



**INVITATION TO TENDER FOR APPOINTMENT OF
AN EVENT MANAGEMENT AGENCY FOR
SINGAPORE HEART FOUNDATION'S
PLEDGE YOUR HEART WALK 2018 EVENT**

Tender Notice

Tender Ref. No. :	SHF/ITT/2017/003
Publication Date :	1 December 2017
Description :	INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR SINGAPORE HEART FOUNDATION'S PLEDGE YOUR HEART WALK 2018 EVENT
Closing Date and Time :	21 December 2017, 5pm
Amended Closing Date and Time :	NA
Offer Validity Duration :	7 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 1 December 2017 at Singapore Heart Foundation website: http://www.myheart.org.sg/about-us/business-opportunities
Contact Person :	Linda Wee (Tel : 6354 9335) linda@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.	

1 December 2017

To The Tenderer,

Dear Sir/Mdm,

SHF/ITT/2017/003

INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR SINGAPORE HEART FOUNDATION'S PLEDGE YOUR HEART WALK 2018 EVENT

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 21 December 2017**.
3. The Tender Documents will be published and made available from **1 December 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 Linda Wee at email: linda@heart.org.sg or fax: 6258 5240.
5. The Foundation does not bind itself to accept the lowest or any Tender Offers.

Yours faithfully,



Linda Wee
Assistant Manager, Community Education
SINGAPORE HEART FOUNDATION

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1. INTRODUCTION

In 2004, the American Heart Association (AHA) faced a challenge. Cardiovascular disease claimed the lives of nearly 500,000 American women each year, yet women were not paying attention. In fact, many even dismissed it as an older man's disease. To dispel the myths and raise awareness of heart disease & stroke as the number one killer of women, the American Heart Association created Go Red For Women, a passionate, emotional, social initiative designed to empower women to take charge of their heart health.

Go Red For Women encourages awareness of the issue of women and heart disease, and also action to save more lives. The movement harnesses the energy, passion and power women have to band together and collectively wipe out heart disease. It challenges them to know their risk for heart disease and take action to reduce their personal risk. It also gives them the tools they need to lead a heart healthy life.

Pledge Your Heart Walk, organised by the Singapore Heart Foundation (Foundation) as part of the Go Red for Women initiatives in raising CVD awareness among women, was first held in 2016. As it was well-received among the public and media, we are organising a 2nd installment of the Pledge Your Heart Walk in 2018. The event will be a 3km and/or 5km walk (non-competitive) that aims to raise the awareness of cardiovascular diseases in women and motivate them to take charge of their heart. Pledge Your Heart Walk 2018 will also feature a mini family-friendly carnival where families with kids can join in the fun and at the same time give support to the women in their families.

2 SCOPE OF TENDER

2.1 The Scope of Tender includes:

Full coverage of event management for Pledge Your Heart Walk 2018.

2.2 Pledge Your Heart Walk 2018 will be held on the **23rd June 2018** at the **Punggol Waterway Park (Event Lawn @ Recreation Zone)**. The event consists of various activities related to heart-health such as a 3km and 5km walk, health screenings, exhibition booths, CPR & AED demonstration and workouts.

3 ACCEPTANCE OF TENDER OFFERS

- 3.1 The Foundation shall be under no obligation to accept the lowest or any Tender Offer.
- 3.2 The Foundation 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 the Foundation 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 Tenderers.
- 3.5 The Foundation may, at its sole discretion, require the successful Tenderers to sign a written agreement.
- 3.6 The Foundation is not under any obligation to inform any Tenderer of the reasons for non-acceptance of a Tender Offer.

4 EVENT DETAILS/DELIVERY SCHEDULE

Event:	Pledge Your Heart Walk 2018
Organiser:	Singapore Heart Foundation
Date:	23 rd June 2018
Time:	8.00am to 12.30pm
Venue:	Punggol Waterway Park (Event Lawn @ Recreation Zone) – Refer to Appendix 1
Guest of Honour:	TBC
Target Turnout:	1700 pax
Target Crowd:	General public but the primary target audience will be women especially mothers and wives.

Venue Site Location & Venue Map:

Venue: Punggol Waterway Park (Event Lawn @ Recreation Zone)



Venue Photos: Event Lawn @ Recreation Zone





4.1 As Pledge Your Heart Walk 2018 is part of the Foundation's Go Red for Women Campaign to promote heart health awareness in women, there are several aims that must be achieved through the event:

- ♥ Raising awareness among women about their risks and empowering them to protect their heart health.
- ♥ Create a sense of urgency for women to look after their health by incorporating exercise as part of their daily routine, eating right and going for regular health screenings
- ♥ Encourage women to make a pledge and work towards the goal of having a heart healthier lifestyle
- ♥ To promote heart healthy lifestyle through easy outdoor activities which families can participate together

5 GENERAL REQUIREMENT

Pledge Your Heart Walk 2018 comprises of various activities to engage the crowd. Tenderers are to provide the logistics and propose the location placement of these activities based on the size required. Logistics required for these activities are listed below for tenderers to quote.

