



**INVITATION TO TENDER FOR  
RENOVATION, DESIGN AND FIT-OUT  
OF BUKIT GOMBAK HEART WELLNESS CENTRE  
FOR SINGAPORE HEART FOUNDATION**

**Tender Notice**

|  |   |
|--|---|
| Tender Ref. No. :  | SHF/ITT/2018/001  |
| Publication Date :   | 7 June 2018   |
| Description :  | INVITATION TO TENDER FOR RENOVATION, DESIGN AND FIT-OUT OF BUKIT GOMBAK HEART WELLNESS CENTRE FOR SINGAPORE HEART FOUNDATION  |
| Closing Date and Time :  | 2 July 2018, 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 7 June 2018 at Singapore Heart Foundation website:<br><a href="http://www.myheart.org.sg/about-us/business-opportunities">http://www.myheart.org.sg/about-us/business-opportunities</a> |
| Contact Person :   | Ms. Jacqueline Leong (Tel : 6354 9331)<br><a href="mailto:jacqueline@heart.org.sg">jacqueline@heart.org.sg</a><br><br>Mr. Tay Hung Yong (Tel : 6354 9347)<br><a href="mailto:hungyong@heart.org.sg">hungyong@heart.org.sg</a>     |
| 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. |   |

7 June 2018

To The Tenderer,

Dear Sir/Mdm,

**SHF/ITT/2018/001**

**INVITATION TO TENDER FOR RENOVATION, DESIGN AND FIT-OUT OF  
BUKIT GOMBAK HEART WELLNESS CENTRE 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 2 July 2018.**
3. The Tender Documents will be published and made available from **7 June 2018** at Singapore Heart Foundation website:  
<http://www.myheart.org.sg/about-us/business-opportunities>
4. There will be a site show around and briefing at **3.00 p.m. on 14 June 2018**. Location shall be at 810 Bukit Gombak West Ave 5, Unit 02-02 Singapore 659088. Attendance is **COMPULSORY** for all Tenderers intending to submit a tender offer. Registration prior to the briefing is required. Tenderers are required to submit names of their representatives (max. 2) to Ms. Jacqueline Leong at email: [jacqueline@heart.org.sg](mailto:jacqueline@heart.org.sg) **by 5.00 p.m. on 12 June 2018**.
5. 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. Jacqueline Leong at email: [jacqueline@heart.org.sg](mailto:jacqueline@heart.org.sg) or fax: 6258 5240.
6. The Foundation does not bind itself to accept the lowest or any tender offers.

Yours faithfully,



**Jacqueline Leong**  
**Manager, Heart Wellness Centre**  
**SINGAPORE HEART FOUNDATION**

# INVITATION TO TENDER FOR RENOVATION, DESIGN AND FIT-OUT OF BUKIT GOMBAK HEART WELLNESS CENTRE FOR SINGAPORE HEART FOUNDATION

---

## 1 INTRODUCTION

The Singapore Heart Foundation (“The Foundation”) is a non-profit charitable organisation committed to promoting heart health in Singapore, as well as preventing and reducing disability and death due to cardiovascular disease and stroke. We are the only institution which provides community-based cardiac rehabilitation in Singapore, dedicated to delivering quality and highly subsidised **phase III and IV cardiac rehabilitation programmes** to heart patients as well as affordable primary prevention programmes to the community under its **Heart Wellness Programme (HWP)** on a regular basis.

Other than exercise programmes, heart wellness services include nutrition consultation, smoking cessation counselling and health talks. SHF also provides financial assistance to needy heart patients to pay for heart operations, purchase heart devices, as well as monthly subsistence amount to cover basic needs after their operations via the Heart Support Fund.

Currently, we have two wellness centres, one located at Bishan Junction 8 (Office Tower) and the second one at Fortune Centre. Both centres are located in the central district catchment, mainly serving the patients living in this region. The third one, located at the Bukit Gombak Sports Hall has been identified as an ideal location and is due for opening in mid October 2018.

