

Open Tender Document: STPI/2022/003

INVITATION TO TENDER FOR THE DESIGN AND BUILD SERVICES FOR THE REDECORATION AND REFURBISHMENT OF LEVEL 1 & 2 GALLERY ENTRANCE AND ARTIST APARTMENT (#04-01 TO #04-04) FOR SINGAPORE TYLER PRINT INSTITUTE (STPI)

25 May 2022

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Tender Notice

Tender Ref. No.:	STPI/2022/003
Publication Date:	25 May 2022
Description:	INVITATION TO TENDER FOR THE DESIGN AND BUILD SERVICES FOR THE REDECORATION AND REFURBISHMENT OF LEVEL 1 & 2 GALLERY ENTRANCE AND ARTIST APARTMENT (#04-01 TO #04-04) FOR SINGAPORE TYLER PRINT INSTITUTE (STPI)
Closing Date and Time:	22 June 2022, 5pm
Amended Closing Date and Time:	N/A
Offer Validity Duration:	12 calendar months
Tender Box No.:	Submit all tenders via email to confidential email address: tender@stpi.com.sg Subject: Submission for Open Tender: STPI/2022/003
Publication of Tender Documents:	The tender documents will be made available online from 25 May 2022 via: https://www.stpi.com.sg/join-support/
Contact Person:	Chan Chin Ann Tel: 6336 3663 Email: chinann@stpi.com.sg
STPI 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.	

25 May 2022

To Tenderer,

Dear Sir / Mdm,

INVITATION TO TENDER FOR THE DESIGN AND BUILD SERVICES FOR THE REDECORATION AND REFURBISHMENT OF LEVEL 1 & 2 GALLERY ENTRANCE AND ARTIST APARTMENT (#04-01 TO #04-04) FOR SINGAPORE TYLER PRINT INSTITUTE (STPI)

1. STPI (“STPI”) 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. This Invitation to Tender comprises of the following Tender Documents:

This Covering Letter

Section A	Instructions to Tenderer
Section B	Work Specifications
Section C	Evaluation Criteria
Section D	Conditions of Contract
Section E	Prescribed Forms

3. Refer to the Instructions to Tenderers and the Prescribed Forms for the mode(s) of submission for Tender Offers and the forms to be used. Tenderers must submit their Tender Offers to e-Tender email (tender@stpi.com.sg) before the Closing Date and Time, which is at **1700 hrs, 22 June 2022**.

4. Tenderer must be registered under Building & Construction Authority (BCA) workhead “**CR06 Interior Decoration, & Finishing Works**” with a **financial grade of L2** and above.

5. The Tender Offer will be evaluated based on the Evaluation Criteria set out in Section C.

6. There will be an on-site tender briefing at **1500 hrs on 1 Jun 2022**. Attendance is compulsory for all Tenderers intending to submit a Tender Offer. Venue shall be at STPI main office 41 Robertson Quay Singapore 238236. Registration prior to the briefing is required. Tenderers are required to submit name and designation of their representatives via email to “chinann@stpi.com.sg” by 1700 hrs on 30 May 2022.

7. Tenderers who wish to seek clarifications on the Tender shall submit their written request via email no later than 7 working days prior to the close of the Tender to “chinann@stpi.com.sg”.

8. STPI does not bind itself to accept the lowest or any Tender Offers.



Yours faithfully,
Emi Eu
Executive Director, STPI

SECTION A: INSTRUCTIONS TO TENDERERS

SECTION A: INSTRUCTIONS TO TENDERERS

1. Definitions

1.1 Throughout this Invitation to Tender and any resultant Contract (defined in the Conditions of Contract), unless the context otherwise requires, the following definitions shall apply:

- (a) “**STPI**” means Singapore Tyler Print Institute.
- (b) “**Closing Date**” means the time and the date referred to in the Covering Letter, which is the deadline for submission of Tender Offers.
- (c) “**Invitation to Tender**” means the invitation to participate in this Tender and comprises all the Tender Documents referred to in the Covering Letter.
- (d) “**Tender Offers**” means the submissions made by Tenderers in response to the Invitation to Tender.
- (e) “**Tender Price**” means the total price stated in the Form of Tender for the provision of goods and/or services required under this Invitation to Tender.
- (f) “**Tenderers**” mean the persons invited to submit Tender Offers to provide the goods and/or services required under this Invitation to Tender.
- (g) “**Authorities**” or “**Authority**” means the Singapore Government Authority.

All other terms referred to in this Invitation to Tender shall have the same meanings as those given in the Conditions of Contract.

2. Eligibility

2.1 Tenderers can participate in this Tender only if not under any debarment from any of STPI’s tenders on or after the Closing Date.

2.2 If a Tender Offer is made without explicitly declaring whether the Tenderer is currently under any debarment from any of STPI’s tenders, STPI shall treat the Tender Offer as an express continuing declaration by the Tenderer that the Tenderer is not debarred from participating in STPI’s tenders and eligible to participate in this Tender and, if the aforesaid declaration is discovered to be false, STPI will be entitled to rescind any contracts entered into with the Tenderer pursuant to this Tender, without STPI being liable therefore for any damages or compensation.

2.3 Tenderer’s experience in handling heritage buildings will be an advantage.

2.4 Tenderers who do not meet any critical criteria under the Evaluation Criteria are liable to be disqualified at STPI’s discretion.

2.5 A **compulsory** tender briefing and/or site show round will be conducted on 1 Jun 2022, 1500hrs at the STPI main office at 41 Robertson Quay Singapore 238236. Tenderers must register their intention to attend, by providing the information on the number of persons attending (a maximum of two (2) persons are allowed to attend), their names and designations through email to “chinann@stpi.com.sg”.

3. Submission of Tender Offers

3.1 Tenderers shall submit their Tender Offers by the Closing Date in accordance with the following mode(s) of submission:

The following documents/information shall be submitted
1. All documents, information and forms mentioned in SECTION E: PRESCRIBED FORMS

3.2 Tenderers may submit other documents/information apart from those specifically listed under Sub-Clause 3.1 in support of Tender Offers. Such other documents/information may be submitted using any of the mode(s) of submission allowed under Sub-Clause 3.1.

3.3 By submitting a Tender Offer, the Tenderer consents to STPI's collection, use, disclosure and processing (including the transmission outside of Singapore) of the personal data (as defined in the Personal Data Protection Act 2012):

- (a) where the Tenderer is an individual, of the Tenderer; or
- (b) where the Tenderer is an organisation, of its officers, employees, staff, representatives, agents, licensees and third party sub-contractors,

for the purposes of assessing the Tenderer's suitability for the provision of goods and/or services required under this Invitation to Tender.

3.4 In relation to the personal data of such persons referred to in Sub-Clause 3.3(b) above, the Tenderer warrants that it has obtained their consent for STPI's collection, use, disclosure and processing of such personal data for the purposes highlighted in Sub-Clause 3.3.

3.5 Fees to be included in the tender price shall be fees for:

- (a) Professional Engineer ("PE") or Qualified Person ("QP"), and Architect or Interior Designer ("ID");
- (b) Approval submission to any government agencies/authority; and
- (c) Withdrawal of any Building Layout Plan Drawing, AutoCAD 3D Drawing and etc. from any government agencies/authority.

3.6 Tender Offers submitted after the Closing Date and Time shall be disqualified.

4. Language

4.1 Tender Offers and all supporting technical data and all documentation submitted as part of the Tender Offer must be written or properly translated into the English language.

5. Compliance with Instructions and Forms

5.1 Tender Offers are to be submitted according to the instructions contained in, and using any forms prescribed in, the Invitation to Tender.

5.2 Any Tender Offers which are not in accordance with the instructions and/or vary any of the prescribed forms are liable to be disqualified at STPI's sole discretion.

6. Validity Period

6.1 Tender Offers submitted shall remain valid for acceptance for the Validity Period set out in the Form of Tender and during such extension of the period as may be agreed in writing between Tenderers and STPI.

7. Withdrawal of Tender Offers

7.1 Any Tenderers that withdraw Tender Offers after the Closing Date are liable to be debarred from STPI's future tenders.

8. Acceptance of Tender Offers

8.1 STPI shall be under no obligation to accept the lowest or any Tender Offer by a Tenderer.

8.2 STPI 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.

8.3 The issuance by STPI of a Letter of Acceptance and/or Purchase Order accepting a Tender Offer or parts of a Tender Offer (subject to Sub-Clause 8.2) 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 (as defined in the Conditions of Contract).

8.4 The Letter of Acceptance and/or Purchase Order may be issued to the successful Tenderer(s):

- (a) by email address of the successful Tenderer(s), as set out in the Tender Offer; or
- (b) by hand or by post to the address of the successful Tenderer(s), as set out in the Tender Offer,

and such issuance of the Letter of Acceptance and/or Purchase Order shall be deemed effective communication of acceptance of the Tender Offer or parts of a Tender Offer.

8.5 STPI may, at its sole and absolute discretion, require the successful Tenderer(s) to sign a written agreement (as set out in Clause 8).

8.6 STPI is not under any obligation to inform any Tenderer of the reasons for non-acceptance of a Tender Offer.

8.7 The said Tenderer shall, within the time stated in the Letter of Acceptance, submit the Security Deposit (if required and stated in the Tender), Work Injury Compensation, Public Liabilities, Third-Party Risk insurance and such other documents as STPI may require, and execute the Form of Agreement.

9. Ownership of Documents and Intellectual Property

- 9.1 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 STPI shall remain the property of STPI. Tenderers shall immediately return all or any of the same on written request by STPI or destroy the same (and provide STPI with written confirmation of the destruction having been carried out), within one (1) week of the award to the Tender (except in the case of the successful Tenderer).
- 9.2 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 STPI belong to STPI or third parties as the case may be.
- 9.3 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 STPI. 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.

