



Children's  
Museum  
Singapore

23-B Coleman Street  
Singapore 179807  
+65 6337 3388

Company Reg. No. 199502248C

## TENDER NOTICE

### INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND EVENTS

<b>Tender No. :</b>	<b>CMSG/TN/10/06/2022</b>
<b>Tender Documents :</b>	Is published on <a href="https://www.tenderboard.biz">Tenderboard.biz</a> and the old Singapore <a href="https://www.philatelicsingapore.org.sg">Philatelic Museum's website</a> ( <a href="https://www.nhb.gov.sg/spm/who-we-are/about-us/quotations-and-tenders">https://www.nhb.gov.sg/spm/who-we-are/about-us/quotations-and-tenders</a> ) as the new Children's Museum Singapore website is undergoing development.
<b>Closing Date :</b>	For full details of closing date and submission formats, all Tenderers are to refer to the Tender Documents.
<b>Contract Commencement Date :</b>	The expected date for commencement of the Contract is <b>1 September 2022</b> . Tenderers are advised that this date is a tentative one and the successful Tenderer shall not be entitled to any loss and expense or any other compensation or damages whatsoever for any changes or delays in the commencement date of the Contract.

The Children's Museum Singapore does not bind itself to accept the lowest or any Tender Offers.



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**CMSG/TN/10/06/2022**

Date: 29 June 2022

To The Tenderer,

Dear Sir / Mdm,

**INVITATION TO TENDER FOR APPOINTMENT OF EVENT  
MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM  
SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND  
EVENTS**

1. Children's Museum Singapore ("**CMSG**") 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:
  1. The Tender Notice
  2. This Covering Letter
  3. Section A Instructions to Tenderers
  4. Section B Conditions of Contract
  5. Section C Requirement Specifications
  6. Section D Evaluation Criteria
  7. Section E Prescribed Forms
  8. Section F Annex A
  9. Section G Annex B1 & B2 (Official Opening Ceremony)
  10. Section H Annex C1 & C2 (Weekend Carnival)
  11. Section I Annex D (Price Table & Schedule of Rates in excel format)

*\*Annex B2 & C2 will be issued to Tenderers during site briefing*
3. Please 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 by the Closing Date, which **on 28 July 2022, at 4pm.**
4. CMSG does not bind itself to accept the lowest or any Tender Offers.

Yours faithfully,

Kase Zheng  
Senior Manager, Marketing Communications  
Children's Museum Singapore

# **SECTION A**

## **INSTRUCTIONS TO TENDERERS**

CMSG/TN/10/06/2022

### **INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND EVENTS**

## 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) **"Closing Date"** means the time and the date referred to in the Covering Letter, which is the deadline for submission of Tender Offers.
  - (b) **"Invitation to Tender"** means the invitation to participate in this Tender and comprises all the Tender Documents referred to in the Covering Letter.
  - (c) **"CMSG"** means Children Museum's Singapore and includes any officer authorised by Children Museum's Singapore to act on its behalf.
  - (d) **"Tender Offers"** mean 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) All other terms referred to in this Invitation to Tender shall have the same meanings as those given in the Conditions of Contract.

### 2. Government Registration Authority

- 2.1 Where the Invitation to Tender specifies evaluation criteria (non-critical criteria) in terms of supply category/head and financial category registration with any Government Registration Authority ("**GRA**") such as the Ministry of Finance and the Building and Construction Authority, the evaluation of such criteria will be made by the relevant GRA.
- 2.2 Tenderers who are registered with the relevant GRA under the required supply category/head and financial category (with validity up to the Closing Date) must declare their registration status in the manner set out in the Invitation to Tender.
- 2.3 Tenderers who are not yet registered with the relevant GRA under the required supply category/head and financial category or whose registration will not be valid up to the Closing Date must apply for registration with the relevant GRA. Applications can be made through the Government Electronic Business ("**GeBIZ**") Homepage at <http://www.gebiz.gov.sg>. If registration with the relevant GRA is still pending at the time of submission of the Tender Offer, Tenderers must enclose a copy of the receipt issued by the GRA for the application made.

### 3. Eligibility

- 3.1 Tenderers can participate in this Tender only if not under any debarment from public sector tenders.
- 3.2 Tenderers who do not meet any critical criteria under the Evaluation Criteria are liable to be disqualified at the CMSG's discretion.
- 3.3 A compulsory tender briefing and/or site show round will be conducted at **Children's Museum Singapore on 7 July 2022, 3pm at 23-B Coleman Street, Singapore 179807**. Tenderers must register their wish to attend (together with information on the number of persons attending and their designations) through email to NHB CMSG ADM@nhb.gov.sg by Monday, 4 July 2022, 12pm.

### 4. Submission of Tender Offers

- 4.1 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 through email. Tenderers are to email documents to NHB CMSG ADM@nhb.gov.sg.

- i. Undertaking to Safeguard Official Information
- ii. Form of Tender
- iii. Schedule of Persons Empowered to Act
- iv. Information on Major Shareholders
- v. List of Relevant Track Record in the Last 5 Years
- vi. Background Information
- vii. GST Status
- viii. Event Proposal (Written proposals, designs or drawings required under the Requirement Specifications in softcopy).
- ix. Draft Implementation Plan
- x. Price Schedule and Price Table / Breakdown
- xi. Any other supporting documents/materials that are in softcopy

4.2 Tenderers may submit other documents/information apart from those specifically listed under Sub-Clause 4.1 in support of Tender Offers. Such other documents/information may be submitted using any of the mode(s) of submission allowed under Sub-Clause 4.1.

4.3 Tender Offers submitted after the Closing Date shall be disqualified.

## **5. Language**

5.1 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.

## **6. Compliance with Instructions and Forms**

6.1 Tender Offers are to be submitted according to the instructions contained in and using any forms prescribed in the Invitation to Tender. Any Tender Offers which:

- (a) are not in accordance with the instructions; or
- (b) vary any of the prescribed forms, are liable to be disqualified at the CMSG's discretion.

## **7. Validity Period**

7.1 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 the CMSG.

## **8. Withdrawal of Tender Offers**

8.1 Any Tenderers that withdraw Tender Offers after the Closing Date are liable to be debarred from future public sector tenders.

## **9. Acceptance of Tender Offers**

9.1 The CMSG shall be under no obligation to accept the lowest or any Tender Offer. The CMSG shall normally not enter into correspondence with any Tenderer regarding the reasons for non-acceptance of a tender.

9.2 The CMSG 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.

9.3 The issuance by the CMSG of a Letter of Acceptance accepting a Tender Offer or parts of a Tender Offer (subject to Sub-Clause 9.2) 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. The binding contract shall be governed by the terms of the Contract (as defined in the Conditions of Contract).

- 9.4 The Letter of Acceptance may be issued to the successful Tenderer(s) by email to the address of the successful Tenderer(s) as set out in the Tender Offer
- 9.5 The CMSG may, at its sole discretion, require the successful Tenderer(s) to sign a written agreement.

## **10. Ownership of Documents and Intellectual Property**

- 10.1 All information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of the CMSG shall remain the property of the CMSG. Tenderers shall immediately return all or any of the same on written request by the CMSG or destroy the same within 1 week of the award to the Tender (except in the case of the successful Tenderer).
- 10.2 All Intellectual Property (as defined in the Conditions of Contract) reflected or subsisting in the information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of the CMSG belong to the CMSG or third parties as the case may be.
- 10.3 Tender Offers and all accompanying documents, plans, drawing, materials or other items (less samples that are covered under Clause 11 below) that are submitted by Tenderers in response to this Invitation to Tender shall become the property of the CMSG. 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 10.3 is without prejudice to any provisions to the contrary in the Conditions of Contract that are applicable to the successful Tenderer.

## **11. Samples**

- 11.1 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
  - (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.