### Bukit Gombak Sports Hall



## 2 SCOPE OF TENDER

- 2.1 The Tenderers shall perform the services and complete the supply of all items of goods in accordance with the terms of this Contract.
- 2.2 The Tenderers shall be an independent contractor and shall not be an agent, partner or employee of The Foundation. For the avoidance of doubt, the Tenderers is not authorised to enter into any contracts on behalf of The Foundation.
- 2.3 This Contract:
- (a) Shall come into force and commence on the date the Tenderers received the Letter of Acceptance and/or Purchase Order; provided that the goods and services may be required from or on other dates as may otherwise be set out in the Requirement Specifications or in the Letter of Acceptance and/or Purchase Order; and
  - (b) Shall, unless terminated, expire after the complete performance of all services and the complete supply of all goods required (including any maintenance or warranty period) or at the end of any contract period expressly stated in the Requirement Specifications.
- 2.4 The Tenderers shall do all things which are necessary or reasonably to be inferred from the Contract even if not specifically set out in the Contract.
- 2.5 The Tenderers acknowledge that it is fully aware and anticipates that some details of the Requirement Specifications may have to be clarified during the performance of this Contract. In this context:
- (a) The Foundation reserves the right to issue written clarifications on the Requirement Specifications to set out The Foundation's requirements more precisely and such written clarifications shall be deemed to be part of this Contract. These clarifications shall include the need to delay the completion or progress of the whole or any part of the services or delay the delivery dates of some or all of the goods.
  - (b) The Tenderers confirm that this has been fully anticipated when the tender offer was submitted and has been taken into account in the Contract Price. For the avoidance of doubt, the Tenderers shall have no claim to any compensation or damages regardless of the nature of the clarifications issued.

### **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 SCOPE OF WORKS**

- 4.1 To renovate, design and fit-out Bukit Gombak Heart Wellness Centre for Singapore Heart Foundation located at 810 Bukit Gombak West Ave 5, Unit 02-02 Singapore 659088. The space area of the proposed site is 170.98 sqm (1,840sqft). Please refer to Appendix 1 for the floor plan and photographs on the existing condition of the proposed site.
- 4.2 To liaise with the Landlord with regard to the necessary changes to the proposed site and to obtain approvals for the proposed works.
- 4.3 To obtain the necessary approvals from the various government / regulatory bodies before the commencement of project.
- 4.4 To handle and obtain approvals and the necessary submissions required to the government / regulatory bodies (such as FSB, BCD etc.) This will include but not limited to the preparations and submissions of drawings and coordinating the site inspections etc.
- 4.5 To comply with the necessary renovation guidelines provided by the Landlord and The Foundation.
- 4.6 To provide the necessary insurance and performance guarantee.
- 4.7 To provide project management, supervision during fitting-out and rectification.

## 5 REQUIREMENT SPECIFICATIONS

5.1 The following are essential areas / items that should be included into the design and fitting-out of Bukit Gombak Heart Wellness Centre:

- a. **Reception Area:** for registration, general enquiries, and payments. The reception counter should be able to accommodate 3 staffs and comes with ample storage space for filing and keeping patients' records.
- b. **Waiting Area:** for general rest, social and waiting area and to be furnished with a 3-seater sofa.
- c. **Consultation Room:** 1 small room for assessment of new patients and conduct of 1 to 1 counselling session. Room should be furnished with shelving, cabinets and a small round table with 4 chairs.
- d. **Changing Room:** 2 to 3 rooms equipped with SOS button and mirrors.
- e. **Lockers:** 30 lockers to be near changing area.
- f. **Gym Area:** consists of warm-up/cool-down area, cardio and weights training areas where gym equipment are placed. The weights training area should come with walled-up mirror.
- g. **Pre & Post Monitoring Area:** comes with a long table and chairs that can sit 10 persons.
- h. **Plumbing works:** 3 water points for installation of 2 filtered water machines and 1 vanity top basin that comes with cabinets.
- i. **Air-Con Works:** To install air conditioning units.
- j. **Electrical Works:** Including but not limited to the following :
  - Powerpoint (min x 22)
  - Telephone point (x 4)
  - CCTV point (min x 11)
  - TV point (min x 8)
  - Alarm point (x 2-3)
  - Aircon point (tba)
  - Lighting point (tba)
  - Data point (tba)
- k. **Fire Protection Works:** Including water sprinkles
- l. **AV Control System & Equipment :** for TV screening, playing music and public announcement

