



**INVITATION TO TENDER  
FOR PROFESSIONAL CONFERENCE ORGANISER (PCO)  
SERVICE FOR SINGAPORE HEART FOUNDATION'S  
SINGAPORE PREVENTION AND CARDIAC REHABILITATION  
SYMPOSIUM 2019 (SPCRS 2019)**

March 2019

**Tender Notice**

Tender Ref. No. :	SHF/ITT/2019/001
Publication Date :	<b>1 March 2019</b>
Description :	INVITATION TO TENDER FOR PROFESSIONAL CONFERENCE ORGANISER SERVICE FOR SINGAPORE HEART FOUNDATION'S SINGAPORE PREVENTION AND CARDIAC REHABILITATION SYMPOSIUM 2019 (SPCRS 2019)
Closing Date and Time :	<b>22 March 2019, 5.00pm</b>
Tender Briefing :	<p><b>7 March 2019, 10.30am</b> Attendance is <u>compulsory</u> for all Tenderers intending to submit a Tender Offer. Venue shall be at The Foundation's main office.</p> <p>Tenderers are required to submit names of their representatives (maximum 2) to Ms Jacqueline Leong via email at <a href="mailto:jacqueline@heart.org.sg">jacqueline@heart.org.sg</a> with the email subject "SPCRS 2019 -Tender Briefing" by 5.00pm on 6 March 2019. Non-attendance of this tender briefing shall be disqualified from submission of the Tender Offer.</p>
Amended Closing Date and Time :	NA
Offer Validity Duration :	8 calendar months
Tender Box Location :	9 Bishan Place #-07-01, Junction 8 (Office Tower), Singapore 579837
Publication of Tender Documents	The documents will be made available from <b>1 March 2019</b> at Singapore Heart Foundation website: <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) <a href="mailto:jacqueline@heart.org.sg">jacqueline@heart.org.sg</a>  Mr Tay Hung Yong (Tel : 6354 9347) <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.	

1 March 2019

TO THE TENDERER

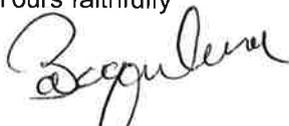
Dear Sir/Madam

**SHF/ITT/2019/001**

**INVITATION TO TENDER FOR PROFESSIONAL CONFERENCE ORGANISER SERVICE FOR SINGAPORE HEART FOUNDATION'S SINGAPORE PREVENTION AND CARDIAC REHABILITATION SYMPOSIUM 2019 (SPCRS 2019)**

1. Singapore Heart Foundation ("Foundation") invites Tender Offers for the goods and/or services described in detail in the Requirement Specifications (refer to clause 4.0 Provision of Services By PCO) and on the terms set out in the Tender Documents as a whole.
2. **Submission for Tender Offers and the forms to be used**
  - a. Tenderers must submit their Tender Offers by the Closing Date, which is at **5.00pm on 22 March 2019**.
  - b. The Tender Documents will be published and made available from **1 March 2019** at Singapore Heart Foundation's website: <http://www.myheart.org.sg/about-us/business-opportunities>.
3. **Tender Briefing**
  - a. The tender briefing will be held for all tenderers at the date, time and venue specified below:  
Date : 7 March 2019 (Thursday)  
Time : 10.30am  
Venue : Singapore Heart Foundation  
9 Bishan Place #07-01  
Junction 8 (Office Tower)  
Singapore 579837
  - b. Attendance is **compulsory** for all Tenderers intending to submit a Tender Offer. Tenderers are required to submit names of their representatives (maximum 2) to Ms Jacqueline Leong via email at [jacqueline@heart.org.sg](mailto:jacqueline@heart.org.sg) with the email subject "**SPCRS 2019 - Tender Briefing**" **by 5.00pm on 6 March 2019**. Non-attendance of this tender briefing shall be disqualified from submission of Tender Offer.
4. Tenderers who wish to seek clarifications on the Tender shall submit their written request no later than 3 working days prior to the closing date of the Tender to Ms Jacqueline Leong via email at [jacqueline@heart.org.sg](mailto:jacqueline@heart.org.sg) or fax 6258 5240. Please indicate on the email/fax subject: "**SPCRS 2019 - Clarification**".
5. 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 PROFESSIONAL CONFERENCE ORGANISER (PCO)  
SERVICE FOR SINGAPORE HEART FOUNDATION'S  
SINGAPORE PREVENTION AND CARDIAC REHABILITATION SYMPOSIUM 2019  
18 & 19 OCTOBER 2019  
(Tender No. SHF/ITT/2019/001)**

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## **1.0 INTRODUCTION**

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 diseases and stroke. Our mission is achieved through various initiatives, campaigns and public education programmes.

