



**INVITATION TO TENDER FOR APPOINTMENT OF
AN EVENT MANAGEMENT AGENCY FOR
SINGAPORE HEART FOUNDATION'S
PLEDGE YOUR HEART WALK 2020 EVENT**

Tender Notice

Tender Ref. No. :	SHF/ITT/2019/002
Publication Date :	18 October 2019
Description :	INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR SINGAPORE HEART FOUNDATION'S PLEDGE YOUR HEART WALK 2020 EVENT
Closing Date and Time :	8 November 2019, 5pm
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 18 October 2019 at Singapore Heart Foundation website: https://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.	

18 October 2019

To The Tenderer,

Dear Sir/Madam,

SHF/ITT/2019/002

INVITATION TO TENDER FOR APPOINTMENT OF AN EVENT MANAGEMENT AGENCY FOR SINGAPORE HEART FOUNDATION'S PLEDGE YOUR HEART WALK 2020 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. Tenderers must submit their Tender Offers and the forms by the Closing Date, which is at **5pm on 8 November 2019**.
3. The Tender Documents will be published and made available from **18 October 2019** at Singapore Heart Foundation website:
<https://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. Please indicate on the email/fax the subject: "Pledge Your Heart Walk 2020 – Clarification".
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 (CVD) 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, second in 2018. As it was well-received among the public and media, we are organising a 3rd installment of the Pledge Your Heart Walk in 2020. The event will be a 3km and/or 5.5km walk (non-competitive) that aims to raise the awareness of CVD in women and motivate them to take charge of their heart. Pledge Your Heart Walk 2020 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 2020.

2.2 Pledge Your Heart Walk 2020 will be held on the **20th June 2020** at the **Oasis Terraces Community Plaza, Punggol (TBC)**. The event consists of various activities related to heart-health such as a 3km and 5.5km 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.

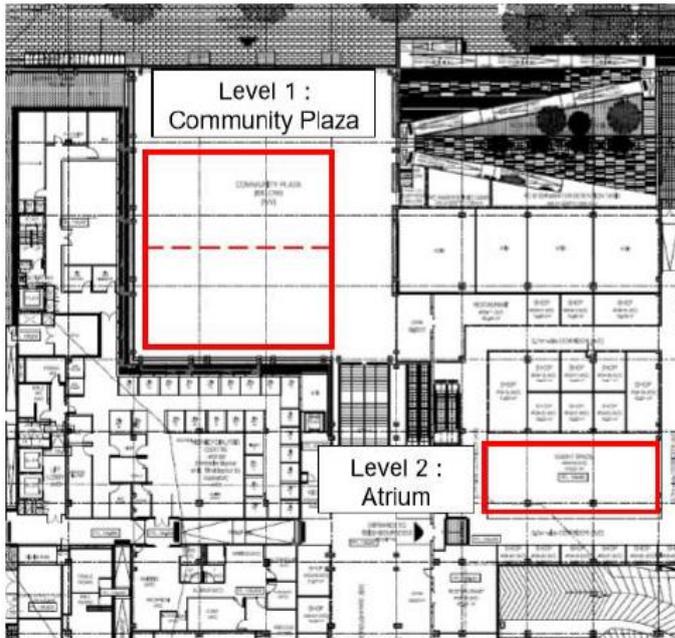
- 3.2 The Foundation shall have the right to accept parts of Tender Offers from one or more Tenderers except in the case of Tenderers that expressly stipulate to the contrary in their Tender Offers.
- 3.3 The issuance by the Foundation of a Letter of Acceptance and/or Purchase Order accepting a Tender Offer or parts of a Tender Offer (subject to 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. EVENT DETAILS/DELIVERY SCHEDULE

Event:	Pledge Your Heart Walk 2020
Organiser:	Singapore Heart Foundation
Date:	20 th June 2020
Time:	8.00am to 12.30pm
Venue:	Oasis Terraces Community Plaza, Punggol (TBC)
Guest of Honour:	TBC
Target Turnout:	1200 pax
Target Crowd:	General public but the primary target audience will be women especially mothers and wives.

