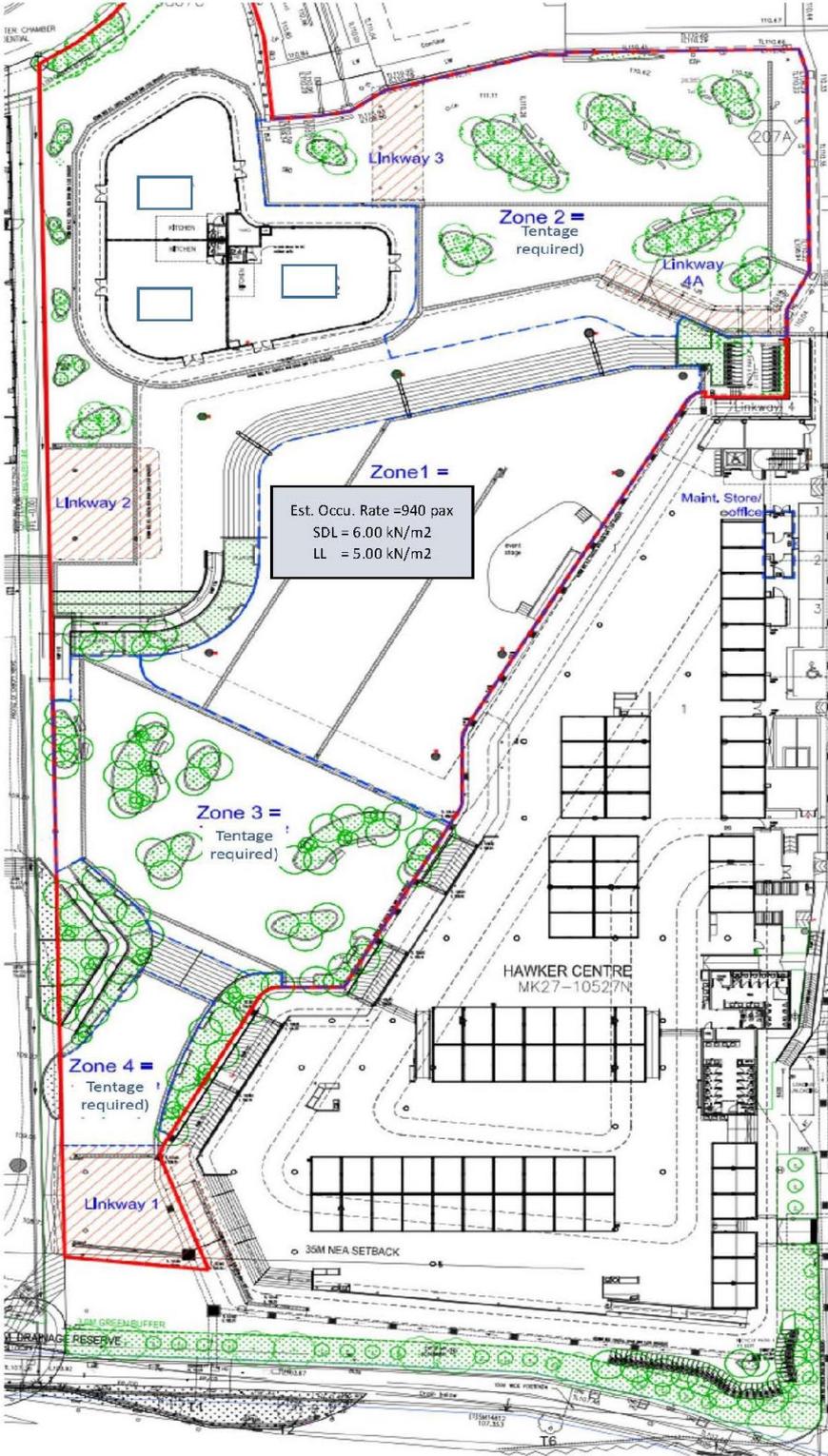
(*Delete whichever is not applicable)

- 1.
2. NOTICE: This Form of Tender duly completed MUST accompany every Tender Offer. Any change to its wordings may render the Tender Offer liable to DISQUALIFICATION

³ If the Tender offer is submitted by a consortium, the Tender offer shall be submitted by the Lead Member on behalf of all members of the consortium. Each member of the consortium shall be listed. For example, "... for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) ..."