The Foundation organised its inaugural "Singapore Prevention and Cardiac Rehabilitation Symposium" (SPCRS) in 2015, targeting the local Healthcare and Allied Health Professionals with the support of National Heart Centre, National University Heart Centre Singapore, the Singapore Cardiac Society, International Council of Cardiovascular Prevention and Rehabilitation and World Heart Federation.

In view of positive feedback and encouragement to have more of such conferences to be held locally, The Foundation decided to host the SPCRS in Singapore every 2 years, targeting delegates from regional countries as well as our local healthcare and allied health professionals. This is to enable wider knowledge and best practices to be shared among the region.

## **2.0 SCOPE OF TENDER**

- 2.1 Following the success of the second SPCRS, which was conducted in October 2017, the Foundation will be having the third run this year. The Foundation is pleased to invite Professional Conference Organisers (PCO) to submit their tender for the provision of event management, publicity and marketing of the third Symposium in 2019.
- 2.2 The Symposium is titled "Singapore Prevention and Cardiac Rehabilitation Symposium 2019 (also known as SPCRS 2019). It will be held on 18 & 19 October 2019 (Fri & Sat) over 2 days at Novotel Singapore Clarke Quay.
- 2.3 Expected Attendance & Target Audience  
The Symposium expects to attract 400 local and regional delegates. The target audience will be nurses, physiotherapists, occupational therapists, dietitians, doctors, healthcare administrators and tertiary students.
- 2.4 Symposium Format  
Although the format at this stage should be regarded as flexible, the following may be used as a guideline for initial planning purposes:

**Day One : 18 October 2019 (Friday)****Morning**

- Hands-on Healthy Cooking Session led by Chef & Nutritionists
- Pre-Symposium Workshops

<b>Pre-Symposium Workshops</b>	<b>Duration</b>	<b>Workshop 1</b>	<b>Workshop 2</b>	<b>Workshop 3</b>	<b>Workshop 4</b>	<b>Workshop 5: Healthy Cooking</b>
08.00 - 09.00am	60mins	On-site Registration				
09.00 - 10.30am	90mins	Workshop	Workshop	Workshop	Workshop	Workshop
10.30 - 10.50am	20mins	Coffee Break				
10.50 - 12.20pm	90mins	Workshop	Workshop	Workshop	Workshop	Workshop
12.20 - 01.30pm	70mins	Lunch	Lunch	Lunch	Lunch	Lunch

**Afternoon**

- Symposium (plenary)

**Evening**

- Welcome Dinner Reception for Speakers

<b>Symposium</b>	<b>Duration</b>	<b>Plenary Session</b>
01.00 - 02.00pm	60mins	On-site Registration
02.00 - 02.30pm	30mins	Presentation 1 <b>-Keynote Address 1</b>
02.30 - 02.50pm	20mins	Presentation 2
02.50 - 03.10pm	20mins	Presentation 3
03.10 - 03.30pm	20mins	Presentation 4
03.30 - 03.40pm	10mins	Panel Discussion/Q&A
03.40 - 04.10pm	30mins	Coffee Break
04.10 - 04.30pm	20mins	Presentation 5
04.30 - 04.50pm	20mins	Presentation 6
04.50 - 05.10pm	20mins	Presentation 7
05.10 - 05.20pm	10mins	Panel Discussion/Q&A
07.30 - 9.30pm	120mins	Welcome Dinner for Speakers

**Day Two : 19 October 2019 (Saturday)****Morning**

- Opening Ceremony & Plenary Sessions
- Poster Display/Viewing and Poster Presentation
- Exhibition