10. Samples

- 10.1 Where the Invitation to Tender states that samples of good(s) or any other item(s) are to be submitted, such samples shall be:
- (a) delivered at the sole cost of the Tenderers;
 - (b) delivered to the place stipulated on the date or by the deadline stipulated;
 - (c) delivered in such numbers for each of the good(s) or item(s) as stipulated; and
 - (d) marked clearly with the:
 - (i) tender reference number (from the Covering Letter);
 - (ii) description of the good or item concerned; and
 - (iii) name of the Tenderer concerned.
- 10.2 When submitting samples, Tenderers shall indicate in writing whether the samples are to be returned (subject to Sub-Clause 10.3). If no such indication is given, STPI shall not be obliged to return any samples. STPI may, at its sole and absolute discretion, decide to return the samples at its own costs or give the Tenderer written notification to collect the samples. STPI shall have the right to dispose, in any way and without payment of compensation, of any samples that Tenderers fail to collect after being given written notification to do so.
- 10.3 Where the Invitation to Tender states that samples may be subject to destructive testing, samples subjected to destructive testing need not be returned to the Tenderer notwithstanding any other Sub-Clause herein.

10.4 Where samples are required, the failure to provide the samples in the manner stipulated in the Invitation to Tender may render the Tender Offers concerned liable to disqualification at STPI's discretion.

11. Alteration, Erasures and Illegibility

11.1 Except for amendments to entries made by the Tenderer which are initialled by the Tenderer, Tender Offers bearing any other alterations or erasures and Tender Offers in which prices are not legibly stated are liable to disqualification at STPI's discretion.

12. Expense

12.1 No expense incurred by Tenderers in the preparation of Tender Offers shall be borne by STPI.

13. Tender Price and Goods and Services Tax

13.1 Tenderers must satisfy themselves before submitting any Tender Offers as to the correctness and sufficiency of their Tender Price for the execution and complete provision of all goods and/or services required under this Invitation to Tender. In this regard, Tenderers shall:

- (a) notify STPI in writing of any ambiguity, inconsistency or omission in or between any of the Tender Documents; and
- (b) seek clarification on the same from STPI by the stipulated period, as indicated in the Covering Letter.

13.2 The Tender Price set out in the Tender Offer shall be deemed to have included the delivery of all goods and/or the performance of all services to meet the Requirement Specifications in full. This is so regardless of whether such goods and/or services have actually been listed or priced in any breakdown of the Tender Price or in any other part of the Tender Offer. The price of anything not specifically listed or priced shall be deemed to have been included in the other price(s) actually set out in the Tender Offer.

13.3 The Tender Price and all breakdowns of the same proposed in Tender Offers must exclude any Goods and Services Tax ("**GST**") chargeable for the supply of goods and/or services required under this Invitation to Tender.

14. Clarifications

14.1 If STPI sends a written notice to any Tenderers to clarify any aspect of their Tender Offers, the Tenderers concerned must provide full and comprehensive responses within seven (7) days of the date of the written notice. For the avoidance of doubt, this may include the request for the submission for missing documents or information that may be required by STPI for this Tender provided that no Tenderer shall, in any case, be permitted to amend the proposed Contract Price already submitted.

15. Demonstration of capabilities

15.1 Tenderers shall at their own expense, at the written request of STPI, prepare and conduct demonstrations/presentations to substantiate the claims and proposals in their Tender Offers. The time, date and venue for any such demonstrations/presentations shall be determined by STPI.

16. Short listing

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

16.2 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.

17. Confidentiality

17.1 Except with the consent in writing of STPI, 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 STPI.

18. Applicable Law

18.1 All Tender Offers submitted pursuant to this Invitation to Tender, and the formation of any resulting contracts, shall be governed by the laws of the Republic of Singapore.

19. Amendment to Invitation to Tender

19.1 STPI 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.

19.2 Any amendments or issue of supplementary terms to the Invitation to Tender made pursuant to Sub-Clause 19.1 shall be issued through email, facsimile or STPI's website and it shall be the responsibility of the Tenderers to check their email and facsimile or STPI's website on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.

19.3 No oral representation shall be:

- (a) accepted or construed as amending or being supplementary to the terms of the Invitation to Tender; or
- (b) binding on STPI.

20. Notification

20.1 Tenderers should note that notification may not be sent to unsuccessful Tenderers by STPI.

21. Disclaimer

21.1 This Invitation to Tender may not contain all information which Tenderers may require. Tenderers should therefore make their own inquiries and seek such clarifications they think necessary. STPI shall not be liable to any Tenderer for any information in this Invitation to Tender which is incomplete or inaccurate. For the avoidance of doubt, the “information” mentioned in this Sub-Clause 21.1 excludes the Conditions of Contract and Requirement Specifications.

SECTION B: REQUIREMENT SPECIFICATIONS

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1 Introduction

- 1.1 Singapore Tyler Print Institute (“**STPI**”) at 41 Robertson Quay, Singapore 238236 is inviting Contractors to provide Design and Build services for the redecoration and refurbishment of Gallery Entrance at Level 1 lobby and Level 2 foyer/reception area (L1 & L2) and Artist Apartments at Level 4 (L4) as described below, and on the terms set out in the Invitation to Tender as a whole.
- 1.2 The Gallery Entrances and Artist Apartments were part of the upgrading of 41 Robertson Quay project completed in 2002. In this proposed redecoration and refurbishment of the gallery entrances and apartments, STPI aims to enhance its professional image from these spaces through visitors’ positive experience upon arriving STPI, and artists-in-residence enjoying their stays in STPI.

2 Scope of Services

- 2.1 The Contractor shall propose the Design and Build of the L1 & L2 Gallery Entrance and L4 Artist Apartments in 41 Robertson Quay that best meet STPI’s aim, ensuring functionality, maintainability and aesthetic are in place.
- 2.2 The Contractor is required to provide up to two (2) design concepts in 3D perspective as part of its proposals in the tender submission for STPI’s selection. When awarded this contract, the Contractor shall provide detailed design up to three (3) rounds of consolidated amendments on the selected concept. The Contractor is to take note that all design concepts provided are deemed to be included in the Contract Price.
- 2.3 The awarded Contractor for this contract shall:
 - 2.3.1 Based on the final selected design, to show all elements of design and to factor in all the requirements and feedback from STPI.
 - 2.3.2 Work closely with STPI on the design and installation works as well as to ensure all safety requirements are adhered to and incorporated into the works.
 - 2.3.3 Work closely and coordinate works with contractors appointed by STPI for other projects.
- 2.4 The Contractor shall include all furniture, appliances and equipment specifications in the proposal and provide the necessary information to STPI for consideration.
- 2.5 **L1 & L2 Gallery Entrance.** The approximate GFA of the entrance lobby at L1 is 55m² and at L2 (including reception area) is 21m². Please see layout in **Annex A** of this section. Contractor is to take into consideration BCA Accessibility Code in the proposed design and build of this area. The proposed works include:
 - 2.5.1 **Glass Doors.** To replace the existing manually open glass doors with those that provide welcoming and hassle-free entrance to visitors. Contractor shall evaluate the feasibility of using automatic door system for the replacement as preferred by STPI. The proposed glass doors shall also ensure entrance to be safe and secure, with features such as clearly marked motifs to make them visible, shatter-resistant, and able to integrate with existing access control system, etc.

- 2.5.2 Floor. To replace the existing floor tiles (at L1) and cement screed floor (at L2) with flooring that is contemporary, polished, durable, and easy to maintain. The proposed flooring shall include recesses at door entrances to reduce the risk of tripping when fitted with door mats. Sturdy door mats shall be provisioned to absorb dirt and moisture.
- 2.5.3 Staircase. To replace the existing tile finishes on stair landings, risers, and treads with timber. The proposed work shall take opportunity to “soften” the hard edges of the steps with nosing and curved steps. The balustrade is proposed to be redesigned, possibly by making use of its existing structure and the existing wall to create recessed handrail with LED lighting. Existing timber handrail, if Contractor recommends to re-use, is to be re-varnished.
- 2.5.4 Window display. To refurbish the existing window display area that can enhance the view of artwork to be displayed.
- 2.5.5 Walls and Ceiling. To repaint all interior walls and ceiling at this area, with features and choice of colour schemes to Contractor’s recommendation. The company name of STPI on the wall is also to be repainted. All cracks/holes are to be plastered and resurfaced before applying paint. The existing glass wall at L2 shall be frosted to obscure the view of eatery area.
- 2.5.6 Commemorative Wall Plaque. To restore the existing acrylic STPI official opening commemorative wall plaque, and if necessary to replace, with one to Contractor’s recommendation. Wordings decorated on the new plaque are to be same with the existing one, and clearly visible.
- 2.5.7 TV Monitors. To remove the existing TV monitors on the wall and make good the wall. In replacement proposal, Contractor shall design using multiple large-format digital screens on same wall for display of dynamic videos and still visuals, and to provide quote as optional item.
- 2.5.8 Notice Board. To replace the existing acrylic notice board besides the lift with touch screen digital board to Contractor’s recommendation, and to provide quote as optional item. The board is to allow STPI to upload information such as the event of the day, workshop and gallery programmes, notices, wayfinding details, etc.
- 2.5.9 Brochure Display Counter. To replace the existing brochure display counter with brochure holder / stand to Contractor’s recommendation. Contractor is also to propose creative use of space behind the counter (below staircase).
- 2.5.10 Lightings. To replace the existing foyer lights and their fittings, with design and brightness to Contractor’s recommendation, taking into consideration the need to enliven the foyer. The proposed lighting is to be energy saving type and easy for maintenance.
- 2.5.11 Reception Counter. At L2, to design and install a reception counter near the entrance in the gallery area, incorporating the following: -
- 2.5.11.1 Counter design to be sleek and contemporary, providing counter space for up to 3 staff with their laptops, and with drawers, 3x bag storage lockers (c/w resettable combination locks) and seats provisioned.
- 2.5.11.2 Countertop shall be free from any obstructions, with up to 3 seats provisioned for visitors.