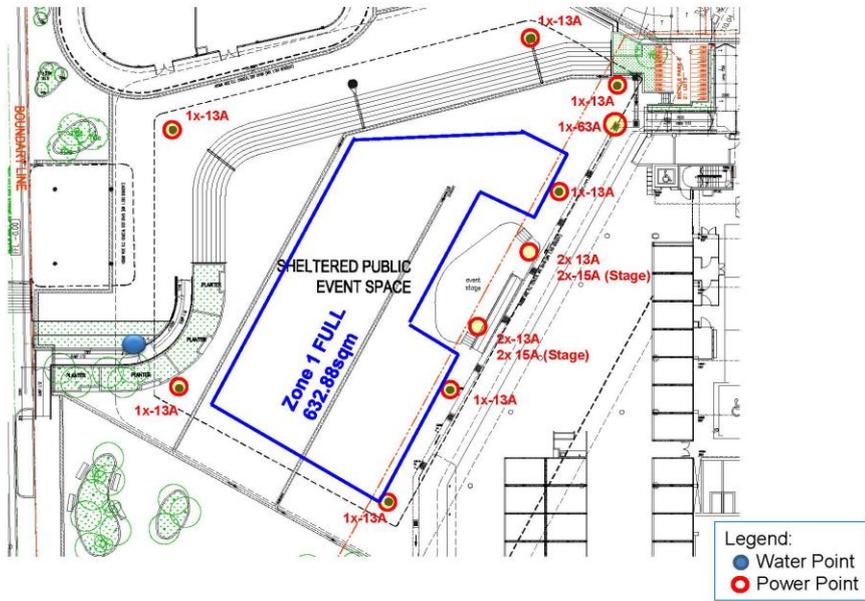
⁴ The Lead Member's registration number, official stamp and authorised signature must be provided.

Appendix 1
Bedok Town Square Layout (comprises Zone 1 to 4)