5.2 The Tenderers shall maximise the usage of space and to note safety considerations during the designing stage. The Tenderers shall recommend materials and others to create a cozy ambience. All Items may be summarised according to the categories stated below:

- a. Design & concept development
- b. Preliminaries works
- c. Painting works
- d. Internal finishes – floor / wall finishing
- e. Carpentry works
- f. Plumbing works
- g. Mechanical and Electrical Works
- h. Various purchase (e.g. sofa, tables and chairs, roller blinds etc. and including demolition, glazing, hacking works)

5.3 Date of Commencement to be confirmed upon signing the Contract and Date of Completion tentatively scheduled on or before 21st September 2018. Total period shall be 40 days (or at an earlier date to be mutually agreed) from the commencement date.

5.4 Liquidation Damages for Delay shall refer to clause 11.

5.5 Tenderers to submit a quotation based on above-mentioned requirements and to include other proposed requirements which they deemed will be essential.

5.6 Tenderers to submit proposed layout and design for approval.

## **6 OPTIONAL ITEMS**

6.1 Tenderers may quote the additional optional items as listed below. These optional items quotes are to be valid for 6 months until the end of the project.

- Furniture & Fitting in addition to those stated in the proposal
- Signages
- Partition works
- Ceiling works
- Enhanced AV Control System & Equipment
  - In addition to TV screening, playing music and public announcement, the system shall be equipped with additional features to display digital signages and posters.

- CCTV installation (x min 11)
- Security System for access to premises
- Provision of Restatement Cost for the purpose of Accounting Requirement

Exercise equipment will be taken care by the Foundation.

## **7 SUBMISSION REQUIREMENT**

7.1 The Tenderers shall submit the tendered price in an itemized format as stipulated in the requirements in the Requirement Specifications and the Optional Items.

7.2 The following documents / information shall be submitted using the tender box:

- i. Form of Tender\*\*
- ii. Schedule of Persons Empowered to Act\*\*
- iii. GST Status\*\*
- iv. List of Relevant Track Record in the Last 5 Years\*\*
- v. Information on Major Shareholders\*\*
- vi. Price Breakdown / Schedule of rates\*\*
- vii. Draft Implementation Plan
- viii. Payment schedule (if alternative schedules are invited)
- ix. Any other written proposals, designs or drawings required under the requirement specifications if a softcopy is specified in the requirement specification
- x. Any other supporting documents / materials that are in softcopy

\*\* Sample of schedule attached in Appendix 2

7.3 Tenderers may submit other documents / information apart from those specifically listed under sub-clause 7.2 in support of tender offers. Such other documents / information may be submitted using any of the mode(s) of submission allowed under sub-clause 7.2.

7.4 Where tender offers or parts of tender offers are submitted using the tender box:

- (a) The documents / information / items must be submitted in sealed envelopes.
- (b) The tender reference number (from the Covering Letter);
  - the closing date
  - the tender box number (if any); and
  - the name and address of tenderers must be stated on the top left-hand corner of the envelope.