- 2.5.11.3 Counter shall be extended to provide compartments for a mini wine chiller, a mini fridge, and storage rack for wine glasses. Contractor is to provide quote for a mini chiller and a mini fridge as optional items.
- 2.5.12 Electrical. To carry out electrical upgrading works, including replacement of existing switches and power sockets, re-wiring, and installation of additional points to be able to support the proposed installations at the Gallery Entrance.
- 2.5.13 Others. Contractor may propose any other works deemed necessary and/or ideal to spruce up the space at the Gallery Entrance.
- 2.6 **L4 Artist Apartments.** There are 4 apartments and their approximate GFA are 51m² (#04-01), 106.4m² (#04-02), 34.5m² (#04-03) and 35.4m² (#04-04). Please see layout in **Annex B**. The proposed works for each apartment are:
- 2.6.1 Door. To replace existing fire-rated entrance door and its frame c/w door lock system and apartment unit number to Contractor's recommendation.
- 2.6.2 Windows. To repair any windows that are damaged such as restoring with new window hinges and stays where necessary, and with new coat of paint for the frames. To replace existing window blinds with new to Contractor's recommendation.
- 2.6.3 Floor. To replace existing floor finish with heavy duty vinyl strip flooring with skirting to Contractor's recommendation.
- 2.6.4 Wall & Ceiling. To repaint all interior walls and ceiling at this area, with features and choice of colour schemes to Contractor's recommendation. All cracks/holes are to be plastered and resurfaced before applying paint.
- 2.6.5 Carpentry. To replace existing carpentry installations with new, viz:
- 2.6.5.1 Kitchen. Top hung and bottom cabinets with shelves, dish/draining racks, and doors. Bottom cabinets c/w solid kitchen and bar surface top with backsplash, stainless steel kitchen sink, induction hob and hood to Contractor's recommendation. To also cater space for washing machine, dryer, and fridge, and to provide quote for these appliances as optional items.
- 2.6.5.2 Living & Dining Area. Dining seating ledge with backrest in laminated finishes, dining table and chairs to Contractor's recommendation. For Living Area in #04-01 and #04-02, to provide seating ledge upholstered or sofa set to Contractor's recommendation. For furniture, i.e., dining table / chairs and sofa set, to provide quote as optional item. To also install ledge for TV, and to also provide quote for smart TV as optional item for the 4 apartments.
- 2.6.5.3 Bedroom. Bedroom door (in #04-01 and #04-02), wardrobe with adjustable shelves, drawers and hanging rods, as well as study counter ledge with drawers and seat to Contractor's recommendation. To provide quote for 1 queen size bed set with 2 bedside tables for each bedroom as optional item.
- 2.6.6 Bathroom. To replace existing bathroom installations with new, viz:

- 2.6.6.1 Floor and Wall. Homogeneous rectified ceramic tiles to Contractor's recommendation laid with approved waterproofing, screeds, and mortar/grout.
- 2.6.6.2 Door. Solid wood door treated with finishes to withstand high humidity.
- 2.6.6.3 Ceiling. Water resistant gypsum board in selected paint finish to Contractor's recommendation.
- 2.6.6.4 Vanity Top with Sink. Solid surface finish to Contractor's recommendation.
- 2.6.6.5 Others. Piping, sanitary wares (including bathtub in #04-02), fittings, and accessories to Contractor's recommendation.
- 2.6.6.6 Water heater. Storage water heater to Contractor's recommendation.
- 2.6.7 Lightings. To replace the existing lights, lamps, and their fittings, with design and brightness to Contractor's recommendation, taking into consideration the need to provide cosiness in the apartments. The proposed lighting is to be energy saving type and easy for maintenance.
- 2.6.8 Air-con. To replace the existing air-con and piping with ample cooling capacity based on the size of each apartment and of energy efficient type.
- 2.6.9 Electrical. To carry out electrical upgrading works, including replacement of existing DB, switches, power sockets, isolators, TV and telephone points, re-wiring, and installation of additional points to be able to support the proposed appliances in the apartments.
- 2.6.10 Others. All proposed appliances to adopt the prevailing GreenGov.SG targets set for the public sector. Contractor may propose any other works deemed necessary and/or ideal to spruce up the space in the apartments.
- 2.7 The Contractor shall provide One (1) year warranty for all the above works.
- 2.8 The Contractor shall provide Public Liability and Workman Compensation Insurance for the whole work before commencement of this project.
- 2.9 The Contractor shall purchase the necessary as-built drawings, and if necessary, submit pre-condition survey report and obtain necessary permits prior to work commencement. Such costs are deemed to be included in the contract price.
- 2.10 It is the onus of the Contractor to ascertain and satisfy for himself the actual dimensions, quantity and extent of works involved before submitting the tender.
- 2.11 The Contractor shall engage necessary consultants and professional services to comply with the prevailing code of practices, standards, and statutory requirements under relevant Authorities (including BCA, URA and FSSD), as well as STPI's specifications in terms of design and function.
- 2.12 The Contractor shall provide necessary protection and safety measures before commencement of works.

- 2.13 The Contractor shall establish and submit safe management plan prior to works commencement and ensure implementation.
- 2.14 The Contractor shall provide all ancillary works such as scaffolding, hoarding, noise abatement measures, removal, reinstatement and making good all works disturbed, etc., and all labour, materials, tools, and equipment necessary to carry out the works, including all safety equipment in compliance with the Workplace Safety and Health Act.
- 2.15 The Contractor shall ensure proper housekeeping and site hygiene and dispose of all debris off-site.
- 2.16 The Contractor shall submit soft copy in PDF format and two (2) sets of Work Completion Reports printed in colour with photographs after the completion of work for each area. Reports to be in A4 size showing the progress of work (Before, Work in Progress, After) on the entire scope of works for each area. All photographs are to be of reasonable size and details are to be shown clearly. The cost of the reports shall be deemed to be included in the Contract Price.
- 2.17 The Contractor shall provide two (2) sets of Operation & Maintenance Manuals comprising, but not limited to, as-built drawings (architectural, structural, M&E) in A0 size, material catalogue, warranties, endorsements from professional engineers and licenced workers, certifications, and approvals from relevant authorities. Softcopies in AutoCAD and PDF format shall also be submitted.
- 2.18 The Contractor is to advise STPI on the best maintenance practices of the products to ensure STPI is not in any breach of the warranty terms and conditions.
- 2.19 The Contractor shall arrange for training to STPI for special usage of equipment, appliances, material, functions, and any other items requested.
- 2.20 The general description of the Services mentioned above is only for guidance of the Contractor, and any error or omission shall not constitute a ground for claim by the Contractor. The onus is for investigating and ensuring the actual extent and nature of the Services comprised in this Contract prior to the submission of the tender is solely with the Contractor. Any doubts should be clarified with STPI before the tender is submitted. No claim arising out of lack of clarity or availability of information will be entertained. Allowance for any or all these provisions shall be made in the tender.

3 Compulsory On-site Tender Briefing

- 3.1 A compulsory attendance of on-site tender briefing for Tenderers to obtain for themselves information necessary for preparation of their Tender Offers will be conducted as detailed in the Invitation to Tender. No claims for expenses incurred in attending the on-site tender briefing will be entertained by STPI.

4 Period for Completion

- 4.1 The period for completion of all Services shall be **twenty (20) calendar weeks** from the date of commencement of Services.

5 Work Schedule

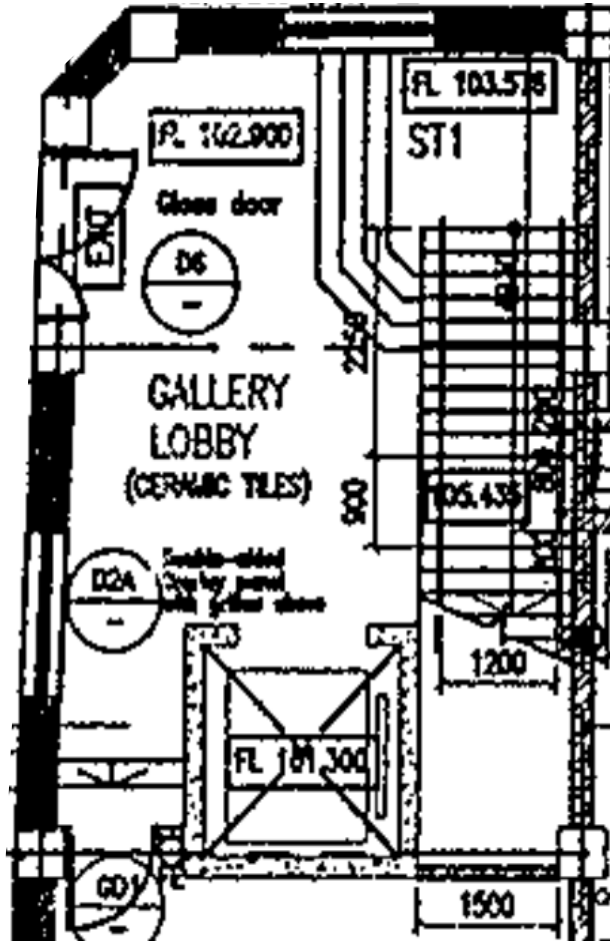
- 5.1 A work schedule shall be provided to STPI within **seven (7) days** by the Contractor upon issuance of Letter of Acceptance / Purchase Order. The said schedule shall include all the necessary information on the stages of works and method of application.
- 5.2 In the event of any dispute, the Contractor shall indemnify STPI fully against any claims whatsoever arising there from or in connection therewith.
- 5.3 The Contractor shall facilitate safe access to user and/or visitors whenever required.
- 5.4 Extremely noisy operations or any operation that would cause inconvenience to the neighbouring occupiers should be rescheduled to be carried out during hours determined by STPI / neighbouring occupiers. Such provision shall be deemed to be included in the Contract Price.