Venue Photos: Oasis Terraces Community Plaza, Punggol

Location: Community Plaza & Atrium



Community Plaza (Level 1)

- Usable Floor Area: 462 m²
- Non-air con, sheltered
- Available as 1 full lot or 2 half-lots

Atrium (Level 2)

- Usable Floor Area: 152 m²
- Air con, sheltered
- Available as 1 full lot



4.1 As Pledge Your Heart Walk 2020 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. MAIN REQUIREMENTS

Pledge Your Heart Walk 2020 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 Main Requirements

MAIN REQUIREMENTS				
S/N	Description	Qty	Unit Price (\$\$)	Total Price (\$\$)
A	Permits/Licenses Application			
	• FSSB/Temporary Permit License	01 Unit		
	• Public Entertainment License	01 Unit		
	• LEW & EMA License	01 Unit		
B	Event/Walk Management			
	• Coordinator/s to handle all correspondences before event	01 Lot		
	• Coordinator/s for actual day	01 Lot		
	• Venue layout planning and drafting	01 Lot		
	• Logistics management	01 Lot		
	• Route planning, marking and mapping for 3km & 5.5km walk (see appendix 1)	01 Lot		
	• Safety evacuation route planning and management (inclusive of risk management)	01 Lot		
	• Setup and dismantling	01 Lot		

C	Manpower requirements			
	• Event IC	01 Pax		
	• Operations crews	01 Lot		
	• Route marshals	01 Lot		
	• Logistics crews	01 Lot		
D	Design Services & Publicity Collaterals			
	• Event identity conceptualization and creation	01 Lot		
	• Event visual marketing & advertising materials:	01 Lot		
	❖ Poster design (A4 size)	02 Units		
	❖ Website banner 1000px x 400px (H)	01 Unit		
	❖ Facebook banner 820px x 312px (H)	01 Unit		
	❖ Newspaper advertisement (Size TBC)	01 Unit		
	• Event visual route, mapping and signages (inclusive of directional signages, Start and End points for photo opportunities) ❖ With design, production and installation	01 Lot		
	• Event venue dress up ❖ With design, production and installation	01 Lot		
E	Online Registration System			
	• Revising of HTML microsite (existing) 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	01 Lot		
	• Online credit card (Visa/MasterCard) payment facility for walk fee collection + donation options – Quantity: 1200.	1200		
F	Structural Setup			
	• CPR+AED Booth ❖ Size: approx. 64sqm ❖ Shell system, half panel on all sides (see appendix 2) ❖ To leave an opening for entrance and exit	01 Unit		
	• Exhibition booth ❖ 3m x 2m each ❖ Shell system, half panel (see appendix 2) ❖ with fascia header boards	10 Units		
	• Main stage, 16ft x 12ft x 2ft (to come with	01 Unit		

	stage backdrop 16ft x 8ft, red carpet, skirting and staircase etc) ❖ Backdrop includes frame, design, production, installation			
	• Start / End Arch (along the park route)	01 Unit		
G	Audio Equipment			
	• Sound System for main stage ❖ Mixer, CD playback, speakers ❖ Sound technician	01 Lot		
	• Wireless Handheld mic	02 Units		
	• Hands-free mic	02 Units		
H	Logistic Equipment			
	• Stage Landscaping (Basic)	01 Lot		
	• System counter table with lock (low)	10 Units		
	• PowerPoints	15 Units		
	• Red plastic chairs	80 Units		
	• Air horn	01 Unit		
I	Cleaning Services			
	• Pre-event cleaning	01 Lot		
	• Event day cleaners	01 Lot		
	• Post-event cleaning	01 Lot		
	• Waste disposal bin deployment & waste management	01 Lot		
J	Security Services			
	• Night security one day before event	01 Pax		
K	Event Pack Collection: Held at the Foundation Office (2 days weekend)			
	• Pre and Post Packing of event packs	01 Lot		
	• Event pack collection management	01 Lot		
	• Collection System + Laptops	01 Lot		
	• Distribution management and Manpower	01 Lot		
	• Transportation of entitlements (2 ways)	01 Lot		