5.1 Permits/Licenses Application

- 'Temporary Change of Use' Approval
- Public Entertainment License
- LEW & EMA License
- Trade Fair Permit

5.2 Event/Walk Management

- Coordinator to handle all correspondences before event
- Coordinator for actual day
- Venue layout planning and drafting
- Logistics management
- Route planning, marking and mapping (for 3km & 5km walk)

- Safety evacuation route planning and management (inclusive of risk management)
 - Setup and dismantling
- 5.3 Design Services, Collaterals, decoration and signages
- Event identity conceptualization and creation
 - Event visual marketing & advertising materials
 - Event online marketing materials (e.g. website and Facebook banners, amongst others)
 - Event visual route, mapping and signages (inclusive of directional signages, Start and End points for photo opportunities)
 - With design, production and installation
 - Event venue dress up
 - With design, production and installation
 - Design and production of 10 fascia board signages for vendors
 - With design, production and installation
- 5.4 Online Registration System
- Designing of HTML microsite and Mobile website
 - Responsive web design (for both iPhone and Android) Functions for the Foundation to check registration status and participants' information
 - Participants' information database to be available for download in excel format
 - Online credit card (Visa/MasterCard) payment facility for walk fee collection + donation options – quantity: 1700.
- 5.5 Structural Setup,
- 1 x Main event tent, 78ft x 36ft (to come with light, fans, side cover, scallop and canvass etc)
 - 1 x Main stage, 24ft x 16ft x 3ft (to come with stage backdrop 24ft x10ft, red carpet, skirting and staircase etc)
 - Backdrop includes fame, design, production, installation
 - 1 x VIP tent, 10ft x 20ft slope tent (to come with counter-weights, fans, lights, rain curtain and canvass etc)
 - 1 x Volunteer tent, 10ft x 20ft slope tent (to come with counter-weights, fans, lights, rain curtain and canvass etc)
 - 1 x Medical/water station, 10ft x 20ft slope tents (to come with counter-weights, fans, lights, rain curtain and canvass etc)
 - At ending point
 - 1 x Start / End Arch (under Adventure bridge)
 - 5 x portable toilets
 - Generators with fencing and DB box to support whole event
- 5.6 Audio Equipment
- Sound system for main stage
 - Mixer must be able to play music from ipod, phone, CD etc.
 - Speakers

- Sound technician
 - 2 x wireless handheld mics
 - 2 x handsfree mics
- 5.7 Logistics Equipment
- 80 x red plastic chairs
 - 20 x square tables with red skirting
 - 20 x power points
 - 1 x air horn
 - 50 x metal barricades
- 5.8 Manpower requirements
- Event IC
 - Operations crews
 - Route marshals
 - Water point helpers
 - Logistics crews
- 5.9 Security Services
- 1 x Night security one day before event
- 5.10 Cleaning Services
- Event cleaners
 - Pre-event cleaning
 - Post-event cleaning
 - Waste disposal bin deployment & waste management (including cartons discard)
- 5.11 Event Pack Collection: Held at the Foundation Office
- Pre and Post Packing of event packs
 - Event pack collection management
 - Collection System + Laptops
 - Distribution management and Manpower
 - Transportation of entitlements (2 ways)

6 OPTIONAL ITEMS

- 6.1 Vendors are to quote the additional optional items as listed below. These optional items quotes are to be valid for 7 months until the end of the event.
- 6.2 Licenses Application
- Lucky Draw Permit
 - Any other necessary permits and licenses
- 6.3 Design Services & Collaterals
- Design adaptation (Poster/Advertisement)

- 5 x Lamp Post Banner
 - 3.5m x 1m
 - Design, production, installation

6.4 Structural Setup

- 6 x Exhibitor booth tents for within Event Lawn, 10ft x 20ft Slope tent (to come with counter-weights, fans, lights, rain curtain and canvass etc)
 - Tenderers to recce and provide layout plan in the proposal to ensure that the slope tents can fit into the venue.
- 10 x Exhibitor booth gazebo for within Event Lawn, 10ft x 10ft gazebo tent (to come with counter-weights, light, fans, side cover and canvass etc)
 - Tenderers to recce and provide layout plan in the proposal to ensure that the gazebo tents can fit into the venue.
- 1 x Baggage deposit booth, 10ft x 20ft slope tent (inclusive of fan, rain curtain, skirting and with baggage racks)
- Planking for all tents/gazebos (to breakdown quote separately)
- Flag-off Platform (under Adventure bridge)
 - 8ft x 8ft x 3ft stage with red carpet
- 2 x System-constructed poster wall (see appendix 2)
 - 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