<b>Morning</b>	<b>Duration</b>	<b>Programme</b>
08.00 - 09.00am	60mins	Registration
09.00 - 09.30am	30mins	<b>Opening Ceremony</b> <ul style="list-style-type: none"> <li>• Opening Performance</li> <li>• Welcome Address by Organising Chair</li> <li>• Speech by Guest of Honour</li> </ul>
09.30 - 10.00am	30mins	Presentation 8 - <b>Keynote Address 2</b>
10.00 - 10.20am	20mins	Presentation 9
10.20 - 10.40am	20mins	Presentation 10
10.40 - 10.50am	10mins	Panel Discussion/Q&A
10.50 - 11.20am	30mins	Coffee Break /Poster Viewing/Exhibition
11.20 - 11.40pm	20mins	Presentation 11
11.40 - 12.00pm	20mins	Presentation 12
12.00 - 12.20pm	20mins	Presentation 13
12.20 - 12.30pm	10mins	Panel Discussion/Q&A
12.30 - 02.00pm	90mins	Lunch/Poster Presentation/Exhibition

**Afternoon**

- Break-out sessions
- Poster Display/Viewing and Poster Presentation
- Exhibition

**Evening**

- Faculty Dinner for Scientific and Organising Committees Members

Symposium	Duration	Parallel Sessions	
		Track A	Track B
02.00 - 02.20pm	20mins	Presentation 14A	Presentation 14B
02.20 - 02.40pm	20mins	Presentation 15A	Presentation 15B
02.40 - 03.10pm	30mins	Presentation 16A	Presentation 16B
03.10 - 03.30pm	20mins	Panel Discussion/Q&A	Panel Discussion/Q&A
03.30 - 04.10pm	40mins	Coffee Break/Poster Presentation/Exhibition	
04.10 - 04.40pm	30mins	<b>Debate (Exercise vs Diet vs Medication)</b>	
04.40 - 04.50pm	10mins	Award Presentation & Closing	
<b><u>Evening</u></b>			
07.30 - 09.30pm	120mins	Faculty Dinner	

**3.0 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 Tenderer(s).
- 3.5 The Foundation may, at its sole discretion, require the successful Tenderer(s) 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.

**4.0 PROVISION OF SERVICES BY PCO**

The PCO is invited to tender for the provision of the following services. The list is not necessarily exhaustive and Tenderers are welcome to incorporate additional services as they believe would be required for the successful organisation of this Symposium.

The list is intended to be indicative of the responsibilities of the PCO as envisaged by the Organising Committee at this preliminary point of time. Tenderers should indicate their ability to provide the areas of services or indicate it is not a role that they would undertake. Where the Tenderer would sub-contract any such role this MUST be clearly stated.

**4.1 Abstract Management**

Include online abstract management system that handles abstract compilation, review and selection process, liaison with authors on status of abstracts, abstracts presentation, arrangement of poster viewing, poster panel boards (est. 80-100 abstracts) and peripherals etc.

E-Poster Viewing (Optional)

The Organising Committee may consider e-Poster viewing instead of setting-up poster panel boards. PCO shall furnish the costing for 8 kiosks as an alternative.

E-Programme Handbook

All accepted posters are to be published on an e-Programme Handbook which can be viewed via the symposium website.

4.2 Speaker/Programme Management

The Organising Committee shall determine the theme, programme content/sessions and identification/booking of relevant speakers.

Thereafter, the PCO shall take over the co-ordination of the speakers and the overall logistics related to the symposium programme including but not limited to the collation of speakers' biographies, submission of presentation slides, organised the speakers' travel arrangements, accommodation as agreed with the Organising Committee, the production of a programme overview and sending the final programme details to all confirmed speakers (including flight and accommodation details for foreign speakers).

4.3 Communications & Marketing

Include drafting and managing of the symposium budget, the development and execution of a symposium marketing and promotion strategy, development and management of the symposium website and production of the various announcements and programmes as well as promotional materials, and presentation/representation of the event to potential delegates, sponsors or other stake holders.

The PCO to take note that the Symposium website shall be interactive for handling online registration, online abstracts, online payment such as Credit Card and etc. The PCO shall also ensure that the Symposium website is equipped with strong security features as well as PDPA compliance.

SPCRS 2019 aims to draw at least 400 delegates and intends to attract large audience participation from the region. The PCO shall undertake to bring in the 400 delegates. PCO with experience in drawing foreign delegates in similar past projects will be a plus point.