6. OPTIONAL ITEMS

- 6.1 Tenderers must propose **three** other programmes /activities for the event. Characteristics of the activities are listed in the table below (refer Clause 6.4)

- 6.2 Tenderers must provide layout plan (1 draft) in the proposal to ensure that all compulsory and proposed activities can fit into the venue.
- 6.3 Tenderers are to quote the optional items as listed below. These optional items quotes are to be **valid for 8 months** until the end of the event.
- 6.4 Optional Items

A. Programme/Activities		
Stage Programme:		
1.	Characteristics	Total Amount (S\$)
Proposed Stage Programme	<ul style="list-style-type: none"> • Engaging & interesting • Related to (or women) heart disease and/or its prevention. • Low cost • No workouts • Logistical items cost and manpower costs to be included for the activity 	
Activities/Games:		
2.	Characteristics	Total Amount (S\$)
Proposed Activity/ Game 1	<ul style="list-style-type: none"> • 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 	
3.	Characteristics	Total Amount (S\$)
Proposed Activity/ Game 2	<ul style="list-style-type: none"> • 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 	

B. ADDITIONAL OPTIONAL ITEMS				
S/N	Description	Qty	Unit Price (\$\$)	Total Price (\$\$)
1	Permits/Licenses Application			
	• Lucky Draw Permit	01 Unit		
	• Trade Fair Permit	01 Unit		
	• Any other necessary permits and licenses (please state)	01 Unit		
2	Manpower requirements			
	• Event photographer (7.30am – 12.30pm). All pictures to be given to the Foundation in a DVD	01 Pax		
	• 3 x Bicycles for Route Marshals & Staffs	03 Pax		
	• 1 x Security officer (Unarmed)	01 Pax		
3	Customer Service Hub (Email & Phone Enquires)			
4	Design Services & Publicity Collaterals			
	• Design adaptation (Poster/Advertisement)	01 Lot		
	• Activity Stamp booklets -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. ❖ Stamp booklet with design & production ❖ Customised 20 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	1200 Units		
	• Horizontal Banner ❖ Approx. 4.5m x 1m ❖ Design, production, installation	01 Unit		
	• Lamp Post Banner ❖ Approx. 3.5m x 1m ❖ Design, production, installation	01 Unit		
5	Structural Setup			
	• Simple customised booth for Singapore Heart	01 Unit		

	<p>Foundation (Go Red for Women)</p> <ul style="list-style-type: none"> ❖ Estimated allocated space area to be around 4m x 3m ❖ Events management agencies to propose, please keep cost low 			
	<ul style="list-style-type: none"> • Storeroom & Redemption Counter @Level 2 Atrium (see appendix 3) <ul style="list-style-type: none"> ❖ With Lock ❖ Partition part of the store for prize redemption ❖ 9m x 6m ❖ Shell system 	01 Unit		
	<ul style="list-style-type: none"> • Volunteer & Baggage deposit booth @Level 2 Atrium (see appendix 3) <ul style="list-style-type: none"> ❖ With Lock ❖ 5m x 5m ❖ Shell system ❖ with baggage racks 	01 Unit		
	<ul style="list-style-type: none"> • Flag-off Platform <ul style="list-style-type: none"> ❖ 8ft x 8ft x 3ft stage with red carpet 	01 Unit		
	<ul style="list-style-type: none"> • System-constructed poster wall (see appendix 4) <ul style="list-style-type: none"> ❖ 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 	01 Unit		
	<ul style="list-style-type: none"> • Photowall <ul style="list-style-type: none"> ❖ 8ft x 8ft ❖ 4C ❖ Design, production, installation 	01 Unit		
	<ul style="list-style-type: none"> • Generators with fencing and DB box to support whole event 	01 Unit		
6	Misc. Logistics Equipment			
	<ul style="list-style-type: none"> • Queue pole 	10 Units		
	<ul style="list-style-type: none"> • High counter table with fascia header (see appendix 5) 	02 Units		
	<ul style="list-style-type: none"> • Metal barricades 	10 Units		
	<ul style="list-style-type: none"> • VIP cocktail table with table cloth 	03 Units		
	<ul style="list-style-type: none"> • Island-wide walkies 	10 Units		
	<ul style="list-style-type: none"> • Carpet for whole event area (Please provide 	01 Lot		