11.2 When submitting samples, Tenderers shall indicate in writing whether the samples are to be returned (subject to Sub-Clause 11.3). If no such indication is given, the CMSG shall not be obliged to return any samples. The CMSG may, at its sole discretion, decide to return the samples at its own costs or give the Tenderer written notification to collect the samples. The CMSG 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.

11.3 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 Sub-Clause 11.2.

## **12. Alteration, Erasures and Illegibility**

12.1 Except for amendments to entries made by the Tenderer which are initialed 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 the CMSG's discretion.

## **13. Expense**

13.1 No expense incurred by Tenderers in the preparation of Tender Offers shall be borne by CMSG.

## **14. Tender Price and Goods and Services Tax**

14.1 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 the CMSG in writing of any ambiguity, inconsistency or omission in or between any of the Tender Documents; and
- (b) seek clarification on the same from CMSG by emailing their written questions no later than **12 July 2022, Tuesday, 12pm**. An open Question and Answer virtual meeting will be held on **14 July 2022, 3pm** to clarify all tenderers' questions.

14.2 The Tender Price set out in the Tender Pricing Schedule & Price Table 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 Pricing Schedule & Price Table 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 Schedule.

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



## 15. Export Approval

15.1 Tenderers shall clearly indicate in their Tender Offers if there is any requirement for:

- (a) end-user certificates or statements from the CMSG; or
- (b) separate agreements between the CMSG and the Tenderer concerned or third parties, to satisfy any export requirements of any foreign government/country.

## 16. Consortiums

16.1 As used in this Invitation to Tender, “**Consortium**” means an unincorporated joint venture through the medium of a consortium or a partnership.

16.2 The following shall apply if a Tender Offer is submitted by a Consortium:

- (a) Each member of the Consortium shall be a business organization duly organized, existing and registered under the laws of its country of domicile.
- (b) No Consortium shall include a member which has been debarred from public sector tenders.
- (c) After the submission of the Tender Offer, any introduction of, or changes to, Consortium membership must be approved in writing by the CMSG.
- (d) In the case of Consortiums, the following documents must be submitted with the Tender Offer:
  - (i) A certified copy of the consortium or partnership agreement, signed by all members of the Consortium.
  - (ii) Documentary proof must be provided that there is a Lead Member which is authorised by all members of the Consortium to sign and submit the Tender Offer, receive instructions, give any information, accept any contracts and act for and on behalf of all the members of the Consortium. The documentary proof could be in the form of:
    - (1) relevant provision(s) in the certified copy of the consortium or partnership agreement, or
    - (2) certified copies of powers of attorney from each members of the Consortium,
- (e) The Tender Offer must be submitted by the Lead Member.
- (f) Information must be submitted with respect to:
  - (i) the legal relationship among the members of the Consortium;
  - (ii) the role and responsibility of each member of the Consortium; and
  - (iii) the address of the Consortium to which the CMSG may send any notice, request, clarification or correspondence.

- (g) If CMSG awards the Contract to a Consortium:
- (i) The Letter of Acceptance may be through email or handed to or posted to the address of the Lead Member of the Consortium given in the Tender Offer.
  - (ii) The issue by the CMSG of a Letter of Acceptance shall create a contract that is binding on all the members of the Consortium 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. The binding contract shall be governed by the terms of the Contract (as defined in the Conditions of Contract).
  - (iii) Each member of the Consortium shall be jointly and severally responsible to CMSG for the due performance of the Contract.
  - (iv) If any member of the Consortium withdraws from the Consortium or is adjudicated a bankrupt, or goes into liquidation in accordance with the laws of the country of incorporation, then the surviving member(s) of the Consortium shall be obliged to carry out and complete the performance of the Contract.

## **17. Clarifications**

- 17.1 If CMSG 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 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 CMSG for this Tender provided that no Tenderer shall, in any case, be permitted to amend the proposed Contract Price already submitted.

## **18. Demonstration of capabilities**

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

## **19. Confidentiality**

- 19.1 Except with the consent in writing of CMSG, Tenderers shall not disclose to any third parties, this Invitation to Tender, the provisions of the Tender Documents, and any information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of the CMSG.
- 19.2 The Tenderer shall ensure that, if requested by CMSG in writing, all employees, agents or suppliers that are involved in preparing or presenting the Tender Offer must also complete and submit the prescribed form on the Undertaking to Safeguard Official Information.

## **20. Applicable Law**

- 20.1 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.

## **21. Amendment to Invitation to Tender**

- 21.1 CMSG 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.
- 21.2 Any amendments or issue of supplementary terms to the Invitation to Tender made pursuant to Sub-Clause 21.1 shall be issued through [Tenderboard.biz](https://tenderboard.biz) and the old Singapore Philatelic Museum's website (<https://www.nhb.gov.sg/spm/who-we-are/about-us/quotations-and-tenders>) as the new Children's Museum Singapore website is undergoing development. It shall be the responsibility of the Tenderers to check the website on a frequent basis for any such amendments or issue of supplementary terms to the Invitation to Tender.
- 21.3 No oral representation shall be:
- (a) accepted or construed as amending or being supplementary to the terms of the Invitation To Tender, or
  - (c) binding on the CMSG.

## **22. Whistleblowing Policy**

- 22.1 If you know of or suspect any impropriety regarding any improper or illegal conduct relating to the procurement process, please refer to National Heritage Board's whistleblowing policy: <http://www.nhb.gov.sg/about-us/whistle-blowing-policy>

## **SECTION B CONDITIONS OF CONTRACT**

CMSG/TN/10/06/2022

# **INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND EVENTS**

## SECTION B: 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:
  - (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 CMSG in the Letter of Acceptance);
  - (iii) the Letter of Acceptance; and
  - (iv) any other documents accepted in the Letter of Acceptance 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 which has been awarded this Contract by the CMSG.
- (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) "**Goods**" means all goods, including parts or units thereof, which the Contractor is required to supply under this Contract.
- (h) "**IP**" or "**Intellectual Property**" means intellectual property and shall include but not be limited to patents, copyright and industrial design.
- (i) "**CMSG**" means Children Museum's Singapore and includes any officer authorised by Children Museum's Singapore to act on its behalf.

- (j) **"Party"** means either the CMSG or the Contractor and **'Parties'** means both the CMSG and the Contractor.
- (k) **"Services"** means all the works and services which the Contractor is required to perform under this Contract.
- (l) **"Works"** means any works to be executed as part of the Services (if required under the Requirement Specifications), which require the construction, fabrication or installation of permanent or temporary structures, facilities, installations or equipment.

- 1.2 Words denoting the singular include the plural and vice versa.
- 1.3 Words denoting one gender includes 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 CMSG. For the avoidance of doubt, the Contractor is not authorised to enter into any contracts on behalf of CMSG.
- 2.3 This Contract:
  - (a) shall come into force and commence on the date the Contractor received the Letter of Acceptance; 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
  - (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 the CMSG. The Contractor grants the CMSG the option, at CMSG's sole discretion, to extend the contract period for one or more additional periods not exceeding a total of 6 months. The option to extend shall be exercised by written notice. Unless otherwise agreed in writing, the option to extend must be exercised at least 2 months before the expiry of the current contract period.

- 2.4 The Contractor shall do all things which are necessary or reasonably to be inferred from the Contract even if not specifically set out in the Contract.
- 2.5 The Contractor acknowledges that it is fully aware and anticipates that some details of the Requirement Specifications may have to be clarified during the performance of this Contract. In this context:
- (a) CMSG reserves the right to issue written clarifications on the Requirement Specifications to set out the CMSG's requirements more precisely and such written clarifications shall be deemed to be part of this Contract. These clarifications shall include the need to delay the completion or progress of the whole or any part of the Services or delay the delivery dates of some or all of the Goods.
  - (b) the Contractor confirms that this has been fully anticipated when the Tender Offer was submitted and has been taken into account in the Contract Price. For the avoidance of doubt, the Contractor shall have no claim to any compensation or damages regardless of the nature of the clarifications issued.