4.4 Pre-Registration

Include online pre-registration and paper pre-registration, collection of registration fees (via online payment by credit card, telegraphic transfers and cheque payment), confirmation of delegates and regular/interval statistical reports on registration numbers, breakdowns & etc. to be provided to the Organising Committee.

Besides collection of delegates' registration fees on behalf of the Organiser, the PCO shall prepare and issue invoices directly to all delegates. All payments received on behalf of the Organiser shall be transmitted back to the Organiser's Bank Account within 45 days from the end of the Symposium.

4.5 On-site Management

Include the selection, contracting and co-ordination of supplier services required (such as emcee, audio-video, videography and photography services, etc.) and on-site registration system with fast, seamless check-in and instant badge printing features, on-site manpower and management of the event such as room set-up, AV requirements for various sessions, F&B needs, and secretariat support for speakers etc.

4.6 Symposium Items, Materials and Print

Include design and production or sourcing of all symposium supplies such as brochure/flyers, event letterheads, e-programme handbook, badges, lanyards, tent cards, bags, gifts, stage backdrop, banners, poster panel boards etc.

4.7 Technology Coordination

In consultation with the Organising Committee, negotiate, book and coordinate the supply and delivery of audio-visual requirements and other underlying technology required by the event. Be willing to work with preferred providers if directed by the Organising Committee. Examples of other underlying technology include network installations, wireless network, power boards, video recordings, mobile application and symposium streaming.

PCO should act as the point of contact between the symposium venue and any external providers including audio visual, network and technology providers to ensure these aspects of the conference experience run smoothly.

4.8 Provision of Hotel Listings for Foreign Delegates

Other than Novotel Singapore Clarke Quay (the symposium venue) listed as choice hotel for foreign delegates, PCO shall identify other different star hotels within the vicinity of the symposium venue as other accommodation options for foreign delegates. Delegates will make accommodation arrangement directly with their choice hotel.

4.9 Social Programme

Include proposing suitable dining places for the welcome reception dinner for speakers and faculty dinner for the Scientific and Organising Committees.

4.10 Transport

Include airport meet and greet, airport transfers, hotel-symposium shuttles, scheduling and management of foreign speakers.

4.11 General Requirements

Include working with the Organising Committee, attending meetings, minutes taking and be directly responsible for all aspects of the organisation of the Symposium.

4.12 Administration

Include management and co-ordination of all administration matters relating to the Symposium.

4.13 Post Symposium Matters

Include but not limited to statistical information relating to delegates attendance, percentage breakdown by delegates categories; sponsorship and exhibition summary and analysis; and collation of delegates' evaluation survey.

4.14 Optional Items

Tenderers may quote the additional optional items as listed below. These optional items quotes are to be valid for 8 months upon confirmation from the Organiser.

a. Exhibition

Include the preparation of exhibitor guidelines, the sales and allocation of spaces, and the co-ordination of set-up and dismantling of the exhibition.

Besides collection of exhibition fees on behalf of the Organiser, the PCO shall prepare and issue invoices directly to all exhibitors. All payments received on behalf of the Organiser shall be transmitted back to the Organiser's Bank Account within 45 days from the end of the Symposium.

b. Advertisement for e-Programme Handbook

Include the identification and development of advertisement opportunities and guidelines for the e-Programme Handbook, the sales of advertisement opportunities to potential advertisers, and delivery.

Besides collection of advertisement fees on behalf of the Organiser, the PCO shall prepare and issue invoices directly to all advertisers. All payments received on behalf of the Organiser shall be transmitted back to the Organiser's Bank Account within 45 days from the end of the Symposium.

c. Sponsorship

Include the identification and development of sponsorship opportunities and guidelines, the sales and marketing of sponsorship opportunities to potential sponsors and delivery. Sponsorship could include cash sponsorship and in-kind sponsorship.

Cash sponsors shall made direct payment to the Organiser's Bank Account. The Organiser will prepare and issue invoices directly to the Sponsors. The PCO shall keep detail listing of in-kind sponsorship showing name of sponsors, quantity, description and cost/market value of items. Listing to be given to organiser within 45 days from the end of the Symposium, together with copies of "Goods receipt notes" prepared by sponsors and acknowledged by PCO.

d. E-Poster Viewing

PCO shall furnish the costing for 8 kiosks for e-Poster viewing as an alternative to poster panel boards.