	additional option for used carpet)	New		
		Old		
	• Carpet for Level 2 Atrium area (Please provide additional option for used carpet)	01 Lot		
		New		
		Old		
	• Rostrum with hands-free mic	01 Unit		
	• Air cooler/mist cooler	05 Units		
7	Event materials			
	• Dri-fit tee shirts (4C x 0C printing with event text and sponsor' logo) ❖ based on minimum order quantity of 1000, 1200	1000 Units		
		1200 Units		
	• Tote bag (4C x 0C printing with event text and sponsors' logo) ❖ based on minimum order quantity of 1000, 1200	1000 Units		
		1200 Units		
	• Finisher Medal (based on 1 mould) ❖ based on minimum order quantity of 1000, 1200	1000 Units		
		1200 Units		
	• Accreditation pass for Crew & Staff (comes with lanyard)	10 Units		
8	Publicity			
	• SMS blasts (3 times sms eblast of 1200)	3600		
	• EDM blasts (3 times eblast of 1200) ❖ Inclusive of design fee	3600		
	• Minimum 2 weeks of pre-publicity on Social media engagement (Facebook and Instagram)	01 Lot		
9	Medical coverage for the entire event duration	01 Lot		
10	Refreshments for 15pax (VIP)	01 Lot		

7. ELIGIBILITY OF EVENT MANAGEMENT AGENCY

The Tenderers should demonstrate their ability to provide the following:

- 7.1 Ability – Tenderers are required to demonstrate their ability to provide the required goods and/or services as detailed in Clause 5.0 – Main Requirements and Clause 6.0 – Optional Items.

- 7.2 Financial viability – Tenderers are required to demonstrate their financial credibility and proof may be requested.
- 7.3 Proven track record – Tenderers are required to demonstrate their experience as an Event Management Agency by providing information on projects they have managed – especially projects of a similar size and nature.
- 7.4 References – Tenderers are required to submit at 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 organizing of that event. Additional letters of reference may be attached.
- 7.5 Staffing – Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation.
- 7.6 Electronic Management – Tenderers should demonstrate their IT capability, capacity and ability to provide electronic facilities in a secure environment.
- 7.7 Financial Management – Tenderers are required to demonstrate their competence in the area of financial management including qualification of personnel in this respect.
- 7.8 Fees and Cost Structure – Tenderers are required to clearly set down fees to be charged for goods and/or services.

8. SUBMISSION REQUIREMENTS

- 8.1 The tenderers shall submit the tendered price in an itemized format as stipulated in the requirements in the Main Requirement (Clause 5.1) and the Optional Items (Clause 6.4).
- 8.2 The events management agency shall submit a proposal for **three** other programmes /activities mentioned in Clause 6.1 along with a proposed layout (1 draft) of the event mentioned in Clause 6.2. Tenderers must ensure that all compulsory and proposed activities can fit into the venue.

8.3 The tenderers must follow the Pledge Your Heart Walk 2020 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 within 30 days from date of receipt of invoice	Down payment	NA	0%	0%
2	20% of contract value for 1st 40% work completed within 30 days from date of receipt of invoice	Creative Deadline for Registration portal	1-Jan-20	40%	40%
		Registration portal test	Mid-Jan-2020		
		Event tee order	23-Feb-20		
		Start of Registration (Website & Mobile)	End-Feb- 2020		
		Confirm Medal/Goodie bag design	Early-Mar-2020		
3	Final 60% of contract value upon satisfactory completion of the event and the Foundation's receipt of all revenue proceeds collected by the Event Management Agency on behalf of the Foundation, with 30 days payment terms	End of Registration	End-May-2020	20%	60%
		Medal/Goodie bag production commences	1-Jun-20		
		T-shirt delivery	1-Jun-20	40%	100%
		Event pack collection	13 & 14 June 2020		
		Event setup	19-Jun-20		
		Event day	20-Jun-20		
		Return of the collected registration fee amount to SHF	20-Jul-20		

8.4 The tenderers shall include any other additional requirements separately as an option, which is deemed to be beneficial for the success of the event. This list is to be titled as "Tenderer's Option List". The format is as per Annex B.