### **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 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 CMSG 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 receipt of written notice from the Contractor that Works have been completed, such Deliverables or Works shall be:
- (a) accepted or rejected by CMSG through a written notice in a form that may be prescribed by CMSG in writing; or
  - (b) deemed to have been accepted by CMSG if no written notice to either accept or reject the same is issued within 5 days of receipt of the Deliverables or Goods concerned or the written notice that the Works concerned have been completed.

- 3.5 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 CMSG in writing to replace the particular brand(s)/model(s) if:
- (a) the particular brand(s)/model(s) is discontinued by the manufacturer and written documentation of this is provided to CMSG's satisfaction; and
  - (b) the replacement brand(s)/model(s) provide the same or better functionality and performance as the particular brand(s)/model(s).

#### **4 PAYMENT**

- 4.1 Payment shall be made in accordance with the payment schedule set out in **Schedule 1** (if has) unless otherwise agreed in writing.
- 4.2 Payments made to the Contractor shall not:
- (a) be considered evidence of the quality of any Goods or Services to which such payments relate.
  - (b) prejudice any of CMSG'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.
- 4.3 The amount of any payment due from or debt owed by the Contractor to CMSG under this Contract may be deducted by the CMSG from any monies payable by CMSG to the Contractor under this Contract.
- 4.4 CMSG shall not have to pay for any expenses or costs of whatever nature other than those expressly set out under this Contract.
- 4.5 Unless otherwise agreed in writing by CMSG, payment shall be made by electronic bank transfer upon receipt of e-invoices from the Contractor. The Contractor shall provide CMSG with all bank account information reasonably required by CMSG in order to effect such payment. Each Party shall bear their own bank charges.



## **5 RIGHTS OF THIRD PARTIES**

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

## **6 GIFTS, INDUCEMENTS OR REWARDS**

- 6.1 CMSG may terminate this Contract and to 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 CMSG or for showing or forbearing to show favour to any person in relation to any contract with CMSG, 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) or if in relation to any contract with CMSG, the Contractor or any person employed by him or acting on his behalf shall have committed any offence under Chapter IX of the *Penal Code* or *Prevention of Corruption Act* or shall have abetted or attempted to commit such an offence or shall have given any fee or reward the receipt of which is an offence under Chapter IX of the *Penal Code* or the *Prevention of Corruption Act*.

## **7 DELAY IN PERFORMANCE**

- 7.1 If there is delay in the performance of the Services or the supply of Goods due to any acts of God, force majeure, riots and civil commotion, strikes, lock-outs or other causes or perils beyond the Contractor's control, then in any such case the Contractor shall, for the duration of any such circumstances, be relieved of the obligation to perform the Services or supply the Goods thereby affected. Any part of the Services or Goods that are not so affected shall continue to be performed in accordance with this Contract.
- 7.2 Subject to Sub-Clause 7.1, if the Contractor fails to complete the performance of Services or supply of Goods by the date(s) specified in this Contract, CMSG 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 0.5% of the Contract Price 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 10% 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.

- 7.3 For the avoidance of doubt, if CMSG opts to impose liquidated damages under Sub-Clause 7.2(b) and regardless of whether the maximum amount of liquidated damages has been reached, CMSG shall still be entitled to exercise:
- (a) its rights under Sub-Clause 7.2(a); provided that the liquidated damages already imposed shall be offset against any increased costs recoverable under Sub-Clause 7.2 (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.

## **8 SUB-CONTRACTING AND ASSIGNING**

- 8.1 The Contractor shall not sub-contract or assign the whole or any part of this Contract without the written consent of CMSG. 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.

## **9 APPLICABLE LAW**

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

## **10 DISPUTE RESOLUTION**

- 10.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 10.2 In the event of any dispute, controversy or claim arising out of or relating to this Contract, no Party shall proceed to litigation unless the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre.
- 10.3 A Party that receives a notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Sub-Clause 10.2.
- 10.4 For the avoidance of doubt, failure to comply with Sub-Clauses 10.2 or 10.3 shall be a breach of contract.

## **11 SUSPENSION OR TERMINATION**

- 11.1 CMSG shall, after giving 7 days written notice to the Contractor, have the right to suspend or terminate this Contract if CMSG is affected by any state of war, act of god or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension or termination save that CMSG shall pay the Contractor the price of the Goods or Services that have been performed and accepted by CMSG. The Contractor shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by CMSG to the Contractor by reason of this Clause 11.

- 11.2 In addition to any other rights to terminate this Contract or any rights to cancel parts of the Services under this Contract, CMSG shall have the unilateral right to terminate this Contract without assigning any reasons whatsoever by giving the Contractor 30 days' written notice. For the avoidance of 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 end of the 30 day notice period.

## **12 RIGHTS OF THE CMSG IN THE EVENT OF DEFAULT BY THE CONTRACTOR**

- 12.1 If any declaration or submission made by the Contractor in its Tender Offer is discovered to be false, CMSG shall be entitled to rescind and terminate this Contract or cancel any part of the Goods or Services by written notice without CMSG being liable for any damages or compensation. The termination or cancellation shall take effect from the date of the written notice.
- 12.2 If the Contractor is in breach or defaults in his performance of this Contract, CMSG may issue a written notice of breach or default to the Contractor. The Contractor shall, within 7 days of the date of the notice of breach or default, remedy the breach or default or otherwise propose a solution that is accepted by CMSG in writing.
- 12.3 If the Contractor fails to remedy the default or otherwise propose an acceptable solution under Sub-Clause 12.2, the Contractor shall be taken to have repudiated the Contract and CMSG 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 CMSG shall not be liable to the Contractor for any damages or compensation.
- 12.4 CMSG shall be entitled to terminate this Contract or cancel any part of the Goods or Services by written notice without CMSG being liable for any damages or compensation if:
- (a) any proceedings are commenced for the liquidation, dissolution or bankruptcy of the Contractor and the same 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.

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

- 12.5 If there is any termination of this Contract or cancellation of Goods or Services under this Clause 12, CMSG shall have the right to purchase, from other sources, the Goods and Services (including similar or equivalent goods and services in the case where the exact goods and services are not available) that have not yet been performed or supplied at the time of termination or cancellation. All increased costs incurred by CMSG 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.

### **13 VARIATION OF CONTRACT**

- 13.1 No attempts to vary this Contract shall have any force unless made in writing and executed by the Contractor and the authorised contract signatory of CMSG.

### **14 TAXES, FEES AND DUTIES**

- 14.1 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 employees. If CMSG receives a request from the tax authorities to pay on behalf of the Contractor and/or the Contractor's employees, or to withhold payments from the Contractor in order that CMSG may subsequently so pay, any of the said taxes, fees, duties, fines, levies and assessments, the Contractor authorises CMSG to comply with the terms of the said request.
- 14.2 If the Contractor is a taxable person under the Singapore *Goods and Services Tax Act*, CMSG shall pay to the Contractor the Goods and Services Tax chargeable on the supply of Goods and Services to CMSG.
- 14.3 The Contractor shall submit a copy of the Certification of Registration for Goods and Service Tax if requested to do so by CMSG in writing.

### **15 GOVERNMENT REGULATIONS**

- 15.1 The Contractor shall, at its own costs, obtain and maintain all licences, permits, authorizations or certifications required without any restrictions or qualifications whatsoever so as to enable the Contractor to fulfil all its obligations under the Contract.

## **16 INDEMNIFICATION**

- 16.1 In the event of CMSG being held liable for damages arising out of any claim by any agent, workman or employee of the Contractor or any sub-contractors or suppliers of the Contractor, pursuant to the performance of this Contract, the Contractor shall indemnify CMSG against such claim and any related costs, charges and expenses incurred by CMSG.

Provided that the same is not caused by the gross negligence or willful default of CMSG.

## **17 CONSORTIUM**

- 17.1 As used in this Contract, “**Consortium**” means an unincorporated joint venture through the medium of a consortium or a partnership.

### ***Joint and Several Responsibility***

- 17.2 Each member of the Consortium shall be jointly and severally responsible to CMSG for the due performance of this Contract.