## 5.0 ELIGIBILITY OF PCO

The Tenderer should demonstrate their ability to provide the following:

- 5.1 Ability – Tenderers are required to demonstrate their ability to provide the required services as detailed in Clause 4.0 – Provision of Services by PCO.
- 5.2 Financial viability – Tenderers are required to demonstrate their financial credibility and proof may be requested.
- 5.3 Proven track record – Tenderers are required to demonstrate their experience as a PCO by providing information on projects they have managed – especially projects of a similar size and nature.
- 5.4 References – Tenderers are required to submit a least 2 referees who will be contacted by representatives of the Organising Committee. Details required are name, contact information, event with which they were/are associated and position in relation to the organising of that event. Additional letters of reference may also be attached.
- 5.5 Staffing – Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation.

- 5.6 Electronic Management – Tenderers should demonstrate their IT capability, capacity and ability to provide electronic facilities in a secure environment.
- 5.7 Financial Management – Tenderers are required to demonstrate their competence in the area of financial management including qualification of personnel in this respect.
- 5.8 Fees and Cost Structure - Tenderers are required to clearly set down fees to be charged for services.
- 5.9 Tender Briefing - There will be a briefing at **10.30am on 7 March 2019**. Attendance is **compulsory** for all Tenderers intending to submit a Tender Offer. Venue shall be at The Foundation’s main office. Tenderers are required to submit names of their representatives (maximum 2) to Ms Jacqueline Leong via email at [jacqueline@heart.org.sg](mailto:jacqueline@heart.org.sg) with the email subject “SPCRS 2019 - Tender Briefing” by **5.00pm on 6 March 2019**. **Non-attendance of this tender briefing shall be disqualified from submission of Tender Offer.**

## 6.0 PRICE SCHEDULE/BREAKDOWN

Tenderers are to provide the Price Schedule/Breakdown according to the template provided on Annex B.

## 7.0 SUBMISSION REQUIREMENTS

- 7.1 The Tenderer shall submit the tendered price in an itemized format as stipulated under Clause 6.0 - Price Schedule/Breakdown.
- 7.2 The Tenderer shall submit a project timeline for SPCRS 2019.
- 7.3 The Tenderer shall submit track records in providing event management services to similar past projects. This shall include a list of past clients and scope of event which shall be considered in the evaluation.
- 7.4 The Tenderer shall include any other additional requirements separately as an option, which is deemed to be beneficial for the success of the event.
- 7.5 The following documents/information shall be submitted using the tender box:
- Form of Tender : Annex A
  - Price Breakdown (Itemized pricing)/Schedule of rates (as the case may be) : Annex B
  - Itemized checklist matching clause 4.0 Provision of Services by PCO.
- 7.6 Where Tender Offers or parts of Tender Offers are submitted using the tender box:
- The documents/information/items must be submitted in sealed envelopes.
  - (i) 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.

- 7.7 Tender Offers submitted after the Closing Date and time shall be disqualified.**
- 7.8 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.
- 7.9 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.
- 7.10 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 or facsimile on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.
- 7.11 Title to the Goods shall pass from the Tenderer to the Foundation upon receipt by the Foundation in Singapore.
- 7.12 The risk of loss or damage to the Goods shall pass from the Tenderer 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 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 the Foundation.
- 7.13 All documents/information/items must be submitted in sealed envelopes and delivered to the address stated below by **5.00pm on 22 March 2019 (Friday)**.

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

## **8.0 EVALUATION CRITERIA**

- 8.1 The tender proposals are evaluated based on the following criteria:
- Compliance to all requirement specification
  - Ability to meet delivery schedule
  - Competitive price
  - Tenderer's 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.

## **9.0 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.

## 10.0 DELIVERY

The Tenderer shall deliver according to the Delivery Date(s)/Schedule(s) and in the manner specified by the Foundation. 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 the Foundation/authorised recipient. The requests for changes of delivery schedules shall be submitted to the Foundation for approval at least two weeks in advance giving reasons for proposed changes.