6 Working Hours

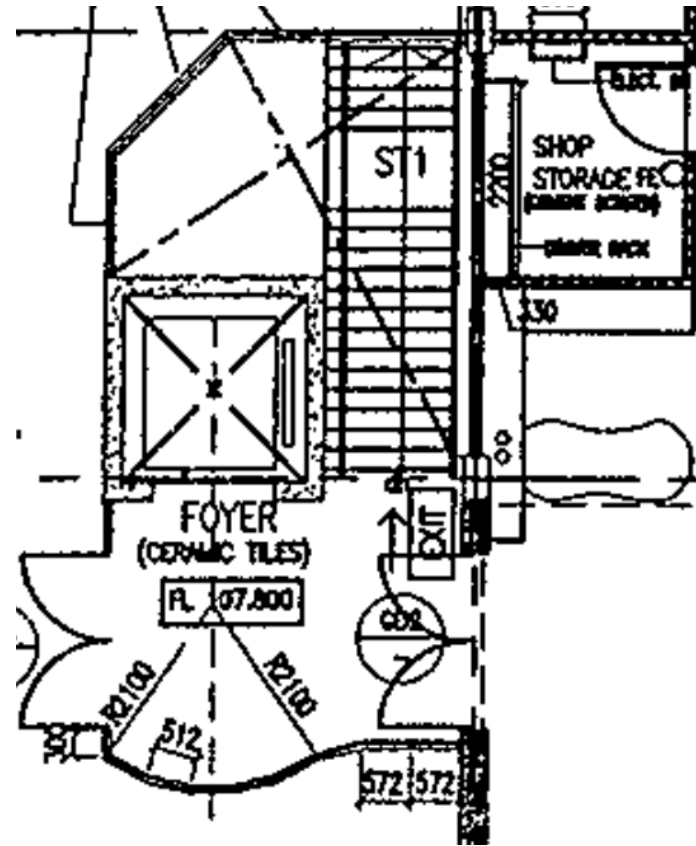
- 6.1 Working hours: Monday to Friday, 8am to 5pm. STPI reserves the right to restrict or prohibit day work or overtime work which in STPI's opinion may give rise to safety or security problems or may result in disturbance to the surroundings. STPI shall not be responsible for any claim whatsoever in respect of the delay or cost in connection with such prohibition. The Contractor shall allow in his tender for all eventualities arising out of this requirement. Any claim for extra will not be entertained.
- 6.2 The Contractor is to ensure that work progress should be able to keep up with the Work Schedule, and all Services carried out shall not affect the normal operation of STPI and its tenant.
- 6.3 The Contractor is required to organise periodic meetings to update STPI on the work progress.

LAYOUT OF GALLERY ENTRANCE

Not to scale



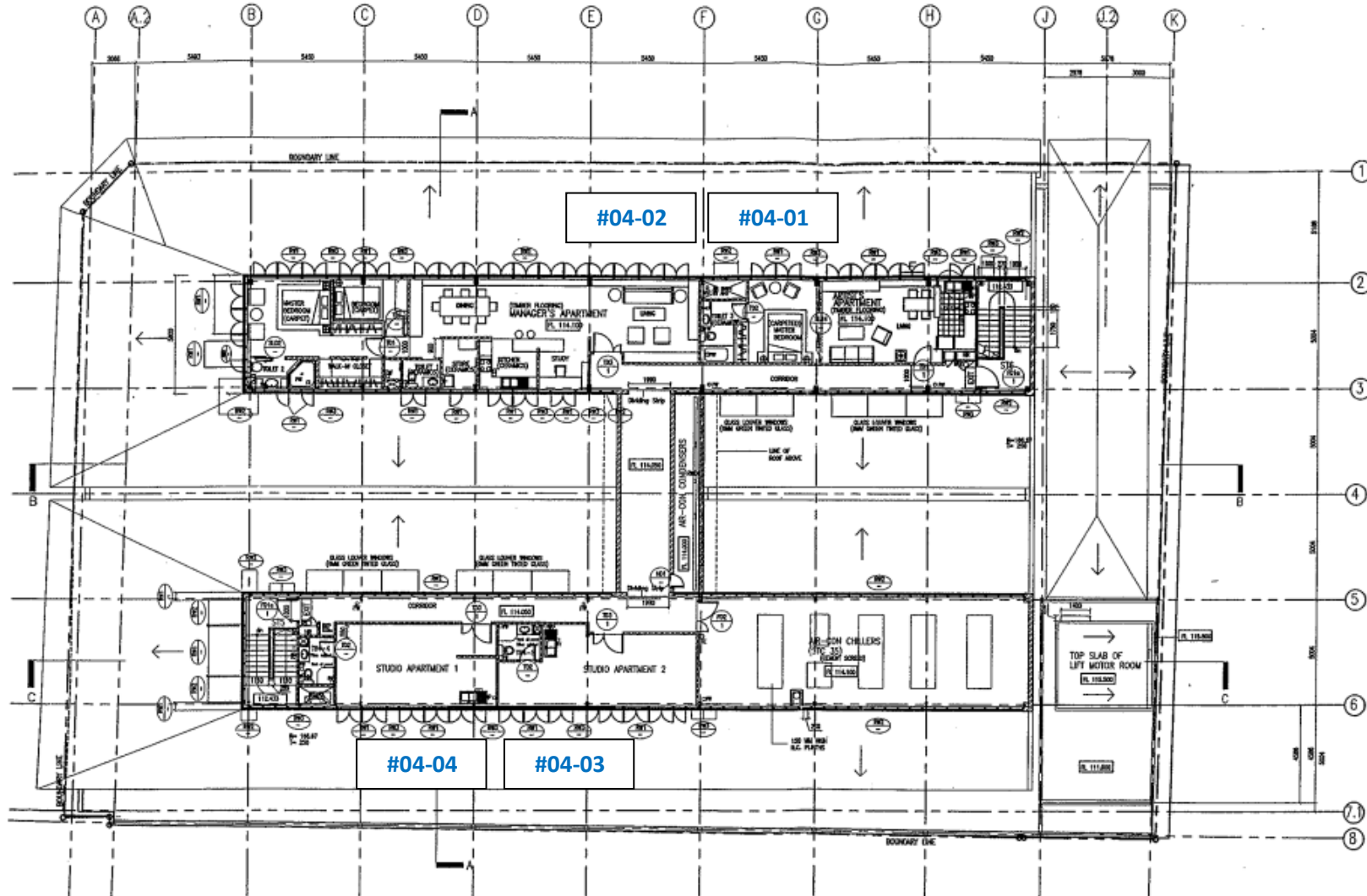
Level 1



Level 2

LAYOUT OF ARTIST APARTMENTS

Not to scale



SECTION C: EVALUATION CRITERIA

SECTION C: EVALUATION CRITERIA

1 Critical Evaluation Criteria

1.1 Tenderers must first satisfy the following critical evaluation criteria before their tender proposal will be considered:

- BCA registration under “CR06 Interior Decoration, & Finishing Works” workhead with a financial grade of L2 and above
- bizSAFE Level 3 certification OR above
- Not debarred from participating in any STPI’s Tenders
- The Tenderer shall not be under the list of companies under the Business Under Surveillance program that are published in the MOM website as at the date and time of tender closing
- Submission of Form of Tender
- Attended Mandatory on-site briefing

2 Evaluation Approach

2.1 Tenderers who have satisfied the critical evaluation criteria in Clause 1 will be evaluated based on the following:

Criteria	% of score
1. Competitive Pricing <ul style="list-style-type: none">• Competitiveness of price tendered with detailed breakdown of fees/costs per item or unit• Pricing given is in compliance with tender documents	35
2.Design and Construction Proposal <ul style="list-style-type: none">• Compliance with tender specifications & Authority requirement• Completeness of Tender Submittals• Quality of Proposed Design Layout and Details• Feasibility of Designs• Draft project implementation plan including schedule to meet with project timeline	55
3.Project Performance Track Records <ul style="list-style-type: none">• Company profile• Project Team Organisation Chart including CV and description of strengths of key person(s) in design and project management team assigned to perform this project• Past 5 years track record of refurbishment and redecoration projects, of at least S\$500,000, including contract period and contract sum• Testimonials from past projects on successful execution and completion of the projects (if any)	10

SECTION D: CONDITIONS OF CONTRACT

SECTION D: CONDITIONS OF CONTRACT

1 DEFINITIONS

1.1 In these Conditions of Contract, unless the context otherwise requires, the following definitions shall apply:

- (a) "**Background IP**" means IP which is created prior to or independently of this Contract.
- (b) "**Contract**" means the resulting contract between STPI and the Contractor upon the issue of the Letter of Acceptance, such contract including, without limitation:
 - (i) the Tender Notice, Covering Letter, Instructions to Tenderers, Conditions of Contract and Requirement Specifications that are part of the Invitation to Tender;
 - (ii) the Tender Offer (to the extent accepted by STPI in the Letter of Acceptance and/or Purchase Order);
 - (iii) the Letter of Acceptance and/or Purchase Order; and
 - (iv) any other documents accepted in the Letter of Acceptance and/or Purchase Order as being part of the contract.
- (c) "**Contract Price**" means the total amount payable to the Contractor for the performance of the Services and supply of the Goods under this Contract. Unless otherwise agreed in writing, the Contract Price shall be deemed to be the amount stated in the Form of Tender. Provided that if this Contract is a period contract where Goods and Services may be ordered from time to time pursuant to Purchase Orders, the Contract Price shall be treated on a Purchase Order basis and shall be deemed to be the Purchase Order Price payable for the Goods and Services specifically ordered under each Purchase Order.
- (d) "**Contractor**" means the successful Tenderer that has been appointed, and awarded this Contract, by STPI.
- (e) "**Deliverables**" means the proposals, plans, reports, drawings, designs, documents, samples and other items that the Contractor has to provide under this Contract apart from the Goods.
- (f) "**Foreground IP**" means IP which results from or is generated pursuant to or for the purpose of this Contract.
- (g) "**Force Majeure Event**" means anything outside the reasonable control of a Party, including, but not limited to, acts of God, fire, storm, flood, earthquake, explosion, accident, acts of a public enemy, war, rebellion, insurrection, sabotage, epidemic, quarantine restriction, labour dispute, power shortage, ceasing to be entitled to access the internet for whatever reason, server crashes, deletion, corruption, loss or removal of data, transportation embargo or failure or delay in transportation.
- (h) "**Goods**" means all goods, including parts or units thereof, which the Contractor is required to supply under this Contract.

- (i) "IP" or "Intellectual Property" means intellectual property and shall include but not be limited to patents, copyright and industrial design.
 - (j) "STPI" means Singapore Tyler Print Institute, a company incorporated under the Companies Act 1967.
 - (k) "Party" means either STPI or the Contractor, and "Parties" means both STPI and the Contractor.
 - (l) "Services" means all the works and services which the Contractor is required to perform under this Contract.
- 1.2 Words denoting the singular include the plural and *vice versa*.
- 1.3 Words denoting one gender include both genders.
- 1.4 Words denoting natural persons include corporations, firms and unincorporated associations and *vice versa*.
- 1.5 References to statutory provisions include a reference to any amendment, consolidation, or re-enactment, whether by the same name or otherwise, for the time being in force.
- 1.6 The headings are for convenience only and not for the purpose of interpretation.