### ***Addition of members to Consortium***

- 17.3 Any proposed changes to Consortium membership must be approved in writing by CMSG.
- 17.4 Should additional member(s) be added to the Consortium at any time with the written approval of CMSG, he or they shall be deemed to be included in the expression 'the Contractor'.

### ***Withdrawal from Consortium***

- 17.5 If any member of the Consortium withdraws from the Consortium, goes into liquidation, is wound up or ceases to exist in accordance with the laws of the country of incorporation:
- (i) this Contract shall continue and not be dissolved, and
  - (ii) the remaining member(s) of the Consortium shall be obliged to carry out and complete the Services.

## **18 CONTRACTOR'S PERSONNEL**

- 18.1 The Contractor shall replace its personnel (inclusive of the personnel of any sub-contractors or agents) within 5 days from the date of written notice from CMSG 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 behavior for the purposes of this Sub-Clause 18.1 shall be determined at the sole discretion of CMSG.

**18.2 The Contractor shall ensure that:**

- (a) there is compliance by the Contractor and its employees, subcontractors and agents with all the rules and regulations of CMSG's buildings and premises or the buildings and premises belonging to third parties where Services have to be performed or 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 CMSG or third parties (as the case may be) at the Sites; and
- (c) there is compliance by the Contractor and its employees, subcontractors and agents with all reasonable directions or instructions of CMSG or third party supervisors or managers at the Sites.

**18.3 If the Contractor's Tender Offer states that Services or parts of 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 the CMSG 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 affect on the progress or quality of the Services.**

**19 CMSG OWNERSHIP OF INTELLECTUAL PROPERTY**

**19.1 Nothing in this Contract shall affect any person's right to own or licence Background IP.**

**19.2 All Foreground IP created by the Contractor, its employee, subcontractor, supplier or agent shall vest in and be owned absolutely by CMSG. The Contractor shall do all things necessary to ensure that all Foreground IP is assigned to CMSG absolutely; including the execution all such documents as may reasonably be required in order to perfect, protect or enforce any of the Foreground IP assigned and granted to CMSG.**

**19.3 The Contractor shall obtain for and grant to CMSG and its agent, free of any additional charge, a worldwide, perpetual, non-exclusive licence, to use all Background IP owned by or licensed to the Contractor, its employee, subcontractor, supplier or agent.**

**19.4 For the avoidance of doubt, any IP in any results, report, data or information generated or produced by the Contractor, CMSG or another person on behalf of CMSG as a result of this Contract shall vest in and be owned absolutely by CMSG.**



- 19.5 If the Contractor, its employee, subcontractor, supplier or agent intends to sell or transfer their Background IP, the Contractor shall ensure that the purchaser of the Background IP and every successor in title to the interest in the Background IP has prior written notice of the licence that the Contractor, its employee, subcontractor, supplier or agent has granted to CMSG.
- 19.6 If any licence granted or obtained for Background IP under Clause 19.3 is registrable under any IP registration system in Singapore, the Contractor shall:
- (a) register the licence under the IP registration system in Singapore; and
  - (a) deliver copies of documentary proof of such licence registration to CMSG as soon as possible.
- 19.7 The Contractor shall indemnify CMSG against any action, claim, damages, charges and costs arising from or incurred by CMSG due to any infringement or alleged infringement of patents, design, copyright or any other IP rights in relation to the use of Foreground IP or Background IP or otherwise in relation to the Goods or Services under this Contract.

## **20 CONFIDENTIALITY**

- 20.1 Except with the written consent of the CMSG, 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 the CMSG in connection with this Contract to any person.
- 20.2 In addition, the Contractor shall not make use of any information obtained directly or indirectly from CMSG 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, without the prior written consent of CMSG.
- 20.3 The Contractor shall not publish or release, nor shall it allow or suffer the publication or release 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 the Contract in any media without the prior written consent of CMSG. For the avoidance of doubt, this restriction includes any citation that CMSG is or was a customer of the Contractor.

## **21 CMSG'S REPRESENTATIVE**

- 21.1 CMSG shall appoint one or more persons to supervise and liaise with the Contractor for the purposes of this Contract. The Representative(s) 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 CMSG's discretion under this Contract shall not be binding on CMSG unless given in writing or under the hand of the Representative(s).

- 21.3 For the avoidance of doubt, the Representative(s) cannot vary this Contract unless the Representative(s) concerned are also authorized contract signatories as required under Clause 13.

## **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 CMSG, 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 CMSG to contact for the provision of all the Goods or Services.
- (b) If required under the Requirement Specifications or otherwise agreed in writing by CMSG, more than one 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 the Contractor's obligations under this Contract. The Project Manager shall be deemed to be the Contractor's agent in all dealings with CMSG and all actions of the Project Manager shall be binding on the Contractor.
- (b) The Representative(s) 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 his duties and functions.
- (c) If required under the Requirement Specifications or otherwise agreed in writing by CMSG, more than one Project Manager shall be designated.

### **22.3 Implementation Plan**

Unless otherwise agreed by CMSG in writing:

- (a) within 7 days from the date of the Letter of Acceptance (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 or Services.
- (b) the Final Implementation Plan shall not be acceptable unless it meets the timelines and/or stipulated completion dates set out in the Requirement Specifications (and the Purchase Order concerned if this is a period contract).



## 22.4 Progress Reports & Meetings

- (a) The Representative(s) 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 the Representative(s). The Representative(s) may, at the 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 CMSG to make any claims against the Contractor if the terms of this Contract are not met.
- (b) The Representative(s) shall have the right to call for progress meetings from time to time and/or on a regular weekly or other intervals as determined by the Representative(s). During such meetings, the Project Manager shall attend and report to the Representative(s) on the completion of the Services and delivery of the Goods. The progress meetings shall be held at venues chosen by the Representative(s).
- (c) The Contractor shall notify the Representative(s) of any expected delay in the performance of this Contract. The Consultant shall refer immediately to the Representative(s) 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 CMSG under this Contract are cumulative and are without prejudice to one another and are in addition to any rights or remedies CMSG may have in law or in equity. No exercise by CMSG 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 WAIVER

- 24.1 No waiver of any breach of a provision of this Contract shall be deemed to be a waiver by CMSG of any other provision or of any subsequent breach of the same provision. The failure of CMSG 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 CMSG only if done in writing.

## 25 WARRANTY

- 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 CMSG. 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 Goods is found to be:

- (a) Defective in design, materials or workmanship; or
- (a) Not in accordance with this Contract or any specifications incorporated therein by reference or otherwise; or
- (b) 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 of CMSG, replace, rectify or completely repair the damaged or defective Goods. The Contractor may, in lieu rectification or repair, elect to replace the damaged or defective Goods within 5 days of the notification.

## **26 TITLE AND RISK**

- 26.1 Title to the Goods shall pass from the Contractor to the CMSG upon receipt by CMSG in Singapore.
- 26.2 The risk of loss or damage to the Goods shall pass from the Contractor to the CMSG upon receipt by CMSG in Singapore. Provided that 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 CMSG.

## **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.

## **28 RETURN OF DOCUMENTS AND OTHER ITEMS**

- 28.1 Within 14 days 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 CMSG;
  - (b) were received from CMSG; or
  - (c) were produced pursuant to this Contract.

In the case of softcopies, such records/documents shall be emailed to CMSG's Representative or copied to CDRs/DVDs if the same are provided by CMSG 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 CMSG 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 CMSG, 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, CMSG 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 the Contractor 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 the CMSG 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 CMSG to the Contractor within a period of 6 months (state a period in terms of months) from the date of the Letter of Acceptance. If the Authority exercises the Option to Purchase, the additional quantities purchased shall form part of the Goods defined in this Contract and subject to the same terms; read with all necessary changes.
- 30.2 If there are/is:
- (a) 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) 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. WORKS**

- 31.1 With regard to Sites or other locations where Works have to be performed under the Requirement Specifications, the Contractor shall not make, perform or permit:
- (a) the making of any structural alterations;
  - (b) the creation of any holes;
  - (c) the driving of any nail or screw or anything whatsoever into floors, walls, ceilings or other structures or facilities, without having obtained the prior written consent of CMSG.