- (c) 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.
- 7.5 A compulsory tender briefing and site show around will be conducted at **3.00pm on 14 June 2018** at the proposed site, 810 Bukit Gombak West Ave 5, Unit 02-02 Singapore 659088. Tenderers must register their attendance together with the information of their representatives (max. 2 persons) through email to jacqueline@heart.org.sg **by 5.00 p.m. on 12 June 2018.**
- 7.6 Tender offers submitted after the closing date shall be disqualified.
- 7.7 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.
- 7.8 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.
- 7.9 Title to the goods shall pass from the tenderers to the Foundation upon receipt by the Foundation in Singapore.
- 7.10 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.
- 7.11 All documents / information / items must be submitted in sealed envelopes and delivered to the address stated in tender notice by **2 July 2018 (Monday), 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. Technical approach
  - d. 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 PAYMENT

- 10.1 20% of Contract Value upon issuance of Purchase Order.
- 10.2 Second progressive payment will be 30% of Contract Value upon 50% work completed, within thirty (30) days from the date of receipt of invoice.
- 10.3 Third progressive payment will be 40% of Contract Value upon satisfactory completion of 100% work completed, within thirty (30) days from the date of receipt of invoice.
- 10.4 Remaining 10% final payment will be retained for 12 months as a “**Retention Fee**” from the date of satisfactory completion of 100% work completed as approve from sub-clause 10.3. The purpose of retention fee is to ensure the Tenderers complete the project required based on the Contract.

## 11 DELAY IN PERFORMANCE

- 11.1 If there is delay in the performance of the services or the supply of goods due to any acts of God, force majeure, riots and civil commotion, strikes, lock-outs or other causes or perils beyond the Tenderers' control, then in any such case the Tenderers shall, for the duration of any such circumstances, be relieved of the obligation to perform the services or supply the goods thereby affected. Any part of the services or goods that are not so affected shall continue to be performed in accordance with this Contract.
- 11.2 Subject to sub-clause 11.1, if the Tenderers fail to complete the performance of services or supply of goods by the date(s) specified in this Contract, The Foundation shall have the right:-

- (a) to cancel all or any part of such services or goods from this Contract without compensation to the Tenderers and to obtain the same (including similar or equivalent goods and services in the case where the exact goods and services are not available) from other sources and all increased costs incurred shall be deducted from any moneys due or to become due to the Tenderers or shall be recoverable as damages; or
- (b) to deduct any money due or to become due to the Tenderers or require the Tenderers to pay a sum calculated at the rate of \$200 per day (including Saturday, Sunday and Public Holiday), as liquidated damages until the delayed services or goods are fully performed or supplied; up to a maximum amount of liquidated damages equivalent to 15% of the Contract Price.

11.3 For the avoidance of doubt, if The Foundation opts to impose liquidated damage under sub-clause 11.2(b) and regardless of whether the maximum amount of liquidated damages has been reached, The Foundation shall still be entitled to exercise:

- (a) its rights under sub-clause 11.2(a); provided that the liquidated damages already imposed shall be offset against any increased costs recoverable under sub-clause 11.2(a); and
- (b) Any rights to terminate this Contract; provided that the liquidated damages already imposed shall be offset against any increased costs recoverable under the clauses allowing for termination.

## **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 OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

- 19.1 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 Tenderer).
- 19.2 All intellectual property (as defined in the Conditions of Contract) 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.

- 19.3 Tender offers and all accompanying documents, plans, drawing, materials or other items (less samples that are covered under Clause 10 below) 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 9.3 is without prejudice to any provisions to the contrary in the Conditions of Contract that are applicable to the successful Tenderer.

## 20 CONFIDENTIALITY

- 20.1 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.

## 21 WARRANTY

- 21.1 The warranty period shall commence on the date of receipt of the goods by The Foundation. The length of the warranty period shall be **Twelve (12)** months.
- 21.2 Where during the warranty period, any goods is found to be:
- (a) Defective in design, materials or workmanship; or
  - (b) Not in accordance with this Contract or any specifications incorporated therein by reference or otherwise; or
  - (c) Having been used, installed, operated, stored and maintained in accordance with the written instructions of the Tenderers, fails to function properly or fails to meet any performance guarantees set forth in this Contract or specifications published by the Tenderers as applicable to the goods;

The Tenderers shall, at its own expense (including transportation costs), at the written notification of The Foundation, replace, rectify or completely repair the damaged or defective goods. The Tenderers may, in lieu rectification or repair, elect to replace the damaged or defective goods within 5 days of the notification.