2 SCOPE OF CONTRACT AND CONTRACT PERIOD

- 2.1 The Contractor shall perform the Services, and complete the supply of all items of Goods, in accordance with the terms of this Contract.
- 2.2 The Contractor shall be an independent contractor and shall not be an agent, partner or employee of STPI. For the avoidance of doubt, the Contractor is not authorised to enter into any contracts on behalf of STPI.
- 2.3 This Contract:
- (a) Shall come into force and commence on the date the Contractor receives 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.
 - (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.
 - (c) May be extended by STPI, in its sole and absolute discretion. The Contractor grants STPI the option, at STPI's sole discretion, to extend the contract period for one or more additional periods not exceeding a total of **one (1) month**. The option to extend shall be exercised by written notice. Unless otherwise agreed in writing, the option to extend must be exercised **at least one (1) month** before the expiry of the current contract period.
- 2.4 The whole project is to be completed in accordance with the agreed timeline.

2.5 The working hours are **8am to 5pm, from Monday to Friday (both days inclusive)**. Tenderer must seek approval from STPI at least one (1) week in advance if required to work during non-working hours, which shall be subject to STPI granting its approval.

2.6 The Contractor shall do all things which are necessary for or under, or reasonably to be inferred from, this Contract, even if not specifically set out in this Contract.

3 PERFORMANCE

3.1 The Contractor shall provide the Goods and Services with all reasonable care, skill and diligence.

3.2 All Goods supplied under this Contract shall be new and unused or made of new and unused materials; unless there is agreement in writing from STPI to the contrary.

3.3 Time shall be of the essence in this Contract and the Contractor shall perform the Services and supply the Goods within any timelines/deadlines set out in this Contract or as otherwise agreed in writing between the Parties.

3.4 The Contractor shall work closely and collaboratively, at no extra charge, with such other contractors as STPI may appoint in relation to the exhibition, event, activity or project that this Contract relates to.

3.5 Upon the receipt of any Deliverables or Goods, such Deliverables or Goods shall be:

- (a) accepted or rejected by STPI through a written notice in a form that may be prescribed by STPI in writing; or
- (b) deemed to have been accepted by STPI if no written notice to either accept or reject the same is issued within 14 days of receipt of the Deliverables or Goods concerned.

3.6 The Contractor shall, at its own costs and without prejudice to the timelines/deadlines to be met under this Contract:

- (a) re-perform or correct any deficiencies in the Deliverables that are rejected; and
- (b) remove and replace Goods that are damaged, defective or in any way inferior to approved samples or is otherwise not in accordance with this Contract.

3.7 Where the Contract is awarded based on particular brand(s)/model(s) of Goods as set out in the Tender Offer or as provided as samples (during the Tender process or under this Contract), the particular brand(s)/model(s) must be supplied; provided that different brand(s)/model(s) may be accepted by STPI in writing to replace a particular brand(s)/model(s) (the “**Unavailable brand(s)/model(s)**”), if:

- (a) the Unavailable brand(s)/model(s) is discontinued by the manufacturer and written documentation of this is provided to STPI’s satisfaction; and
- (b) the replacement brand(s)/model(s) provides the same or better functionality and performance as the Unavailable brand(s)/model(s).

4 INSURANCE AND INDEMNITY

- 4.1 The Contractor shall at all times during the contract period keep current an adequate public risk insurance policy in respect of STPI's premises (which policy shall include a provision for waiver of subrogation against STPI and a provision to the effect that the liability of the insurer to pay under such policy should not be vitiated by the act, default, omission or negligence of any party to such policy) for an amount not less than S\$2,000,000.00 in respect of any one (1) occurrence.
- 4.2 The Contractor shall insure in the joint names of STPI and the Contractor and in such amount (being not less than the full insurable value) and against such loss and such other risks as STPI may require.
- 4.3 The Contractor shall also take out an insurance policy to cover all risks, including risk against damage or loss caused by fire or theft, with regard to the furniture, fittings, goods or other property of the Contractor in STPI's premises, including:
- (a) public liability;
 - (b) workman compensation; and
 - (c) damages to property and other areas.
- 4.4 The Contractor shall not bring on to STPI's premises or do or suffer to be done or allow any act, matter or thing or keep anything therein, which may directly or indirectly:
- (a) increase the rate of premium of the insurance against damage or loss by fire or other risks on STPI's premises, buildings or any property therein;
 - (b) vitiate or render void or voidable or be contrary to the terms of any insurance policy in respect of STPI's premises and/or buildings;
 - (c) be contrary to the laws or regulations of any public authority or the rules and regulations as laid down by STPI from time to time; or
 - (d) result in the insurer refusing to pay the insured sums (entirely or partly) under any insurance policy in respect of STPI's premises and/or buildings.
- 4.5 The Contractor will from time to time, as and when required by notice in writing from STPI, pay all extra premiums and stamp duties payable by STPI on account of extra risk caused by the use to which STPI's premises are put by the Contractor.
- 4.6 All policies of insurance liable or required to be effected by the Contractor hereunder shall be taken out with an insurance company approved by STPI, and copies of such policies of insurance with the receipt for the last premium payable in respect thereof shall be produced and lodged with STPI by the Contractor within fourteen (14) days of STPI's request.
- 4.7 The Contractor shall indemnify STPI, and keep STPI indemnified, from and against:
- (a) all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which may be instituted against, made or served on, suffered or incurred by STPI as a result of the Contractor's breach of or non-compliance with the covenants or obligations herein contained, or in connection with loss of life, personal injury and/or damage to property arising from or out of any act, omission or occurrence in, upon or at STPI's premises and/or

buildings or the use of STPI's premises and/or buildings or any part thereof by the Contractor or by any of the Contractor's servants, employees, agents, invitees, licensees and/or contractors; and

- (b) all losses and damages to STPI's premises, to the adjoining premises, neighbouring premises, to the common area and buildings and to all installations, fittings, fixtures, and property therein caused by the acts or omissions on the part of the Contractor or the Contractor's servants, employees, agents, invitees, licensees and/or contractors, and, in particular, but without limiting the generality of the foregoing, due to the defective or damaged condition of STPI's premises and/or buildings or any part thereof or the fixtures, fittings, wiring, or installation therein or caused by the use or misuse, waste, or abuse of water, gas or electricity, or faulty fittings or fixtures of the Contractor.

5. SECURITY DEPOSIT

- 5.1 On or before the signing of this Contract, the Contractor shall furnish to STPI a banker guarantee of 10% of Contract Price (hereinafter referred to as, the "**Security Deposit**").
- 5.2 The Security Deposit shall be held by STPI as security for the due performance and observance by the Contractor of all the covenants, conditions, stipulations, agreements and obligations contained in this Contract and be subject to any increase, deduction, set-off or forfeiture under the provisions of this Contract.
- 5.3 If the Contractor shall commit a breach of any of the provisions of this Contract, STPI shall be entitled but not obliged to set-off or deduct the loss or expense to STPI occasioned by such breach from the Security Deposit and thereupon, the Contractor shall on request by STPI deposit with STPI an amount equivalent to the sum set-off or deducted by STPI from the Security Deposit.
- 5.4 Subject to any set-off, deduction or forfeiture aforesaid, the Security Deposit shall be refunded to the Contractor without interest after the expiration or sooner determination of the contract period.

6 PAYMENT

- 6.1 Payment shall be made in accordance with the payment schedule set out in **Para 31 under Section D**, unless otherwise agreed in writing.
- 6.2 Payments made to the Contractor shall not:
 - (a) be considered evidence of the quality of any Goods or Services to which such payments relate; and
 - (b) prejudice any of STPI's rights under this Contract to reject deficient Goods or Services and the corresponding rights to obtain replacement of Goods or re-performance of Services either by the Contractor or otherwise.
- 6.3 The amount of any payment due from or debt owed by the Contractor to STPI under this Contract may be deducted by STPI from any monies payable by STPI to the Contractor under this Contract.
- 6.4 STPI shall not have to pay for any expenses or costs of whatever nature, other than those expressly set out under this Contract.

- 6.5 Unless otherwise agreed in writing by STPI, payment shall be made by electronic bank transfer. The Contractor shall provide STPI with all bank account information reasonably required by STPI in order to effect such payment. Each Party shall bear its own bank charges.

7 RIGHTS OF THIRD PARTIES

- 7.1 A person who is not a party to this Contract shall have no right under the Contracts (Rights of Third Parties) Act 2001 to enforce any of its terms.

8 GIFTS, INDUCEMENTS OR REWARDS

- 8.1 STPI may terminate this Contract and recover from the Contractor the amount of any loss resulting from such termination, if the Contractor shall have offered, or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this Contract with STPI or for showing or forbearing to show favour to any person in relation to any contract with STPI, or if the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor).

9 DELAY IN PERFORMANCE

- 9.1 If there is any delay in the performance of the Services or the supply of Goods due to any Force Majeure Event, then in any such case, the Contractor shall, for the duration of any such circumstances, not be relieved from any liability for such delays or failures except where that delay or failure is also beyond the Contractor's reasonable control. Any part of the Services or Goods that are not so affected shall continue to be performed in accordance with this Contract. The Contractor shall notify STPI in writing within three (3) business days of the occurrence of a Force Majeure Event, with such written notice including sufficient information on the reasons for the delay or stoppage (and the likely duration), and the Contractor shall take all reasonable steps to overcome the delay or stoppage.
- 9.2 Subject to Sub-Clause 9.1, if the Contractor fails to meet the stipulated commissioning date or complete the performance of Services or supply of Goods by the date(s) specified in this Contract, STPI shall have the right:
- (a) to cancel all or any part of such Services or Goods from this Contract without compensation to the Contractor, 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 Contractor, or shall be recoverable as damages; or
 - (b) to deduct any moneys due or to become due to the Contractor, or require the Contractor to pay a sum calculated at the rate of S\$1,000 for each day of delay (including Sundays and Public Holidays), as liquidated damages until the delayed Services or Goods are fully performed or supplied; up to a maximum amount of liquidated damages equivalent to 30% of the Contract Price. This maximum amount is based on the aggregate of all liquidated damages imposed for all cases of delay during the entire period of this Contract and is not the maximum sum for each individual case of delay.