- 31.2 The Contractor shall ensure that there is no loss or damage to property (building or moveable assets) in the course of or by reasons of the execution of the Services at the Sites or other locations where Works have to be performed. If any such loss or damage occurs, the Contractor shall be liable to pay reasonable compensation to make good any loss or to reinstate the Sites or other locations as necessary.
- 31.3 For security and other business reasons, the hours for carrying out the Services relating to Works at certain Sites or parts of Sites may, at the sole discretion of the CMSG, be restricted to certain days of the week (including Saturdays and Sundays) or hours of the day (including after normal office hours). The Contractor shall be deemed to have priced for such provision in the Contract Price.
- 31.4 If in order to enable the Contractor to complete his obligations under the Contract, the Contractor acknowledges and agrees that work during Sundays, public holidays and beyond regular office hours will be necessary and the Contractor shall be deemed to have included this in his Contract Price.

## **32. INSURANCE**

### **32.1 The Contractor:**

- (a) shall at all times, at its cost and expense, procure and maintain with reputable licensed insurers, the insurance coverage set out in Schedule 2;
- (b) shall, if required by the Authority, deliver to the Authority evidence that the Contractor has maintained each of the insurances required to be maintained under this Clause 31; and
- (c) shall, and shall use its best endeavours to procure that the insurer shall, give to the Authority at least thirty (30) days' (or such shorter period as may be agreed between the Contractor and the Authority) prior notice of any cancellation or material change.

### **32.2 The Contractor shall, before commencing any Services involving Works, ensure that there is in force:**

- (a) adequate public liability policies of insurance, for death or injury to persons or loss or damage to property; up to a minimum cover of Singapore Dollars One Million for any one accident, incident and/or occurrence at the Sites or other locations where Works are performed; and
- (b) insurance covering compensation for workmen performing the Works.

The Contractor shall provide copies of such policies to the CMSG upon written request by the CMSG.

## SCHEDULE 1

### PAYMENT SCHEDULE

S/N	Milestone Description	% of Contract Price	Cumulative Total
1	30 days from the acceptance by CMSG of the implementation Plan (Section C – Requirement Specifications para 4) and receipt of the invoice for the same.	30	30
2	30 days from the acceptance by CMSG and delivery of items stated in Section C – Requirement Specifications para 2.2 being delivery of game booth props and receipt of the e-invoice for the same.	20	50
3	30 days from the completion of the project and receipt of the e-invoice for the same	50	100

## **SCHEDULE 2**

### **INSURANCES**

1. Professional liability insurance covering SGD 1 million
2. The Contractor and the Sub-Contractors shall obtain the necessary 'Work Injury Compensation' insurance complying with the legislation under Ministry of Manpower

## **SECTION C REQUIREMENT SPECIFICATIONS**

CMSG/TN/10/06/2022

### **INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND CARNIVAL**

## **SECTION C: REQUIREMENT SPECIFICATIONS**

### **1. BACKGROUND**

- 1.1 Children's Museum Singapore (CMSG) formerly known as the Singapore Philatelic Museum (SPM) is currently closed for renovation and targets to reopen end December 2022 as Singapore's first museum dedicated to children aged 12 years and below.
- 1.2 The objective of the opening ceremony and weekend carnival is to celebrate and announce the opening of CMSG.
- 1.3 CMSG would like to appoint an events management agency ("Contractor") to provide logistic and project manage the followings:
  - 1.3.1 **Official Opening Ceremony**  
 Date: 8 December 2022  
 Actual Event Timing: 3.30pm to 7.30pm [Subject to changes]  
 (\*Setup/ sound checks at 2pm and pack up till 8pm)  
 Venue: Roundabout opposite CMSG, next to Bible House & CMSG Carpark  
 Estimated number of guests: 200pax  
 Guest profile: Guest-of-Honour, museum's key stakeholders, partners, sponsors and other guests including young children
  - 1.3.2 **Weekend Carnival**  
 Date: 10 & 11 December 2022  
 Actual Event Timing: 10am to 7pm [Subject to changes]  
 (\*Setup/ sound checks at 9am and pack up till 8pm)  
 Venue: CMSG Carpark and Lewin Terrace including its hardcourt  
 Estimated number of visitors: 2,000pax per day  
 Visitors' profile: Families with young children

### **2. SCOPE OF WORK, SERVICES & DELIVERABLES**

- 2.1 The Contractor would be required to propose, coordinate, fabricate, purchase, install and deliver the followings:
  - a) Tentages
  - b) Stage, Stage Backdrop, Sound & Lighting Equipment
  - c) Launch Mechanism
  - d) Food Catering Arrangements
  - e) Manpower (Project Manager, Stage Manager, Sound Technician & Lighting Programmer, Fringe Activities Vendors, Events Coordinators, Manpower to manage game booths, crowd control)
  - f) Seating Arrangements & Cocktail Tables
  - g) Events Management & Decorations
  - h) Events Collaterals
  - i) Mobile Toilets Arrangements with Gazebos
  - j) Traffic Marshals Arrangements
  - k) Barricades to cordon off entry points at Fort Canning Park
  - l) First Aiders / Ambulance Arrangements



2.2 Tenderers are to refer to the following Annexes for more details on the specifications of the scope of work, service, and deliverables required.

	Opening Ceremony (8 Dec'22)	Weekend Carnival (10 & 11 Dec'22)
1	Launch Mechanic	Stage at Hardcourt
2	Stage at Roundabout (Opposite CMSG)	Tentages at CMSG Carpark
3	Tentages at Roundabout (Opposite CMSG)	Tentage along the linkway to Lewin Terrace Hardcourt
4	Tentage at Pedestrian Walkway (Opposite CMSG)	Barricades

	For both Opening Ceremony & Weekend Carnival
5	Events Management (Manpower, Game Booths & props, Photo Backdrop & Photo Booth Service)
6	Events Decoration
7	Events Collaterals (Balloon Standaees, Signages, barricades, Inflatable Tube man)
8	Mobile Toilets Arrangements with Gazabos at CMSG (opposite National Archives)
9	Cleaning Services
10	Traffic Marshals Arrangements

	Option to Purchase
11	Balloonist
12	Food Catering
13	Mascot Talent & Chaperon
14	First Aid / Ambulance Arrangements

### 2.2.1 Shared Deliverables Across 2 Events (Refer to ANNEX A)

There are scope of work, services and deliverables which the appointed Contractor is to provide for both the Official Opening and Weekend Carnival.

For more details on:

- Shared scope of work, service, and deliverables, refer to Annex A.
- Event locations and programme, please refer to Annex B1, B2, C1 & C2.

### 2.2.2 Official Opening Ceremony (Refer to ANNEX B1 & B2)

The opening ceremony will be a half-day event from 3pm to 8pm held at the roundabout opposite CMSG and CMSG carpark.

For more details on:

- Scope of work, service, and deliverables, refer to Annex B1.
- Event location and programme, please refer to Annex B2.

### 2.2.3 Weekend Carnival (Refer to ANNEX C1 & C2)

The weekend carnival will be a 2 full-day event from 9am to 8pm daily, held at CMSG Carpark and the hardcourt at Lewin Terrace.

For more details on:

- Scope of work, service, and deliverables, refer to Annex C1
- Event location and programme, please refer to Annex C2.

- 2.3 The Contractor is to provide bi-weekly updates to CMSG and make any necessary amendments to the works submitted based on Para 2.2 deemed appropriate by CMSG staff. CMSG must approve all works before fabrication, purchase, printing and installation/ implementation/ execution of works.