## **22 ENQUIRIES**

- 22.1 The authorised representatives for the contract and the corresponding contact details are as following:

Ms. Jacqueline Leong  
Manager, Heart Wellness Centre  
Singapore Heart Foundation  
Email: jacqueline@heart.org.sg  
DID: 6354 9331

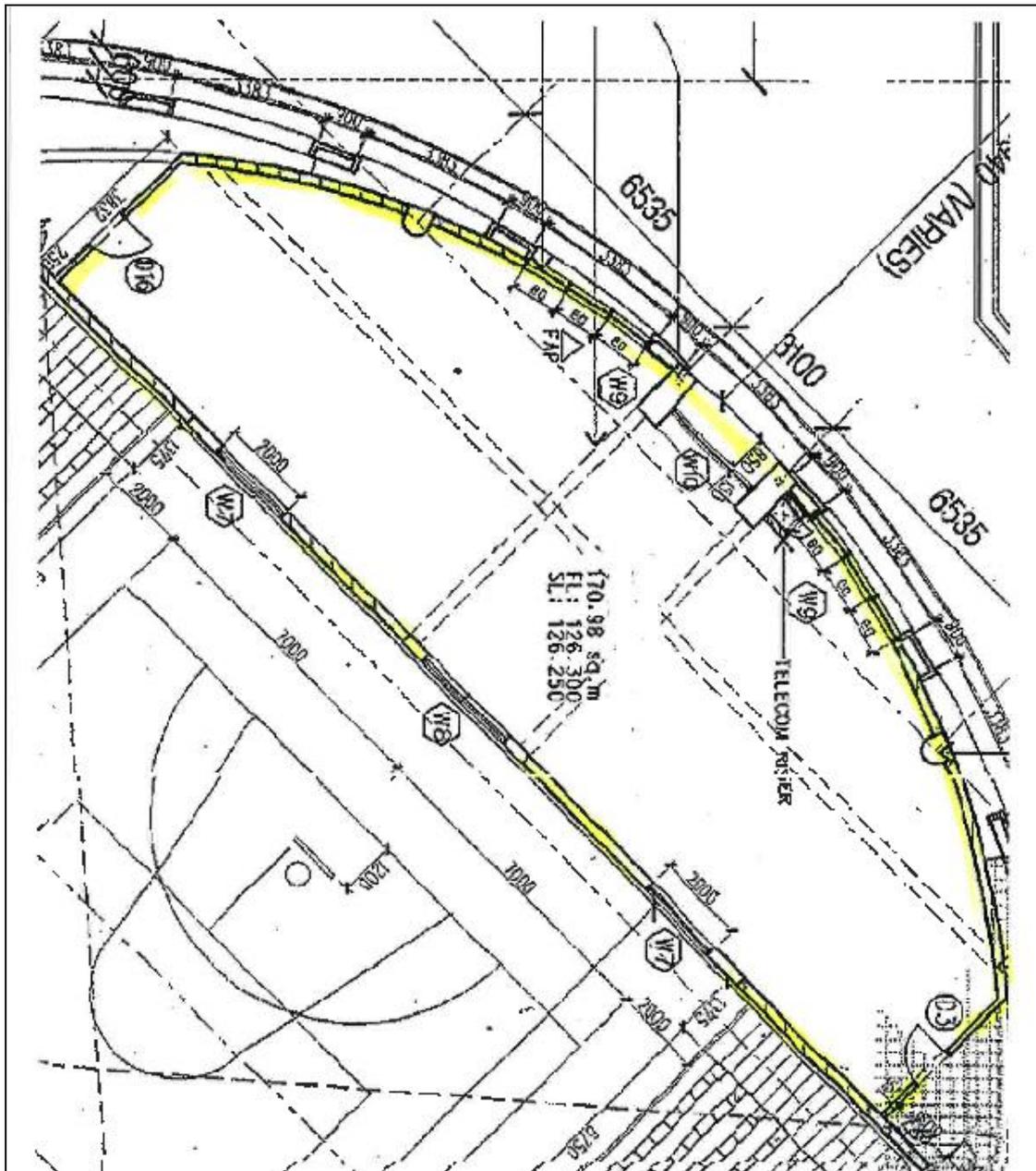
Mr. Tay Hung Yong  
Principal Physiotherapist & Manager, Heart Wellness Centre  
Singapore Heart Foundation  
Email: hungyong@heart.org.sg  
DID: 6354 9347