- 9.3 For the avoidance of doubt, if STPI opts to impose liquidated damage under Sub-Clause 9.2(b) and regardless of whether the maximum amount of liquidated damages has been reached, STPI shall still be entitled to exercise:
- (a) its rights under Sub-Clause 9.2(a), provided that the liquidated damages already imposed shall be offset against any increased costs recoverable under Sub-Clause 9.2(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.
- 9.4 Liquidated damages imposed under the Clause 9.2 above shall be paid to STPI in Singapore Dollars not later than thirty (30) days from the date of issue of a written notification by STPI to the Contractor informing the Contractor of the liquidated damages payable.
- 9.5 If the Contractor fails to pay the liquidated damages, STPI may deduct the amount due from any monies due or which may become due from the Authority to the Contractor under the Contract and other Contracts between the Parties or recover the liquidated damages as a debt due from the Contractor in any court of competent jurisdiction.
- 9.6 STPI reserves the right to charge interest for any delayed payment at the rate of five percent (5%) per annum from the date when such payment is due until the date of actual payment (before and after judgment). Such interest shall accrue from day to day and shall be compounded monthly.

10 SUB-CONTRACTING AND ASSIGNING

- 10.1 The Contractor shall not sub-contract and/or assign any of its rights or obligations under, or the whole or any part of, this Contract without the prior written consent of STPI. In the event that STPI provides its prior written consent, the Contractor shall be fully responsible for all acts or omissions of any sub-contractors or assignees, and the acts or omissions of any such third parties shall be deemed to be the acts or omissions of the Contractor.

11 APPLICABLE LAW

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

12 DISPUTE RESOLUTION

- 12.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 12.2 Notwithstanding anything in this Contract, in the event of any dispute, controversy or claim ("**Dispute**") arising out of or relating to this Contract, neither Party shall proceed to any form of dispute resolution unless the Parties have first submitted the Dispute for mediation at the Singapore Mediation Centre ("**SMC**") in accordance with the SMC's Mediation Procedure in force for the time being. Either Party may submit a request to mediate to SMC, upon which the other Party will be bound to participate in the mediation within 45 days thereof. Unless otherwise agreed by the Parties, the mediator(s) will be appointed by SMC. The mediation will take place in

Singapore in the English language and the Parties agree to be bound by any settlement agreement reached.

- 12.3 A Party that receives a written notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Sub-Clause 12.2.
- 12.4 For the avoidance of doubt, failure to comply with Sub-Clauses 12.2 or 12.3 shall be a breach of this Contract.

13 SUSPENSION OR TERMINATION

- 13.1 STPI shall, after giving seven (7) days' written notice to the Contractor, have the right to suspend or terminate this Contract if STPI is affected by any Force Majeure Event. Neither Party shall be liable to the other by reason of such suspension or termination, save that STPI shall pay the Contractor the price of the Goods or Services that have been performed and accepted by STPI. The Contractor shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by STPI to the Contractor by reason of this Clause 13.
- 13.2 In addition to any other rights to terminate this Contract or any rights to cancel parts of the Services under this Contract, STPI shall have the unilateral right to terminate this Contract without assigning any reasons whatsoever by giving the Contractor 30 days' written notice. To avoid doubt, the Contractor shall not be entitled to any compensation or damages whatsoever in relation to such a termination. The Contractor shall only be entitled to payment for any Services provided and accepted up to the last day of the 30-day notice period.

14 RIGHTS OF SINGAPORE TYLER PRINT INSTITUTE IN THE EVENT OF DEFAULT BY CONTRACTOR

- 14.1 If any declaration or submission made by the Contractor in its Tender Offer is discovered to be false or inaccurate, STPI shall be entitled, in its sole discretion, to rescind and terminate this Contract or cancel any part of the Goods or Services by written notice, without STPI being liable for any damages or compensation. The termination or cancellation shall take effect from the date of the written notice.
- 14.2 If the Contractor is in breach or defaults in his performance of this Contract, STPI may issue a written notice of breach or default to the Contractor. The Contractor shall, within seven (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 STPI in writing.
- 14.3 If the Contractor fails to remedy the breach or default or otherwise propose an acceptable solution under Sub-Clause 14.2, the Contractor shall be taken to have repudiated the Contract and STPI 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 STPI shall not be liable to the Contractor for any damages or compensation.
- 14.4 STPI shall be entitled to terminate this Contract or cancel any part of the Goods or Services by written notice without STPI being liable to the Contractor for any damages or compensation, if:
- (a) any proceedings are commenced for the liquidation, dissolution or bankruptcy of the Contractor and the same is not discharged or discontinued within 14 days of its commencement, or if the Contractor becomes bankrupt or goes into liquidation, either

voluntarily or compulsorily, except for the *bona fide* purpose of amalgamation, merger or re-construction;

- (b) the Contractor 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 Contractor, and is not withdrawn within 14 days of its commencement; or
- (d) the Contractor ceases or threatens to cease to carry on business, except for the *bona fide* purpose of amalgamation, merger or reconstruction,

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

- 14.5 If there is any termination of this Contract or cancellation of Goods or Services under this Clause 14, STPI 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 (as the case may be) at the time of termination or cancellation. All increased costs incurred by STPI 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 Contractor or shall be recoverable as damages.

15 VARIATION OF CONTRACT

- 15.1 No attempts to vary this Contract shall be valid or have any force or effect unless such variation shall have first been made in writing, and then executed by the Contractor and the authorised contract signatory of STPI.

16 TAXES, FEES AND DUTIES

- 16.1 The Contractor shall be responsible for all corporate and personal income taxes, customs fees, duties, fines, levies, assessments and other taxes payable by the Contractor or its officers, employees, representatives, agents or third party contractors. If STPI receives a request from the tax authorities to pay on behalf of the Contractor and/or the Contractor's employees or third party contractors, or to withhold payments from the Contractor in order that STPI may subsequently so pay, any of the said taxes, fees, duties, fines, levies and assessments, the Contractor hereby unconditionally and irrevocably authorises STPI to comply with the terms of the said request.
- 16.2 If the Contractor is a taxable person under the Singapore *Goods and Services Tax Act 1993*, STPI shall pay to the Contractor the Goods and Services Tax chargeable on the supply of Goods and Services to STPI.
- 16.3 The Contractor shall submit a copy of the Certification of Registration for Goods and Service Tax if requested to do so by STPI in writing.

17 GOVERNMENT REGULATIONS

17.1 The Contractor shall, at its own costs, obtain and maintain at all times during the continuance of this Contract, all licences, permits, authorisations or certifications required, without any restrictions or qualifications whatsoever, so as to enable the Contractor to fulfil all its obligations under this Contract.

18 INDEMNIFICATION

18.1 The Contractor shall fully indemnify and hold STPI and its affiliates, and their respective officers, employees, representatives and/or agents harmless from and against:

- (a) any and all damages, costs, losses and/or liabilities arising out of any claim, demand, action and/or proceeding made by any officer, director, employee, workman, representative or agent of the Contractor or any sub-contractors or suppliers of the Contractor, pursuant to the performance of this Contract, as well as any related costs, charges and expenses incurred by STPI;
- (b) any and all losses, costs, damages, liabilities and/or expenses whatsoever (including, but not limited to, all legal costs on a full indemnity basis) that STPI may incur or suffer in connection with or arising under the Contract; and
- (c) any and all losses, costs, damages, claims (including, without limitation, claims under workers' compensation), demands, actions, proceedings, liabilities and expenses whatsoever (including, without limitation, all legal costs on a full indemnity basis), which arise from any personal injury, death or property loss or damage attributed to, or caused by, the materials and/or the Services supplied by the Contractor pursuant to the Contract.

18.2 This Clause 18 shall not apply where the damages, costs, losses and/or liabilities suffered by STPI are a direct result of the gross negligence or wilful default of STPI.

19 CONTRACTOR'S PERSONNEL

19.1 The Contractor shall replace its personnel (inclusive of the personnel of any sub-contractor or agents) within five (5) days from the date of the written notice from STPI that the said personnel is either:

- (a) technically incompetent in carrying out the Services or the work to be done in order to supply the Goods; or
- (b) behaving in a manner that is found to be unacceptable and which affects the proper completion of the Services or supply of the Goods.

What amounts to technical incompetence or unacceptable behaviour for the purposes of this Sub-Clause 19.1 shall be determined at the sole discretion of STPI.

19.2 The Contractor shall ensure that:

- (a) there is full compliance by the Contractor and its employees, sub-contractors and agents with all the rules and regulations of STPI's buildings and premises or the buildings and premises belonging to third parties where the Services have to be performed or the Goods have to be delivered (collectively, the "Sites");
- (b) The performance of Services or delivery of Goods at the Sites do not cause any disruption or interference to the normal business or activities carried out by STPI or third parties (as the case may be) at the Sites; and
- (c) There is compliance by the Contractor and its employees, sub-contractors and agents with all reasonable directions or instructions of STPI or third-party supervisors or managers at the Sites.

19.3 If the Contractor's Tender Offer states that the Services or parts of the Services are to be performed by specific personnel, such Services must be performed by the personnel concerned; and such personnel must not be replaced unless the written consent of STPI is given. The Contractor shall ensure that any replacement personnel have comparable skills and experience as the personnel being replaced such that there is no adverse effect on the progress or quality of the Service.

20 CONFIDENTIALITY

20.1 The Contractor agrees that STPI has a legitimate interest in maintaining confidentiality regarding this Contract or any of its provisions or any information issued or furnished by or on behalf of STPI in connection therewith, or any other agreements, documents and/or transactions referred to or contemplated herein. Except with the written consent of STPI, the Contractor shall not disclose this Contract or any of its provisions, or any purchases made under this Contract or any information issued or furnished by or on behalf of STPI in connection with this Contract to any person.

20.2 In addition, the Contractor shall not, without the prior written consent of STPI, make use of any information obtained directly or indirectly from STPI, or compiled or generated by the Contractor in the course of this Contract which pertains to or is derived from such information, other than use for the purposes of this Contract.