## 11.0 PAYMENT

- 11.1 Upon confirmation of the award to the appointed PCO, a down-payment of **Twenty Percent (20%) of the Contract Amount** will be payable within Thirty (30) working days from the date of receipt of invoice.
- 11.2 Second Payment of **Twenty Percent (20%) of Contract Amount** will be made **upon 40% work completed**, within thirty (30) days from the date of receipt of invoice.
- 11.3 The remaining balance payment will be made **upon the Foundation's receipt of all revenue proceeds collected by the PCO on behalf of the Foundation and completion of the event**, within thirty (30) days from the date of receipt of invoice.

## 12.0 COPYRIGHTS

- 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 Tenderer).
- 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 Tenderer.

## 13.0 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.

## 14.0 APPLICABLE LAW

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

**15.0 DISPUTE RESOLUTION**

- 15.1 The Parties shall 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.

**16.0 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 Goods or Services provided and accepted up to the end of the 30 days' notice period.

**17.0 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.

## 18.0 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.

## 19.0 SYMPOSIUM VENUE

Novotel Singapore Clarke Quay  
177 A River Valley Road  
Singapore 179031

Please refer to Annex C1-2 for pictures and layout of the ballroom and function rooms to be used for the Symposium.



## 20.0 ENQUIRIES

All enquiries regarding this Invitation to Tender should be made in writing and directed to either:

Jacqueline Leong  
Manager  
Heart Wellness Centre  
Singapore Heart Foundation  
9 Bishan Place #07-01  
Junction 8 (Office Tower)  
Singapore 579837  
DID : 6354 9331  
Email : jacqueline@heart.org.sg

Mr Tay Hung Yong  
Principal Physiotherapist & Manager  
Heart Wellness Centre  
Singapore Heart Foundation  
9 Bishan Place #07-01  
Junction 8 (Office Tower)  
Singapore 579837  
DID : 6354 9347  
Email : hungyong@heart.org.sg

## Annex A

**FORM OF TENDER**

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

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

**TENDER NO: SHF/ITT/2019/001**

- 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 8 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.
- 7 Our Contract Price for the goods and/or services to be supplied by us is SGD \_\_\_\_\_ (Singapore dollars \_\_\_\_\_) (excluding Singapore Goods & Services Tax).
- 8 An itemized breakdown of the Contract Price for the goods and/or services is given in the price schedule attached.
- 9 We further undertake to give you any further information which you may require.

<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) ..."

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)  
Company or Business Registration No<sup>4</sup>:

Tenderer's Official Stamp<sup>4</sup>:

Authorized Signature<sup>4</sup>:

Name :

Designation :

(\*Delete whichever is not applicable)

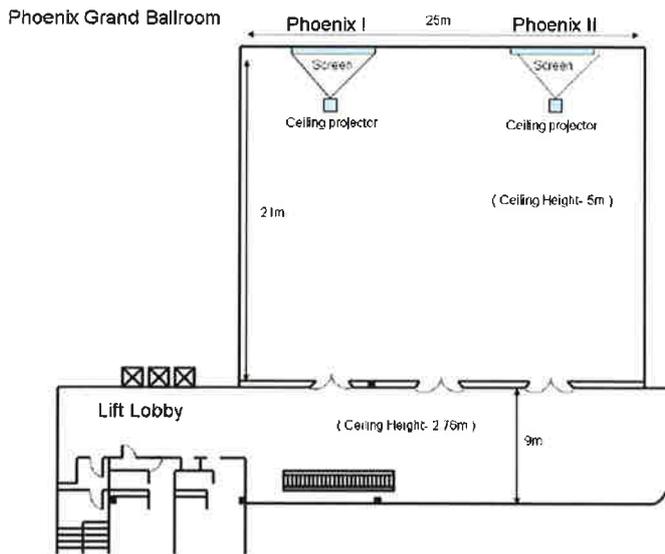
NOTICE: This Form of Tender duly completed MUST accompany every Tender Offer. Any change to its wordings may render the Tender Offer liable to DISQUALIFICATION