6.5 Logistics Equipment

- 10 x Queue poles
- 5 x Air cooler/mist cooler
- 2 x high counter table with fascia header (see appendix 3)
- 1 x rostrum with handsfree mic
- 25 x Island-wide walkies
- 10 x Safety cones (Route)
- Stage landscaping (Basic)

6.6 Event Photography

- 1 x Event photographer (7.30am – 12.30pm). All pictures to be given to the Foundation in a DVD

6.7 Stamp Card Activity

- We suggest having a fringe activity whereby participants are to visit booths/stations along the route to collect stamps. Main aim is to

encourage participants to complete the route. By collecting all the stamps, they are entitled to the post-event lucky draw.

- Tenderers are to recce and propose 4 locations suitable to be the stations. One shortlisted location is the bridge under Punggol Road (See appendix 4), tenderers to recce.
- Stamp card with design & production
- Customised stamp chops for all 4 stations
- Tenderers to provide manpower support to run activity
- Logistical items cost and manpower costs to be included for each activity

6.8 Tenderers must propose **TWO** activities for the event. Characteristics of the activities are listed below:

- Engaging and interesting
- Related to (or women) heart disease and/or its prevention.
- The activities should target at the general crowd and must operate throughout the event (e.g. games, quiz, kids' corner, sports related).
- It would be more preferred if activities proposed are creative and are attractive to the media and public.
- Low cost
- Logistical items cost and manpower costs to be included for each activity

6.9 Tenderers must proposed **ONE** stage programme for the event. Characteristics of the programme are listed below:

- Engaging and interesting
- Related to (or women) heart disease and/or its prevention.
- Low cost.
- Logistical items cost and manpower costs to be included for each activity

6.10 Publicity

- SMS blasts of at least 6,000 (3 times sms eblast)
- EDM blasts of at least 9,000 (3 times eblast)
 - Inclusive of design fee
- 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

6.11 Manpower requirements

- 3 x Bicycles for Route Marshals & Staffs
- 1 x Security officer (Unarmed)

6.12 Event materials

- Dri-fit tee shirts (1C x 1C printing with event text and sponsor' logo)
- based on minimum order quantity of 1500, 1700, 1900
- Drawstring bag (1C x 1C printing with event text and sponsors' logo)
- based on minimum order quantity of 1500, 1700, 1900
- Finisher Medal (based on 1 mould) – based on minimum order quantity of 1200, 1500, 1700
- 30 x Accreditation pass for Crew & Staff (comes with lanyard)

6.13 Medical coverage for the entire event duration

6.14 Customer Service Hub (Email & Phone Enquires)

6.15 Refreshments for 10pax (VIP)

7 SUBMISSION REQUIREMENT

7.1 The tenderers shall submit the tendered price in an itemized format as stipulated in the requirements in the General Requirement (point 5) and the Optional Items (point 6).

7.2 The tenderers shall submit a proposal for **TWO** activities mentioned in point 6.8 and **ONE** proposed stage programme mentioned in point 6.9 along with a proposed layout of the event. Tenderers must ensure that all compulsory and proposed activities can fit into the venue

7.3 The tenderers must follow the Pledge Your Heart Walk 2018 project timeline listed below as closely as possible:

<u>Payment</u>	<u>Description</u>	<u>Description</u>	<u>Due Date</u>	<u>% of completion</u>	<u>Cumulative % of completion</u>
1	20% of contract value upon award	Down payment	NA	0%	0%
2	20% of contract value for 1st 40% work completed	Creative Deadline for Registration Portal	1-Feb-18	40%	40%
		Registration Portal Test	Mid-February 2018		
		Event Tee Order	23-Feb-18		
		Start of Registration (Website & Mobile)	End February 2018		
		Confirm Medal/Goodie bag Design	Early March 2018		

<u>Payment</u>	<u>Description</u>	<u>Description</u>	<u>Due Date</u>	<u>% of completion</u>	<u>Cumulative % of completion</u>
3	Final 60% of contract value upon 100% work completed	End of Registration	End May 2018	20%	60%
		Medal/Goodie bag production commences	1-Jun-18		
		T-shirt delivery	7-Jun-18	40%	100%
		Event pack collection	16 & 17 June 2018		
		Event Setup	21-Jun-18		
		Event DAY	23-Jun-18		

- 7.4 The tenderers 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.
- 7.5 The tenderers shall include any other additional requirements separately as an option, which is deemed to be beneficial for the success of the event.
- 7.6 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
- 7.7 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 tenderers 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.
- 7.8 Tender Offers submitted after the Closing Date shall be disqualified.
- 7.9 Except with the consent in writing of the 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 the Foundation.