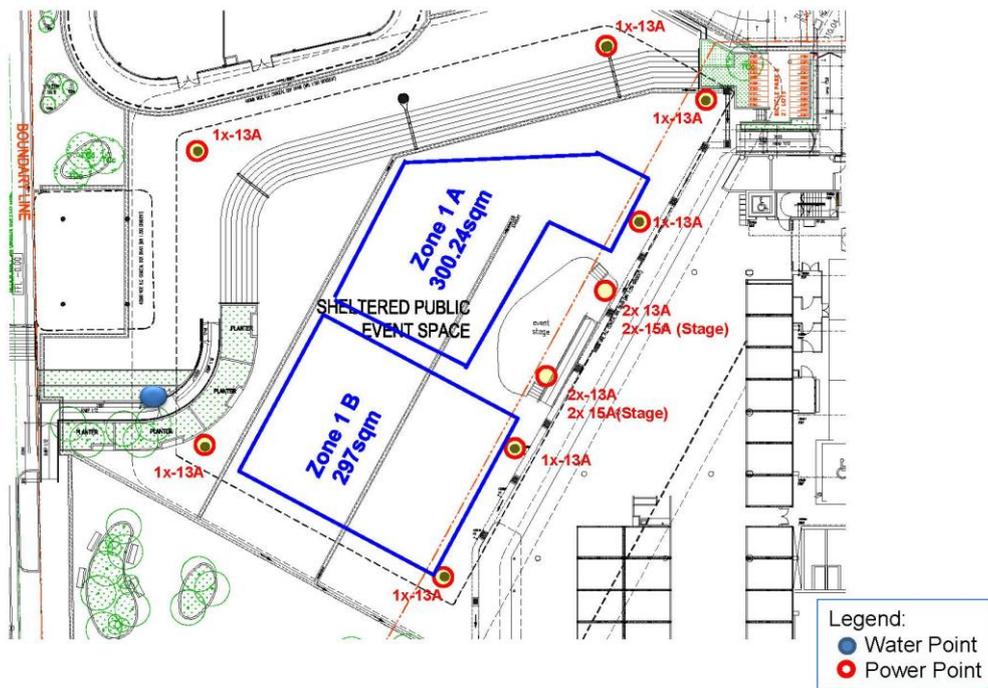


Appendix 1 Bedok Town Square Layout

Zone 1

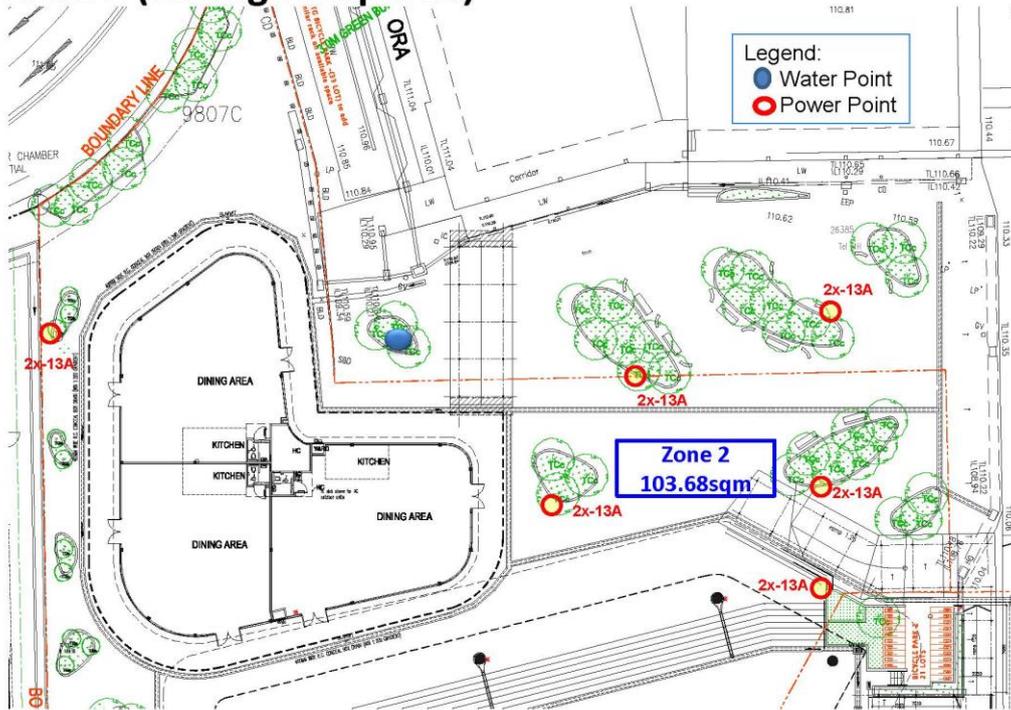


Zone 1



Appendix 1
Bedok Town Square Layout

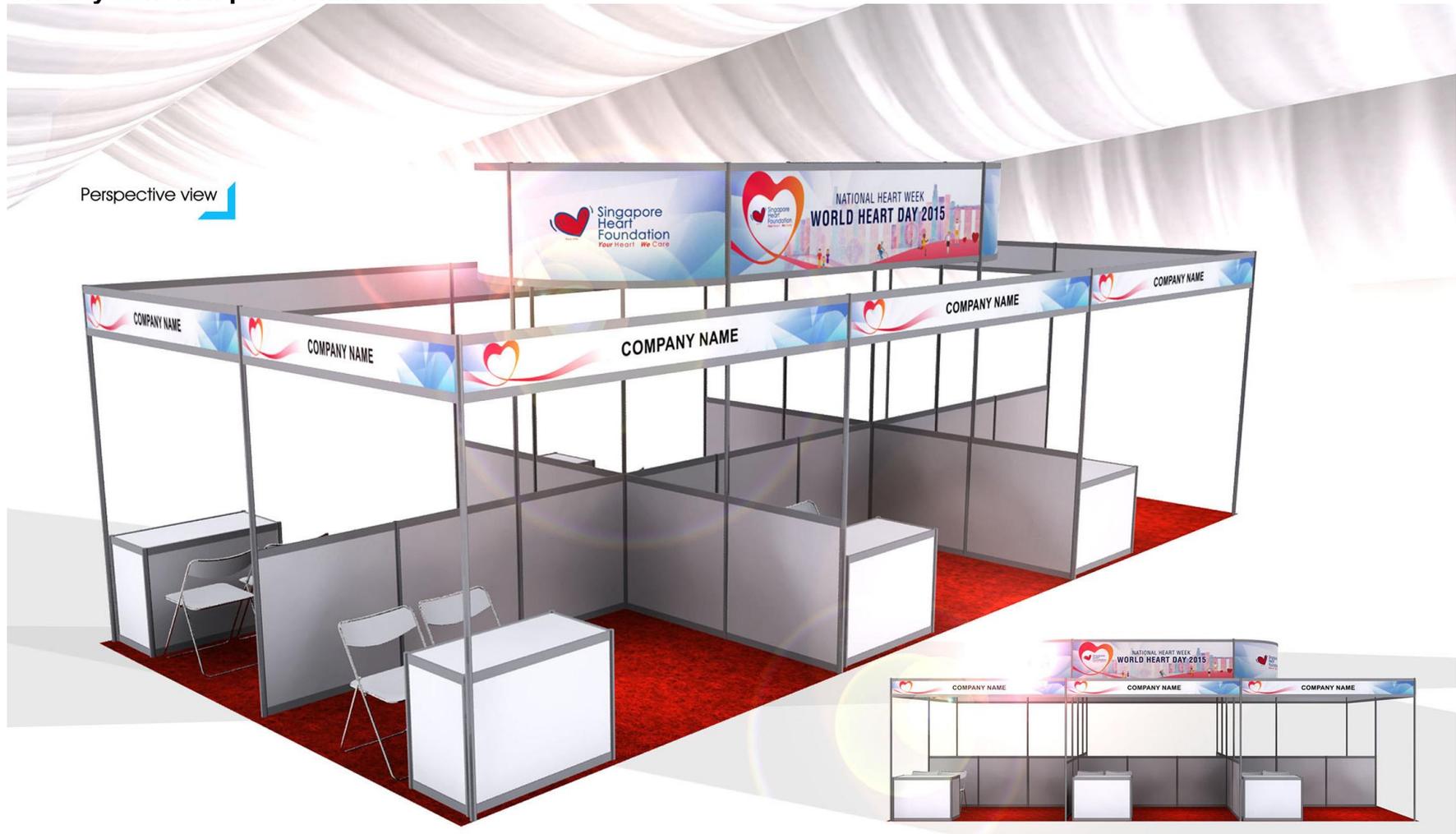
Zone 2 (Tentage Required)



Zone 3 & 4 (Tentage Required)



Appendix 2
Shell system half panel exhibition booths



Appendix 3
Double-sided System-constructed Poster Wall



Appendix 4
Counter table with fascia header