20.3 The Contractor shall not publish this Contract (or any provisions herein), nor shall it allow, or suffer the publication of, any news item, article, publication, advertisement, prepared speech or any other information or material pertaining to any part of the obligations to be performed under this Contract in any media without the prior written consent of STPI. For the avoidance of doubt, this restriction includes any citation that STPI is or was a customer of the Contractor.

20.4 The Contractor hereby also agrees and undertakes, and shall ensure that all of its directors, officers, employees, agents and subcontractors agree and undertake, to use and/or disclose any personal data (as defined in the Personal Data Protection Act 2012 ("PDPA")), as disclosed to it by STPI, solely for the purposes for which such personal data has been disclosed to the Contractor (or the Contractor's director, officer, employee, agent or subcontractor, as the case may be) and for no other purposes. The Contractor warrants that the security measures which it has in place to protect such personal data are no less stringent than those employed by STPI

and undertakes to indemnify STPI for any breach of this warranty that would cause STPI to be in breach of the provisions of the PDPA.

- 20.5 The Contractor shall not cause or permit personal data held by the Contractor in connection with this Contract to be transferred out of Singapore, or allow parties outside Singapore to have access to it, without the prior written consent of STPI, except where it is necessary to fulfil the Contractor's obligations under this Contract. Any request for STPI's consent under this Sub-Clause 20.5 shall include an explanation as to why the proposed transfer is necessary for the purposes of fulfilling the Contractor's obligations under this Contract. If consent is granted, the Contractor shall provide a written undertaking that the personal data that is transferred out of Singapore will be protected at a comparable standard as it is protected under the PDPA and that the terms of the PDPA (and all of its subsidiary legislation) have, with respect to the transfer of personal data out of Singapore, been fully complied with.
- 20.6 The Contractor shall immediately inform STPI in writing when the Contractor becomes aware of a breach of the Contractor's obligations under this Clause 20, in relation to any personal data held by the Contractor in connection with this Contract.

21 STPI'S REPRESENTATIVE

- 21.1 STPI shall appoint one or more persons (each, a "**Representative**") to supervise and liaise with the Contractor for the purposes of this Contract. Each Representative shall be as named in the Requirement Specifications or otherwise through written notifications.
- 21.2 All instructions, directions, notices, consents, approvals or waivers that may be given at STPI's discretion under this Contract shall not be binding on STPI unless given in writing or under the hand of a Representative.
- 21.3 For the avoidance of doubt, a Representative cannot vary this Contract unless the Representative concerned is also an authorised contract signatory for STPI.

22 PROJECT MANAGEMENT

22.1 Project Office

- (a) If the Contractor does not already have a Project Office in Singapore, The Contractor shall, if required to do so under the Requirement Specifications or otherwise in writing by STPI, establish a Project Office in Singapore at its own expense. The Project Office is to coordinate the performance of this Contract and serve as the common service location for STPI to contact for the provision of all the Goods or Services.
- (b) If required under the Requirement Specifications or otherwise agreed in writing by STPI, more than one (1) Project Office shall be set up.

22.2 Project Manager

- (a) The Contractor shall designate a Project Manager, and the Project Manager shall be primarily responsible for directing and coordinating all of the Contractor's obligations under this Contract. The Project Manager shall be deemed to be the Contractor's agent in all dealings with STPI and all actions of the Project Manager shall be binding on the Contractor.

- (b) Each Representative shall have direct access to the Project Manager at all times during the performance of this Contract and if the Project Manager is absent from Singapore for any duration, the Contractor shall designate another employee to perform the Project Manager duties and functions.
- (c) If required under the Requirement Specifications or otherwise agreed in writing by STPI, more than one (1) Project Manager shall be designated.

22.3 Implementation Plan

Unless otherwise agreed by STPI in writing:

- (a) within seven (7) days from the date of the Letter of Acceptance and/or Purchase Order (or each Purchase Order if this is a period contract), the Contractor shall produce a Final Implementation Plan showing the time schedule and sequence of events necessary for the provision of the Goods and/or Services;
- (b) the Final Implementation Plan shall be not be acceptable unless it meets the timelines and/or stipulated completion dates set out in the Requirement Specifications.

22.4 Progress Reports & Meetings

- (a) Each Representative shall have the right to regular written reports on progress and status of completion of the Services and delivery of the Goods in a format approved in writing by such Representative. Each Representative may, at that Representative's sole discretion, request for such reports in monthly, fortnightly or weekly intervals, and may change the intervals from time to time. The submission and receipt of these reports shall not in any way prejudice the rights of STPI to make any claims against the Contractor if the terms of this Contract are not met.
- (b) Each Representative shall have the right to call for progress meetings from time to time and/or on regular weekly or other intervals as may be determined by the Representative. During such meetings, the Project Manager shall attend and report to the Representative on the completion of the Services and delivery of the Goods. The progress meetings shall be held at venues chosen by the Representative.
- (c) The Contractor shall notify each Representative of any expected delay in the performance of this Contract. The Contractor shall refer immediately to each Representative any matter likely to impede the provision of the Goods or Services; provided that such notices shall not excuse the Contractor from meeting its obligations under this Contract.

23 CUMULATIVE REMEDIES

- 23.1 The provisions of this Contract, and each of the rights and remedies of STPI under this Contract, are cumulative and are without prejudice to one another and are in addition to any rights or remedies STPI may have in law or in equity. No exercise by STPI of any one right or remedy shall operate so as to hinder or prevent the exercise by it of any other right or remedy.

24 WAIVERS

24.1 No waiver of any breach of a provision of this Contract shall be deemed to be a waiver by STPI of any other provision or of any subsequent breach of the same provision. The failure of STPI to immediately enforce any of the provisions of this Contract shall in no way be interpreted as a waiver of such provision, and waivers shall be binding on STPI only if done in writing.

25 WARRANTY (APPLICABLE ONLY IF REQUIRED UNDER THE REQUIREMENT SPECIFICATIONS)

25.1 If a warranty is required for the Goods under the Requirement Specifications, the warranty period shall commence on the date of receipt of the Goods by STPI. The length of the warranty period shall be twelve (12) months, unless another period is specified in the Requirement Specifications.

25.2 Where, during the warranty period, any of the Goods:

- (a) is found to be defective in design, materials or workmanship; or
- (b) is found to not be 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 Contractor, fails to function properly or fails to meet any performance guarantees set forth in this Contract or specifications published by the Contractor, as applicable to the Goods,

the Contractor shall, at its own expense (including transportation costs), at the written notification by STPI, replace, rectify or completely repair the damaged or defective Goods. The Contractor may, *in lieu* of rectification or repair, elect to replace the damaged or defective Goods within five (5) days of the date of the written notification.

26 TITLE AND RISK

26.1 Title to the Goods shall pass from the Contractor to STPI upon receipt by STPI in Singapore.

26.2 The risk of loss or damage to the Goods shall pass from the Contractor to STPI upon receipt by STPI of the Goods in Singapore, PROVIDED that the risk of loss or damage to the Goods shall be borne by the Contractor from the time the Goods are received by the Contractor for the purpose of modification, replacement, repair or rectification until the same are delivered and received by STPI.

27 SEVERABILITY

27.1 The invalidity, illegality or unenforceability of any of the provisions of this Contract shall not affect the validity, legality and enforceability of the remaining provisions of this Contract, which shall continue in full force and effect.

28 RETURN OF DOCUMENTS AND OTHER ITEMS

28.1 Within 14 days from the date of the termination or expiry of this Contract, the Contractor shall return all records/documents and copies of the same; and all items under the Contractor's possession, which:

- (a) belong to STPI;
- (b) were received from STPI; or
- (c) were produced pursuant to this Contract.

In the case of softcopies or electronic versions, such records/documents shall be emailed to STPI's representative or copied to CDRs/DVDs if the same are provided by STPI and any copies stored in the computer or other storage equipment or media used by the Contractor shall be securely deleted or erased.

29 SAMPLES TESTING

29.1 STPI shall, at its sole discretion, have the right to call for samples of the Goods to be supplied under this Contract for approval, and for such further samples as are required until the samples submitted are in accordance with the requirements of this Contract. Upon the approval of STPI, the approved samples shall form the standards to be maintained for the duration of this Contract.

29.2 If any Goods supplied are not in accordance with this Contract or with any approved sample, then, STPI shall have the right to submit any such Goods to expert examination and/or test and all costs in connection with the same shall be borne by Vendors unless such examination and/or test shows that the said Goods are in accordance with this Contract or with the approved samples.

30 OPTION TO PURCHASE

30.1 The Contractor grants STPI the option to purchase additional quantities of the Goods ("**the Option to Purchase**"). The Option to Purchase shall be exercisable by written notice given by STPI to the Contractor within 12 months from the date of the Letter of Acceptance and/or Purchase Order, or till project completion, whichever date is later. If STPI exercises the Option to Purchase, the additional quantities purchased shall form part of the Goods defined in this Contract and shall be subject to the same terms, read with all necessary changes.

30.2 If:

- (a) there are unit rates for the Goods, the price for the additional quantities of the Goods purchased under this Clause 30 shall be based on the same unit rates; or
- (b) there is only a lump sum price for the Goods, the price for the additional quantities of the Goods purchased under this Clause 30 shall be based on the lump sum price, prorated where necessary.

31. PAYMENT SCHEDULE FOR CONTRACTOR

The payment schedule shall be as follows: -

Stage	% of Contract Price to be paid	Cumulative Total
Stage 1 Submission and acceptance of site survey report, design concept & project schedule approved by STPI	15%	15%
Stage 2 30 days from 50% completion of works	40%	55%
Stage 3 30 days from the satisfactory completion, including the Testing & Commission	40%	95%
Stage 4 Retention fee will be released 2 months after handover of the project	5%	100%

SECTION E: PRESCRIBED FORMS

SECTION E: PRESCRIBED FORMS

Ensure all the required Prescribed Forms are attached with this Tender Document	Yes/No <i>(If differs, state reasons)</i>
<p>A complete set of Prescribed Forms should include the following;</p> <ol style="list-style-type: none"> 1 Schedule of Persons Empowered to Act 2 GST Status 3 List of Relevant Track Record in the Last 5 Years including contract period and contract sum 4 Information on Major Shareholders 5 Form of Tender 6 Price breakdown 	

E1. SCHEDULE OF PERSONS EMPOWERED TO ACT

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

Name	NRIC No.	Position Held

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

E2. GST STATUS

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

(*delete as appropriate)

Our GST registration number is _____

E3. LIST OF RELEVANT TRACK RECORD IN THE LAST 5 YEARS

Contract No. / Name of Project	Client	Contract Sum	Contract Period		Value of Work Completed
			From	To	

Please use separate sheet if the space is insufficient.