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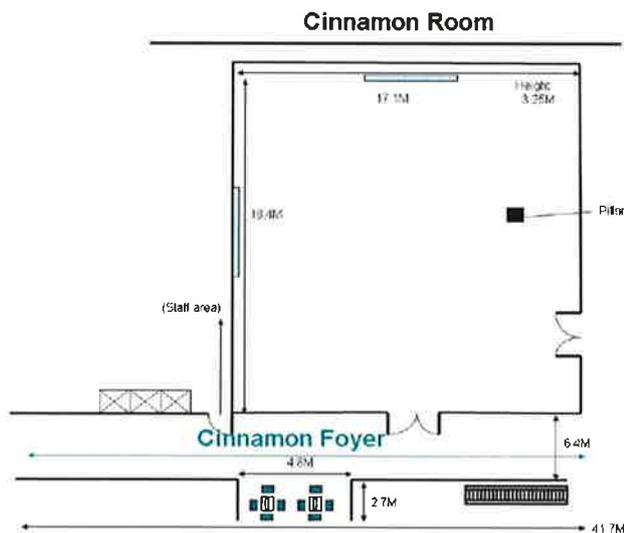
<sup>3</sup> If the Tender offer is submitted by a consortium, the Tender offer shall be submitted by the Lead Member on behalf of all members of the consortium. Each member of the consortium shall be listed. For example, "... for and on behalf of (Name of 1st Member), (Name of 2nd Member) and (etc –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

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

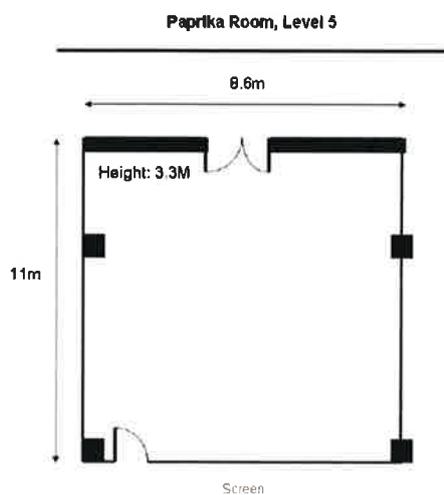




Phoenix Grand Ballroom



Cinnamon Room



Paprika Room



## Annex C2



Phoenix Ballroom  
Foyer @ Level 6

Cinnamon Room  
Foyer @ Level 5



Corridor leading  
to Paprika & other  
Function rooms@  
Level 5



Function Room Capacity Chart

LEVEL 5	SIZE	TOTAL (SQ.M)	HEIGHT (M)	BOARD ROOM	THEATRE ROOM	CLASS ROOM	U-SHAPE	BANQUET (No Dancefloor)	BANQUET (Inc Dancefloor)	COCKTAIL
Cinnamon	(L) 17m by (W) 18.5m	314.5	3.3	48	300	180	48	250	150	300
Paprika	(L) 11m by (W) 8.6m	94.6	3.3	30	80	48	28	60	-	80
Clove	(L) 9.1m by (W) 6.8m	56.4	3.3	21	40	21	18	40	-	30
Nutmeg	(L) 9.1m by (W) 6.8m	53	3.3	21	40	21	18	40	-	30
Mace	(L) 7.8m by (W) 6.8m	53	3.2	21	40	21	18	40	-	30
Saffron	(L) 7.8m by (W) 6.8m	53	3.2	21	40	21	18	40	-	30
Terrace	(L) 7.8m by (W) 6.8m	-	-	-	-	-	-	60	-	160

LEVEL 6	SIZE	TOTAL (SQ.M)	HEIGHT (M)	BOARD ROOM	THEATRE ROOM	CLASS ROOM	U-SHAPE	BANQUET (No Dancefloor)	BANQUET (Inc Dancefloor)	COCKTAIL
Phoenix Grand Ballroom	(L) 21m by (W) 25m	525	5	-	600	380	-	500	430	600
Phoenix 1	(L) 21m by (W) 11m	231	5	48	280	130	45	220	150	280
Phoenix 2	(L) 21m by (W) 11m	231	5	48	280	130	45	220	150	280

LEVEL 7	SIZE	TOTAL (SQ.M)	HEIGHT (M)	BOARD ROOM	THEATRE ROOM	CLASS ROOM	U-SHAPE	BANQUET (No Dancefloor)	COCKTAIL
Executive Boardroom	(L) 9m by (W) 7.4m	66.2	2.9	15	-	-	-	-	-