- 7.10 The 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.
- 7.11 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 tenderers to check email, facsimile on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.
- 7.12 Title to the Goods shall pass from the tenderers to the Foundation upon receipt by the Foundation in Singapore.
- 7.13 The risk of loss or damage to the Goods shall pass from the tenderers to the Foundation upon receipt by the Foundation in Singapore. Provided that risk of loss or damage to the Goods shall be borne by the tenderers from the time the Goods are received by the tenderers for the purpose of modification, replacement, repair or rectification until the same are delivered and received by Singapore Heart Foundation.
- 7.14 All documents/information/items must be submitted in sealed envelopes and delivered to the address stated below by **21 December 2017 (Friday), 5pm**.

8 EVALUATION CRITERIA

- 8.1 The tender proposals are evaluated based on the following criteria:
- a. Compliance to all requirement specification
 - b. Competitive price
 - c. Tenderers' track records and resources
- 8.2 The Foundation 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.

9 SHORT LISTING

- 9.1 The 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 the Foundation. The submission of

new Tender Offers shall be in accordance with a common deadline and new submission instructions issued by the Foundation in writing.

- 9.2 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.

10 DELIVERY

- 10.1 The tenderers shall deliver according to the Delivery Date(s)/Schedule(s) and in the manner as specified by the Foundation in Sub-Clauses 7.6 and 7.7.

11 PAYMENT

- 11.1 20% of Contract Value upon issuance of Purchase Order.
- 11.2 Second Payment will be 20% of Contract Value upon 40% work completed based on required timeline mentioned in point 7.3
- 11.3 Remaining balance payment will be made upon completion of the event and receipt of all revenue proceeds collected by the tenderers on behalf of the Foundation, within thirty (30) days from the date of receipt of invoice.

12 COPYRIGHT

- 12.1 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 the Foundation shall remain the property of the Foundation. Tenderers shall immediately return all or any of the same on written request by the Foundation or destroy the same within 1 week of the award to the Tender (except in the case of the successful tenderers).
- 12.2 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 the Foundation belong to the Foundation or third parties as the case may be.
- 12.3 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 the Foundation. 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 12.3 is without prejudice to any provisions to the contrary in the Conditions of Contract that are applicable to the successful tenderers.

13 SUB-CONTRACTING AND ASSIGNING

- 13.1 The tenderers shall not sub-contract or assign the whole or any part of this Contract without the written consent of the Foundation. The tenderers 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 tenderers.

14 APPLICABLE LAW

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

15 DISPUTE RESOLUTION

- 15.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 15.2 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.
- 15.3 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 15.2.
- 15.4 For the avoidance of doubt, failure to comply with Sub-Clauses 15.2 or 15.3 shall be a breach of contract.

16 SUSPENSION OR TERMINATION

- 16.1 The Foundation shall, after giving 7 days written notice to the tenderers, 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 tenderers the price of the Goods or Services that have been performed and accepted by the Foundation. The tenderers shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by the Foundation to the tenderers by reason of this Clause 16.

- 16.2 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 tenderers 30 days' written notice. For the avoidance of doubt, the tenderers shall not be entitled to any compensation or damages whatsoever in relation to such a termination. The tenderers shall only be entitled to payment for any Services provided and accepted up to the end of the 30 days notice period.

17 RIGHTS OF THE FOUNDATION IN THE EVENT OF DEFAULT BY THE TENDERERS

- 17.1 If any declaration or submission made by the tenderers 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.
- 17.2 If the tenderers are in breach or defaults in their performance of this Contract, the Foundation may issue a written notice of breach or default to the tenderers. The tenderers 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.
- 17.3 If the tenderers fails to remedy the default or otherwise propose an acceptable solution under Sub-Clause 17.2, the tenderers 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 tenderers for any damages or compensation.
- 17.4 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:

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

17.5 If there is any termination of this Contract or cancellation of Goods or Services under this Clause 17, 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 tenderers or shall be recoverable as damages.

18 VARIATION OF CONTRACT

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

19 ENQUIRIES

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

Ms Linda Wee
Assistant Manager, Community Education
Singapore Heart Foundation
Email: linda@heart.org.sg
DID: 6354 9335

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/2017/003

- 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 7 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 (exclusive of GST) 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. 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

Venue: Punggol Waterway Park (Event Lawn @ Recreation Zone)



Appendix 2

Double-sided System-constructed Poster Wall



Appendix 3

High Counter table with fascia header



Appendix 4

One of the suggested sheltered location/station in Punggol Waterway Park