### **3. MANDATORY BRIEFING**

- 3.1 Tenderers must attend a compulsory tender briefing at **Children's Museum Singapore on 7 July 2022, 3pm at 23-B Coleman Street, Singapore 179807.**
- 3.2 Contractors must register their attendance (together with information on the number of persons attending and their designations) using the form available in Section E - Prescribed Form - Form for Mandatory Site Briefing.
- 3.3 Email form in softcopy to NHB\_CMSG\_ADM@nhb.gov.sg **by Monday, 4 July 2022, 12pm.** Contractors who fail to attend the site briefing will not be able to participate in the Tender.
- 3.4 The successful Contractor shall be deemed to have visited, inspected and examined the premises and have satisfied himself as to the local conditions, the accessibility, the full extent and character of the work, the supply and conditions affecting labour and materials, the transportation of labour, contractor's equipment, etc. and the execution of the contract generally as no claim on grounds of knowledge in this respect shall be entertained.

### **4. REQUIRED TENDER SUBMISSIONS**

- 4.1 The Contractor to submit the following to CMSG as part of the Tender submission:

#### **4.1.1 Event Proposal**

- a) Tenderer is to submit a proposal on how it intends to carry out the scope of work, services and deliverables as stated in ANNEX A, B1 & C1.
- b) The Contractor shall submit the cost of the items requested in Para 2.2 by filling up the Price Schedule, Price Table & Schedule of Rates (available in Excel file format).

#### **4.1.2 Implementation Plan with a Project Schedule**

- a) The Contractor is to submit a proposed Implementation Plan with a Project Schedule as part of the Tender Offer reflecting the time schedule and sequence of events necessary for the delivery of the works and services indicated in Para 2.2 and 5.
- b) The Contractor shall refer to the Project Schedule indicated in Para 5 and ensure that all deliverables meet the milestones listed in the table and update CMSG on the progress of the project according to the time schedule agreed in writing between CMSG and the Contractor.

#### **4.1.3 Company profile, Past Records & Key Team Members (Refer to Section E- Prescribed Forms)**

- a) Contractor is to submit company's profile, as well as track records of relevant experience with organising events, festivals and project-managing openings of similar scale or nature in the last five (5) years.

- b) The contractor is to designate a Project Manager for the purposes set out in Clause 22 of the Conditions of Contract. The name, designation, email address and handphone number of the proposed Project Manager. Details must be set out in the Tender Offer (using Prescribed Form- Details on Company/Firm/Person).
- c) Contractor is to submit Curriculum Vitae (CVs) of key team members who will be handling the project which includes the Stage Manager, Project Manager or main coordinators.

## 5. PROJECT SCHEDULE

No.	Work Required	Location	Requirements
1	Delivery of game props & game booth setup	CMSG office & Hardcourt next to Lewin Terrace	Delivery of items to CMSG office by 18 November and setup of game booths for children ambassadors' trial play on 26 & 27 November 2022.
2	Setup of Tentage, stage and power generator	Hardcourt next to Lewin Terrace	Complete by 10am, 2 December 2022
3	Setup of covered walkway	Leading up to hardcourt next to Lewin Terrace	
4	Setup of Tentage & 4 Mobile Toilets	CMSG carpark	
5	Rehearsal for Official Opening Ceremony & Weekend Carnival	Hardcourt next to Lewin Terrace	On 3 & 4 December 2022 we will host a 2nd rehearsal from 9am to 12pm for children ambassador to be familiarise with their actual role for the event day. Contractor is to set up game booths at the Lewin Terrace for final rehearsal on both days.
6	Setup of tentage, stage, lightings and power generator	Roundabout and pedestrian walkway opposite CMSG	Complete by 6 December 2022, 10am
7	Setup of 2 Mobile Toilets & Gazebos	Area outside CMSG, facing National Archives	Complete by 7 December 2022, 10am. *Setup of cocktail tables and seating by 4pm.
8	Dry run and stage rehearsal for Official Opening Ceremony	Roundabout opposite CMSG & Galleries	On 7 December 2022, 4pm *Includes sound checks and children performers.

No.	Work Required (cont..)	Location	Requirements
9	Setup of photo backdrop, seating, signages, game booths, balloon standees	CMSG carpark, roundabout and pedestrian walkway opposite CMSG	Complete by 7 December 2022, 6pm
10	Official Opening Ceremony	CMSG carpark & at the roundabout opposite CMSG	For 8 December 2022, all setup, including game booth and sound checks to be completed by 2pm.  Children performers will arrive around 2.30pm.
11	Tentage and Stage Removal	At the roundabout and pedestrian walkway opposite CMSG	After event on 8 December 2022 night, after 10pm.
12	Weekend Carnival Setup	CMSG Carpark & Hardcourt next to Lewin Terrace	Setup of game booths, yellow barricades, sound checks to be completed by 6pm, 9 December 2022
13	Weekend Carnival	CMSG Carpark & Hardcourt next to Lewin Terrace	10 & 11 December 2022
14	Removal of 2 mobile toilets, gazebo and barricades	Area outside CMSG, facing National Archives & and at Lewin Terrace	11 December 2022, after 8pm
15	Removal of tentages and mobile toilets	Lewin Terrace Hard Court, covered walkway to CMSG Carpark, CMSG Carpark	19 December 2022

## 6. CONTACT INFORMATION

6.1 The CMSG's Representative(s) for this Contract and the corresponding contact details are as follows:

- a) Name: Ms Kase Zheng  
Designation: Senior Manager, Marketing Communications  
Email: [Kase\\_zheng@nhb.gov.sg](mailto:Kase_zheng@nhb.gov.sg)  
DID: 6982 1242
- b) Name: Ms Hanis  
Designation: Assistant Manager, Marketing Communications  
Email: [hanis\\_yusri@nhb.gov.sg](mailto:hanis_yusri@nhb.gov.sg)  
DID: 6982 1292

## **SECTION D EVALUATION CRITERIA**

CMSG/TN/10/06/2022

# **INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND EVENTS**



## **SECTION D: EVALUATION CRITERIA**

The evaluation criteria and weightage used for this Invitation to Tender is as follows:

<b>S/N</b>	<b>Criteria</b>	<b>Weightage</b>
<b>A</b>	<b>Critical Criteria</b>	
1	Not debarred from public sector tenders on or after the Closing Date, and not under the list of companies that had been issued with a warning letter by the Ministry of Manpower.	*Critical
2	<p>Compliance with all instructions for the submission of Tender Offers as set out in the Invitation to Tender (including use of Prescribed Forms).</p> <p>Tenderers submitted:</p> <ul style="list-style-type: none"> <li>(1) Events Proposal</li> <li>(2) Implementation Plan with a Project Schedule</li> <li>(3) Company profile, past records &amp; key team members</li> <li>(4) Prescribed Forms <ul style="list-style-type: none"> <li>a) Registration form for Mandatory briefing</li> <li>b) Undertaking To safeguard Official Information</li> <li>c) Form of Tender</li> <li>d) Schedule of Persons Empowered To Act</li> <li>e) Information on Major Shareholders (A copy of business from Bizfile)</li> <li>f) List of Relevant Track Record in the last 5 years</li> <li>g) Background information (GST Status, Bank information)</li> <li>h) CV of Project Manager &amp; Key members</li> </ul> </li> <li>(5) Price Schedule</li> <li>(6) Price Table</li> <li>(7) Schedule of Rates</li> </ul>	*Critical
3	Attendance for Onsite Tender Briefing	*Critical
	<i>* These are critical criteria. Tender Offers that do not meet these criteria will be disqualified and excluded from further evaluation.</i>	
<b>B</b>	<b>Other Criteria</b>	
4	<p>Competitive Pricing</p> <ul style="list-style-type: none"> <li>a) Price Schedule in Section E Prescribed Forms</li> <li>b) Annex D - Price Table, Schedule of Rates <ul style="list-style-type: none"> <li>I. Tender Price Received (excluding optional items)</li> <li>II. Tender Price Received (including optional items)</li> </ul> </li> </ul>	50%