- 8.5 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 Main Requirements and Optional items in the Tender Specifications
- 8.6 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 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 placed in a place accessible to the public.
- 8.7 Tender Offers submitted after the Closing Date shall be disqualified.
- 8.8 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.
- 8.9 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.
- 8.10 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 tenderers to check email, facsimile on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.
- 8.11 Title to the Goods shall pass from the tenderer(s) to the Foundation upon receipt by the Foundation in Singapore.
- 8.12 The risk of loss or damage to the Goods shall pass from the tenderer(s) 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(s) from the time the Goods are received by the tenderer(s) for the purpose of modification, replacement, repair or rectification until the same are delivered and received by Singapore Heart Foundation.
- 8.13 All documents/information/items must be submitted in sealed envelopes and delivered to the address stated below by **8 November 2019 (Friday), 5pm.**

9. EVALUATION CRITERIA

- 9.1 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
- 9.2 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.

10. SHORT LISTING

- 10.1 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.
- 10.2 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.

11. DELIVERY

- 11.1 The tenderer(s) shall deliver according to the Delivery Date(s)/Schedule(s) and in the manner as specified by the Foundation as set out in Clause 8.5 and 8.6. The Tenderer shall obtain a receipt therefore from the authorised 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.

12. PAYMENT

- 12.1 20% of Contract Value after the signing of the Letter of Acceptance and upon receipt of tax invoice with 30 days payment terms.
- 12.2 Second Payment will be 20% of Contract Value upon 40% work completed based on required timeline mentioned in Clause 8.3 and upon receipt of tax invoice with 30 days payment terms.

- 12.3 Remaining balance payment will be made upon satisfactory completion of the event and receipt of all revenue proceeds collected by the tenderers on behalf of the Foundation, with 30 days payment terms. All receipts received on behalf of the Foundation shall be transmitted back to the Foundation within (30) days from the end of the event.

13. COPYRIGHT

- 13.1 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(s)).
- 13.2 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.
- 13.3 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 Clause 13.3 is without prejudice to any provisions to the contrary in the Conditions of Contract that are applicable to the successful tenderers.

14. SUB-CONTRACTING AND ASSIGNING

- 14.1 The tenderer(s) shall not sub-contract or assign the whole or any part of this Contract without the written consent of the Foundation. The tenderer(s) 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.

15. APPLICABLE LAW

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

16. DISPUTE RESOLUTION

- 16.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 16.2 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.
- 16.3 A Party that receives a notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Clause 16.2.
- 16.4 For the avoidance of doubt, failure to comply with Clauses 16.2 or 16.3 shall be a breach of contract.

17. SUSPENSION OR TERMINATION

- 17.1 The Foundation shall, after giving 7 days written notice to the tenderer(s), have the right to suspend or terminate this Contract if the Foundation is affected by any state of war, act of god or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension nor shall termination save that the Foundation pay the tenderer(s) the price of the Goods or Services that have been performed and accepted by the Foundation. The tenderer(s) 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 17.
- 17.2 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 tenderer(s) shall not be entitled to any compensation or damages whatsoever in relation to such a termination. The tenderer(s) shall only be entitled to payment for any Services provided and accepted up to the end of the 30 days notice period.

18. RIGHTS OF THE FOUNDATION IN THE EVENT OF DEFAULT BY THE TENDERERS

- 18.1 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.
- 18.2 If the tenderer(s) are in breach or defaults in their performance of this Contract, the Foundation may issue a written notice of breach or default to the tenderer(s). 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.