APPENDIX 1

SINGAPORE HEART FOUNDATION  
BUKIT GOMBAK HEART WELLNESS CENTRE

FLOOR PLAN

Space area : 170.98 sqm (1,840sqft)  
(Perimeter highlighted in yellow)



**EXISTING CONDITION OF PROPOSED SITE**



**Proposed Entrance**



**Existing Ceiling**



**Window facing Bukit  
Gombak MRt track**



**Proposed Back  
Entrance**

**APPENDIX 2****FORM OF TENDER**

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

Name(s) of Tenderer(s):<sup>1</sup>  
 Address :

**TENDER NO:** SHF/ITT/2018/001

- 1 We, \_\_\_\_\_<sup>2</sup> (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.

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

<sup>2</sup> 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 \_\_\_\_\_<sup>3</sup> (Insert Name of firm, company or consortium).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

Tenderer's (as \*Principal/Agent)                      Tenderer's official  
Company or Business Registration No<sup>4</sup>:              Stamp<sup>4</sup>:

Authorized Signature<sup>4</sup>  
Name :  
Designation :

(\*Delete whichever is not applicable)

**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**

<sup>3</sup> 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) ..."

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

**SCHEDULE OF PERSONS EMPOWERED TO ACT**

The following persons are empowered to sign contract documents and act on the firm's / company's behalf:

| <b>Name</b> | <b>NRIC No.</b> | <b>Position Held</b> |
|-------------|-----------------|----------------------|
|             |                 |                      |
|             |                 |                      |
|             |                 |                      |
|             |                 |                      |
|             |                 |                      |

In the case of consortiums, the documents required under Clause 15 of the instructions to Tenderers must also be attached.

**GST STATUS**

We are / are not\* a taxable person under the Goods and Services Act

(\*delete as appropriate)

Our GST registration number is \_\_\_\_\_

**LIST OF RELEVANT TRACK RECORD IN THE LAST 5 YEARS**

| <b>Contract No. /<br/>Name of Project</b> | <b>Client</b> | <b>Contract<br/>Sum</b> | <b>Contract<br/>Period</b> | <b>Value of<br/>Work<br/>Completed</b> |
|---|---------------|-------------------------|----------------------------|--|
|   |               |                         |                            |  |

Please use separate sheet if the space is insufficient

**INFORMATION ON MAJOR SHAREHOLDERS**

| Person, Company or Corporation who/which owns, whether directly or indirectly, at least 20% of the total number of shares in the Tenderer or who/which controls at least 20% of the voting rights in the Tenderer |         | Details of shares held by such person, company or corporation |             |                 |
|---|---------|---|-------------|-----------------|
| Name  | Address | Number of Shares  | % of Shares | Class of Shares |
|   |         |   |             |                 |

**PRICE BREAKDOWN / SCHEDULE OF RATES**

| S/N | Description   | Quantity | Unit Rate<br>S\$ | Total Price<br>S\$ |
|-----|---|----------|------------------|--------------------|
|     |   |          |                  |                    |
|     |   |          |                  |                    |
|     |   |          |                  |                    |
|     |   |          |                  |                    |
|     |   |          |                  |                    |
|     | <b>Contract Price</b><br>(excluding Singapore Goods and Services Tax) |          |                  |                    |