5	<p>Events proposal and Implementation Plan</p> <p>The events proposal should:</p> <ol style="list-style-type: none"> <li>Clear and comprehensive proposal on how Tenderers will be executing and fabricating the game booths and game props.</li> <li>Clear, comprehensive illustration and explanation on the events decoration idea, stage design, layout plan for the event.</li> </ol> <p>The Implementation Plan should:</p> <ol style="list-style-type: none"> <li>Present a realistic Project Schedule and sequence of actions and events with emphasis on major activities and long lead items.</li> <li>Tenderer should provide a clear indication of how the proposed project team will undertake the scope of work throughout the entire timeframe of the project and what contingencies are available to address potential delays.</li> <li>Tenderers should ensure that the deliverables meet the milestone stated in Para 5 - Project Schedule found in Section C - Requirement Specifications.</li> </ol>	30%
6	<p>Company Profile, Track Records and CVs</p> <p>Tenderers have to submit the following:</p> <ol style="list-style-type: none"> <li>Company profile with the years of establishment and area of expertise.</li> <li>Tenderers are to indicate the address of their project office in Singapore and if the company has registered with the relevant Government Registration Authority (GRA) under the following supply category/head and financial category: <ul style="list-style-type: none"> <li>EPPU/SER/17 Service (Exhibition/ Event Management) of minimum financial grade S2 (up to \$100,000), and/or above</li> </ul> </li> <li>Track records (with photographs/ drawings or any other supporting documents) of relevant experience with organising events and project-managing openings similar scale or nature of openings and festivals in the last five (5) years that demonstrate the Tenderers' ability and expertise to undertake the project, especially in terms of ability to provide quality events management services with good quality products and workmanship.</li> <li>Curriculum Vitae (CV) of the Project Manager, Stage Manager and key personnel who will be assigned to this project. Tenderers are to submit their organisation chart indicate the designation of the personnel involved in the project.</li> </ol>	20%



	e) The Project Manager, Stage Manager and key members assigned to the project should have at least five (5) years of experience of similar projects and similar value and experience in their respective fields preferably experience with organising events and project-managing openings similar scale or nature of openings and festivals in the last five (5) years	
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\* Tenderers may be requested to present their Tender Offer to a Panel of Evaluators. Only those Tenderers requested to present their Offers will be advised in writing of the time, location, and date for the presentations.



## **SECTION E**

### **PRESCRIBED FORMS**

CMSG/TN/10/06/2022

# **INVITATION TO TENDER FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR CHILDREN'S MUSEUM SINGAPORE'S OFFICIAL OPENING CEREMONY AND WEEKEND EVENTS**

# **PRESCRIBED FORMS**

## Submission before Tender Briefing

- Registration Form For Mandatory Site Briefing
- Undertaking To Safeguard Official Information

## Forms for Tender Submission

- Tender Checklist
- Form Of Tender
- Schedule Of Persons Empowered To Act
- Information On Major Shareholders - A Copy Of business information from [Bizfile](#)
- List Of Relevant Track Record In The Last 5 Years
- Background Information
  - Gst Status
  - Bank Details
  - CV of Project Manager and Key team members
- Pricing Schedule, Price Table & Schedule of Rates (In excel format)

## REGISTRATION FORM FOR MANDATORY SITE BRIEFING

A compulsory tender briefing on site will be conducted at **Children's Museum Singapore on 7 July 2022, at 3pm at 23-B Coleman Street, Singapore 179807.**

Tenderers must register their wish to attend (together with information on the number of persons attending and their designations) through email to [NHB\\_CMSG\\_ADM@nhb.gov.sg](mailto:NHB_CMSG_ADM@nhb.gov.sg) by Monday, 4 July 2022, 12pm.

Company name: \_\_\_\_\_

Details of representatives attending the on-site briefing  
(Please keep to a maximum of 3 pax):

Representative 1	
Name:	
Designation:	
Email address:	
Contact Number:	

Representative 2	
Name:	
Designation:	
Email address:	
Contact Number:	

Representative 3	
Name:	
Designation:	
Email address:	
Contact Number:	

## UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

1. The attention of the Party, whose particulars are set out below, has been drawn to the *Official Secrets Act* (Chapter 213, 1985 Revised Edition) and in particular to Section 5 thereof which relates to the safeguarding of official information.

Name of Party: \_\_\_\_\_  
NRIC/Passport/ACCRA No: \_\_\_\_\_

2. The Party understands and agree that all official information acquired by him/her/them pursuant to the Invitation to Tender (Tender No. \_\_\_\_\_) is of a strictly secret and confidential nature, and is not to be published or communicated by him/her/them to any other person in any form whatsoever except in the course of performance of his/her/their contractual obligations, whether during or after the completion of all contractual obligations.
3. The Party undertakes to:
- (a) Ensure that any other person who is authorised by him/her/them to have access to any official information shall similarly sign an undertaking to safeguard such official information; and
  - (b) Return any document received from the Children's Museum Singapore, any other copies made or reproduced from such document or part thereof whenever required by the National Heritage Board.
4. The Party further understands and agrees that any breach or neglect of this undertaking may render him/her/them liable to prosecution under the *Official Secrets Act*.

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Full Name in BLOCKS

\_\_\_\_\_  
NRIC/Passport No.

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Company/Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seal where the Party is a body  
corporate

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Full Name in BLOCKS

\_\_\_\_\_  
NRIC No

\_\_\_\_\_  
Date

## TENDER SUBMISSION CHECKLIST

Tenderers are to check and ensure that all the required documents are submitted.

		Dates & Time	Checked
<b>(1)</b>	<b>Submission before Tender Briefing</b>		
<b>a</b>	<b>Registration Form For Mandatory Site Briefing</b> <i>Form Available In Document 7 - Registration Form</i>	By Monday, 4 July 2022	
<b>b</b>	<b>Undertaking To Safeguard Official Information</b>	By Monday, 4 July 2022	
<b>c</b>	<b>Onsite Tender Briefing</b>	Thursday 7 July 2022, 3pm	
<b>d</b>	<b>Q&amp;A</b> Those who wish to seek clarifications shall email their written questions.	Tuesday, 12 July 2022	
<b>e</b>	<b>Online Virtual Q&amp;A Clarification Session</b> An open Question and Answer virtual meeting will be held to clarify all tenderers' questions.	Thursday 14 July 2022, 3pm	
<b>(2)</b>	<b>Documents to Submit for Tender</b>		
<b>a</b>	<b>Form Of Tender</b>	To submit all stated documents by Thursday, 28 July 2022, 4pm	
<b>b</b>	<b>Schedule Of Persons Empowered To Act</b>		
<b>c</b>	<b>GST Status</b>		
<b>d</b>	<b>Bank Details</b>		
<b>e</b>	<b>Information On Major Shareholders</b> Tenderers to submit a Copy Of Bizlink		
<b>f</b>	<b>Curriculum Vitae of Project Manager</b>		
<b>g</b>	<b>List Of Company's Relevant Track Record In The Last 5 Years</b> Tenderers may submit company portfolio		
<b>h</b>	<b>Proposal for Event</b> (Inclusive designs or drawings required under the Requirement Specifications if a softcopy is specified in Section C – Requirement Specification under 3.3, Required Submissions.)		
<b>i</b>	<b>Implementation Plan</b>		
<b>j</b>	<b>Pricing Schedule &amp; Pricing Table (excel)</b> (Please indicate the cost breakdown for individual component and unit price).		
<b>k</b>	Any other supporting documents/materials that are in softcopy		

## FORM OF TENDER

To : Children's Museum Singapore  
23-B Coleman Street  
Singapore 1799807

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

Address :

### **TENDER NO: CMSG/TN/10/06/2022**

- 1 We, \_\_\_\_\_<sup>2</sup> (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 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 **THREE (3)** CALENDAR MONTHS FROM THE CLOSING DATE OF THIS TENDER.
- 6 We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total **THREE (3)** calendar month.
- 7 Our Contract Price for the goods and/or services to be supplied by us is \_\_\_\_\_.
- 8 An itemized breakdown of the Contract Price for the goods and/or services is given in the Priced Table and Price Schedule attached.