- 18.3 If the tenderer(s) fails to remedy the default or otherwise propose an acceptable solution under Clause 18.2, the tenderer(s) shall be taken to have repudiated the Contract and the Foundation shall have the right to terminate the Contract or cancel any part of the Goods or Services by way of a written notice of termination or cancellation as the case may be. The termination or cancellation shall take effect from the date of the written notice and the Foundation shall not be liable to the tenderer(s) for any damages or compensation.
- 18.4 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 tenderer(s) 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 tenderer(s) 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 tenderer(s) and is not withdrawn within 14 days of its commencement; or
 - (d) The tenderer(s) 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.

- 18.5 If there is any termination of this Contract or cancellation of Goods or Services under this Clause 18, the Foundation shall have the right to purchase, from other sources, the Goods and Services (including similar or equivalent goods and services in the case where the exact goods and services are not available) that have not yet been performed or supplied at the time of termination or cancellation. All increased costs incurred by the Foundation in purchasing the Goods or Services or similar or equivalent goods or services from other sources shall be deducted from any moneys due or to become due to the tenderer(s) or shall be recoverable as damages.

19. VARIATION OF CONTRACT

- 19.1 No attempts to vary this Contract shall have any force unless made in writing and executed by the tenderer(s) and the authorised contract signatory of the Foundation.

20. 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

Annex A

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/2019/002

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

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 authorised 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)
Company or Business Registration No⁴:

Tenderer's official
Stamp⁴:

Authorised 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.

Annex B**PRICE BREAKDOWN (for Clauses 5.1, 6.4 and 8.4)**

S/n	Description	Qty	Unit Price (\$)	Total Price (\$)
	Contract Price (excluding Singapore Goods and Services Tax)			

Kindly refer to Clauses 5.1 and 6.4 and use the exact details provided in the lists for the itemized breakdown of the contract price.

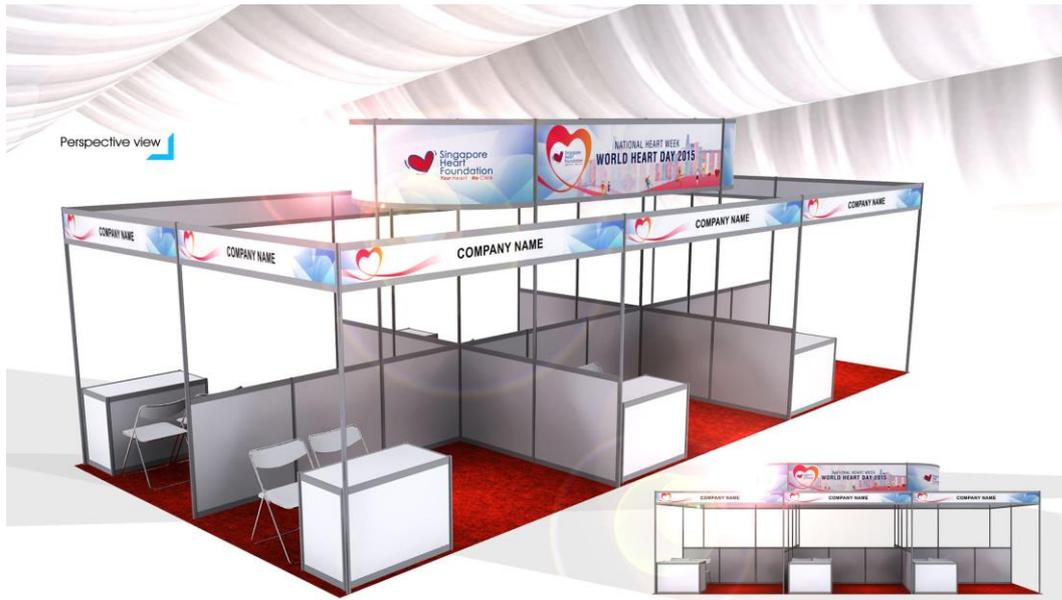
Appendix 1

PYHW 2018, 3km & 5.5km Route Map for reference



Appendix 2

Shell system half panel exhibition booths



Appendix 3

Store room and redemption counter



Appendix 4
Double-sided System-constructed Poster Wall



Appendix 5
High Counter table with fascia header