E4. 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

E5: FORM OF TENDER

To: STPI
41 Robertson Quay Singapore
238236

Name(s) of Tenderer(s): ¹

Address

Attn:

TENDER NO: STPI/2021/002

- 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 12 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 an additional one or more periods not exceeding in total 12 calendar month.
- 7 Our Contract Price for the goods and/or services to be supplied by us is SGD \$ _____ (Singapore dollars).
Singapore Dollars (In words) _____

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) ...”

- 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 _____¹ (Insert Name of firm, company or consortium).

Dated this _____ day of _____, 2022

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

Tenderer's official
Stamp⁴:

Authorized
Signature² 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

¹ 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) ..."

² The Lead Member's registration number, official stamp and authorised signature must be provided.

E6: PRICE BREAKDOWN

S/N	Descriptions	Unit	Total Price (\$\$)
1	<p>Preliminaries</p> <p>a. Insurances</p> <p>b. As-built drawings</p> <p>c. Protection and Safety measures</p> <p>d. Ancillary works</p> <p>e. Disposal of debris</p> <p>f. Work Completion Reports</p> <p>g. T&C, OM Manuals, trainings</p> <p>h. Professional fees (including engagement of qualified persons and relevant Authority submissions and approvals)</p> <p>Any other items not mentioned above:</p> <p>i. _____</p> <p>j. _____</p> <p>k. _____</p>	<p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p>	
Design Proposals			
2	<p>To provide up to two (2) design concepts in 3D perspective as part of its proposals in this Tender submission for STPI's selection. When awarded this contract, the Contractor shall provide detailed design up to three (3) rounds of consolidated amendments on the selected concept.</p>	Lump Sum	
L1 & L2 Gallery Entrance			
2	<p><u>Glass door.</u> To replace the existing manually open glass doors with those that provide welcoming and hassle-free entrance to visitors possibly using automatic door system for the replacement.</p>	Lump Sum	
3	<p><u>Floor.</u> To replace the existing floor tiles (at L1) and cement screed floor (at L2) with flooring that is contemporary, polished, durable, and easy to maintain. To include recesses at door entrances for door mats, and to provide sturdy door mats.</p>	Lump Sum	
4	<p><u>Staircase.</u> To replace the existing tile finishes on stair landings, risers, and treads with timber. To "soften" the hard edges of the steps with nosing and curved steps. To redesign balustrade,</p>	Lump Sum	

S/N	Descriptions	Unit	Total Price (\$\$)
	possibly by making use of its existing structure and the existing wall to create recessed handrail with LED lighting. Existing timber handrail to be re-varnished if to re-use.		
5	<u>Window display.</u> To refurbish the existing window display area that can enhance the view of artwork to be displayed.	Lump Sum	
6	<u>Walls and Ceiling.</u> To repaint all interior walls and ceiling with features and colour schemes to Contractor's recommendation. All cracks/holes are to be plastered and resurfaced before applying paint. Existing glass wall at L2 to be frosted.	Lump Sum	
7	<u>Commemorative Wall Plaque.</u> To restore existing acrylic STPI official opening commemorative wall plaque or replace if necessary.	Lump Sum	
8	<u>TV Monitors.</u> To remove existing TV monitors on the wall and make good the wall.	Lump Sum	
9	<u>Brochure Display Counter.</u> To replace the existing brochure display counter with brochure holder / stand. To propose creative use of space behind the counter (below staircase).	Lump Sum	
10	<u>Lightings.</u> To replace the existing foyer lights and their fittings, with design and brightness to Contractor's recommendation to enliven the foyer. Lighting is to be energy saving type and easy for maintenance.	Lump Sum	
11	<p><u>Reception Counter.</u> At L2, to design and install a reception counter near the entrance in the gallery area.</p> <p>a. Counter design to be sleek and contemporary, providing counter space for up to 3 staff with their laptops, and with drawers, 3x bag storage lockers (c/w resettable combination locks) and seats provisioned.</p> <p>b. Countertop shall be free from any obstructions, with up to 3 seats provisioned for visitors.</p> <p>c. Counter shall be extended to provide compartments for a mini wine chiller, a mini fridge, and storage rack for wine glasses.</p>	Lump Sum	
12	<u>Electrical.</u> To carry out electrical upgrading works, including replacement of existing switches and power sockets, re-wiring, and installation of additional points to be able to support the proposed installations at the Gallery Entrance.	Lump Sum	
13	<u>Others.</u> Any other works deemed necessary and/or ideal to spruce up the space at the Gallery Entrance:		

S/N	Descriptions	Unit	Total Price (\$\$)
	a. _____	Lump Sum	
	b. _____	Lump Sum	
	c. _____	Lump Sum	
L4 Artist Apartments (#04-01 to #04-04)			
14	<u>Door.</u> To replace existing fire-rated entrance door and its frame c/w door lock system and apartment unit number.	Lump Sum	
15	<u>Windows.</u> To repair any windows that are damaged such as restoring with new window hinges and stays where necessary, and with new coat of paint for the frames. To replace existing window blinds with new to Contractor's recommendation.	Lump Sum	
16	<u>Floor.</u> To replace existing floor finish with heavy duty vinyl strip flooring with skirting to Contractor's recommendation.	Lump Sum	
17	<u>Wall & Ceiling.</u> To repaint all interior walls and ceiling, with features and choice of colour schemes to Contractor's recommendation. All cracks/holes are to be plastered and resurfaced before applying paint.	Lump Sum	
18	<p><u>Carpentry.</u> To replace existing carpentry installations with new:</p> <p>a. <u>Kitchen.</u> Top hung and bottom cabinets with shelves, dish/draining racks, and doors. Bottom cabinets c/w solid kitchen and bar surface top with backsplash, stainless steel kitchen sink, induction hob and hood to Contractor's recommendation. To also cater space for washing machine, dryer, and fridge.</p> <p>b. <u>Living & Dining Area.</u> Dining seating ledge with backrest in laminated finishes to Contractor's recommendation. For Living Area in #04-01 and #04-02, to provide seating ledge upholstered or sofa set (sofa to quote as optional item at S/N 25bii below) to Contractor's recommendation. To also install ledge for TV.</p> <p>c. <u>Bedroom.</u> Bedroom door (in #04-01 and #04-02), wardrobe with adjustable shelves, drawers and hanging rods, as well as study counter ledge with drawers and seat to Contractor's recommendation.</p>	<p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p>	
19	<p><u>Bathroom.</u> To replace existing bathroom installations with new:</p> <p>a. <u>Floor and Wall.</u> Homogeneous rectified ceramic tiles to Contractor's recommendation laid with approved waterproofing, screeds, and mortar/grout.</p>	Lump Sum	

S/N	Descriptions	Unit	Total Price (\$\$)
	<p>b. <u>Door</u>. Solid wood door treated with finishes to withstand high humidity.</p> <p>c. <u>Ceiling</u>. Water resistant gypsum board in selected paint finish to Contractor's recommendation.</p> <p>d. <u>Vanity Top with Sink</u>. Solid surface finish to Contractor's recommendation.</p> <p>e. <u>Others</u>. Piping, sanitary wares (including bathtub in #04-02), fittings, and accessories to Contractor's recommendation.</p> <p>f. <u>Water heater</u>. Storage water heater to Contractor's recommendation.</p>	<p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p>	
20	<u>Lightings</u> . To replace the existing lights, lamps, and their fittings, with design and brightness to Contractor's recommendation, taking into consideration the need to provide cosiness in the apartments. Lighting is to be energy saving type and easy for maintenance.	Lump Sum	
21	<u>Air-con</u> . To replace the existing air-con and piping with ample cooling capacity based on the size of each apartment and of energy efficient type.	Lump Sum	
22	<u>Electrical</u> . To carry out electrical upgrading works, including replacement of existing DB, switches, power sockets, isolators, TV and telephone points, re-wiring, and installation of additional points to be able to support the proposed appliances in the apartments.	Lump Sum	
23	<p><u>Others</u>. Any other works deemed necessary and/or ideal to spruce up the space in the apartments:</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p>	
	Total Sum Carried Forward to Form of Tender		
Optional Items			
24	<u>L1 & L2 Gallery Entrance</u>		

S/N	Descriptions	Unit	Total Price (\$\$)
	<p>a. <u>TV Monitors</u>. At L1 lobby, to design and install multiple large-format digital screens on existing TV monitor wall for display of dynamic videos and still visuals.</p> <p>b. <u>Notice Board</u>. At L1 lobby, to replace the existing acrylic notice board besides the lift with touch screen digital board for STPI to upload information such as the event of the day, workshop and gallery programmes, notices, wayfinding details, etc.</p> <p>c. <u>Reception Counter</u>. At L2 reception counter, to provide:</p> <p>i. A mini chiller</p> <p>ii. A mini fridge</p>	<p>1 lot</p> <p>1 nos.</p> <p>1 nos.</p> <p>1 nos.</p>	
25	<p><u>L4 Artist Apartments</u></p> <p>a. <u>Kitchen</u>. To provide:</p> <p>i. Washing Machine</p> <p>ii. Dryer</p> <p>iii. Fridge</p> <p>b. <u>Living & Dining Area</u>. To provide:</p> <p>i. Dining table/chairs</p> <p>ii. Sofa set</p> <p>iii. Smart TV</p> <p>c. <u>Bedroom</u>. To provide:</p> <p>i. Queen size bed set with 2 side tables</p>	<p>4 nos.</p> <p>4 nos.</p> <p>4 nos.</p> <p>4 set.</p> <p>2 set</p> <p>4 nos.</p> <p>5 nos.</p>	
26	<p><u>Others</u>. Any other appliances / furniture ideal to spruce up the space in the gallery entrance and apartments:</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p>Lump Sum</p> <p>Lump Sum</p> <p>Lump Sum</p>	
	Total Sum for Optional Items		