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

<sup>2</sup> If the tender offer is submitted by a consortium, the Lead Member of the consortium shall submit the tender 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, 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) ..."

- 9 We are registered/not registered\* with \_\_\_\_\_ (Name of Government Registration Authority) under the following supply category/head(s) as specified in the Invitation to Tender:

Supply Category/Head	Financial Category	Expiry

*(If the Tender Offer is submitted by a consortium, the registration status of every member in the consortium must be listed.)*

- 10 We further undertake to give you any further information which you may require.
- 11 We warrant, represent and declare that we are duly authorised to submit, sign this Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of \_\_\_\_\_<sup>3</sup> (Insert Name of firm, company or consortium).

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

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

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

Authorized Signature<sup>4</sup>

Name :

Designation :

(\*Delete whichever is not applicable)

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

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

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

## SCHEDULE OF PERSONS EMPOWERED TO ACT

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

Name	NRIC No.	Position Held

In the case of consortiums, the documents required under Clause 16 of the Instructions to Tenderers must also be attached.



## INFORMATION ON MAJOR SHAREHOLDERS

Tenderers to submit a copy of business information from [Bizfile](#)

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

\*Companies are to attach a copy of business information from Bizlink.

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

Contract No. / Name of Project	Client	Project Value	Project Period		Project Duration (No. of days)
			From	To	

Please use separate sheet if the space is insufficient.

**BACKGROUND INFORMATION  
DETAILS ON COMPANY/FIRM/PERSON**

**1. GST STATUS**

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

(\* delete as appropriate)

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

**2. FINANCIAL INFORMATION**

2.1 Financial Information for the last 3 years

	Y/E <u>2019</u>	<u>2020</u>	<u>2021</u>
Annual Turnover \$K			
Net Profit Before Tax \$K			
Paid Up Capital \$K			

(Please attach Balance Sheet, Profit & Loss Statements and Cash Flow statements for the period mentioned above)

2.2 Bankers' Reference:

Name of Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of A/C: \_\_\_\_\_

A/C No.: \_\_\_\_\_

Bank Code: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_

### **3. DETAILS ON COMPANY/FIRM/PERSON**

3.1 Person Managing the project :

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3.2 Email and contact number of Person Managing the project :

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3.3 Qualification and experience of qualified personnel assigned to this project (attach CVs):

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4.1 Stage Manager managing the project :

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4.2 Email and contact number of Stage Manager :

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4.3 Qualification and experience of qualified personnel assigned to this project (attach CVs):

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## PRICING SCHEDULE

Tenderers are to fill up this Pricing Schedule and ANNEX D- Price Table (in Excel format) as part of submission.

**Note : All prices stated shall exclude GST.**

	<b>ANNEX A</b>	<b>Qty required</b>	<b>Description</b>	<b>Total</b>
	<b><u>Scope of work, services &amp; deliverables shared across Official Opening Ceremony and Weekend Carnival</u></b>			
	For more details of the programme, please refer to Annexes A, B1, B2, C1 & C2 for more information. The Contractor's scope of services shall consist of the following:			
<b>1</b>	<b>Event Management</b>			
1.1	Project Manager	1	pax	
1.2	Stage Manager	1	pax	
1.3	Logistics Management	1	lot	
1.4	Manpower for Logistics	1	lot	
<b>2</b>	<b>Activities</b>			
2.1	Game booths & Props <i>Contractor is to prepare additional 2 sets of game props as changeover during cleaning.</i>	10	stations	
2.2	Game Booths Manpower	10	pax	
2.3	Tables & chairs for registration & goodie bags collection	12	sets	
2.4	Photobooth & Instant Photo Print Service	2	nights	
<b>3</b>	<b>Event Decorations</b>	1	lot	
<b>4</b>	<b>Other Services</b>	1	Lot	
4.1	Provision of poster standees for balloons	16	pcs	
4.2	Inflatable Tube man (includes a blower).	10	pcs	
4.3	Mobile Toilets	2	pcs	
4.4	Cleaning services	3	days	
4.5	Manpower to guard setups	8	sets	
4.6	Road Marshals	4	pax	
<b>5</b>	<b>Licenses / Permits</b>	1	lot	
	Total cost			

Tenderers are to fill up the Price Table (in Excel format) as part of submission)

**Note : All prices stated shall exclude GST.**

ANNEX A	For more details of the programme, please refer to Annexes A, B1, B2, C1 & C2 for more information.	Qty required	Description	Total
	Do note that CMSG may decide to engage our vendors for the listed services, in such instances, the appointed Contractor would need to help coordinate with the vendors to ensure smooth execution/ implementation/ delivery of services or goods on events day.			
<b>6</b>	<b>Option to Purchase Scope of work, services &amp; deliverables (as optional cost)</b>			
6.1	Balloonist Service	1	lot	
6.2	Food / Refreshment Catering	1	lot	
6.3	Mascot Talent & Chaperon	1	lot	
6.4	First Aider	1	lot	
	Total cost			

	<b>ANNEX B</b>	Qty required	Description	Total
	<b>Scope of work, services &amp; deliverables for Official Opening Ceremony (8 December 2022)</b>			
	For more details of the programme, please refer to <i>Annex B1 &amp; B2</i> . The Contractor's scope of services shall consist of the following:			
<b>1</b>	<b>Professional Services</b>			
1.1	Opening Ceremony - Launch Mechanism	1	lot	
1.2	Additional Set of launch mechanism	1	lot	
<b>2</b>	<b>Logistic Setup for Opening Ceremony</b>			
2.1	Stage at Roundabout (Opposite CMSG)	1	lot	
2.2	Stage Equipment	1	lot	
2.3	Tentages	1	lot	
2.4	Power generators / sound and lighting system	1	lot	
2.5	Seating and Cocktail tables for guests	1	lot	
	Total cost			

Tenderers are to fill up the Price Table (in Excel format) as part of submission)

**Note : All prices stated shall exclude GST.**

	<b>ANNEX C1</b>	<b>Qty required</b>	<b>Description</b>	<b>Total</b>
	<b><u>Scope of work, services &amp; deliverables for Weekend Carnival (10 &amp; 11 December 2022)</u></b>			
	For more details of the programme, please refer to <i>Annex C1 &amp; C2</i> . The Contractor's scope of services shall consist of the following:			
<b>1</b>	<b>Logistic Setup for Weekend Carnival</b>			
1.1	Stage at Lewin Terrace's hardcourt			
1.2	Tentage at Lewin Terrace & linkway from CMSG Carpark	1	lot	
1.3	Stage equipment	1	lot	
1.4	Power generator	1	lot	
1.5	Picnic Mats & Seating Arrangements	1	lot	
1.6	Provision for barricades			
	Total cost			

## ANNEX A - SCOPE OF WORK, SERVICES & DELIVERABLES SUMMARY FOR BOTH THE OFFICIAL OPENING AND WEEKEND CARNIVAL

There are scope of work, services and deliverables which the appointed contractor is to provide for both the official opening and weekend carnival.

Refer to Annex B1, B2 and C2 for more details, including event venue, stage setup requirement and programme.

S/No	Item Description
1	<p><b>Professional Services</b></p> <p><u>Event Management</u></p> <p>1.1 <u>Project Manager</u></p> <p>a) The Contractor is to provide a project manager to oversee the whole event and arrange for coordinators throughout the duration of the whole event. This includes the management of emcees, performers, vendors, fringe activities, game booths, children ambassadors, volunteers, event area cleanliness, crowd control, first aiders and traffic marshals appointed either by CMSG or the Contractor.</p> <p>b) Tenderers are to submit the CV of Project Manager.</p> <p>1.2 <u>Stage Manager</u></p> <p>The Contractor is to appoint a stage manager to carry out the following works:</p> <p>a) Coordinate with emcees (a child and an adult) and performers appointed either by CMSG or the Contractor for the opening ceremony and weekend carnival.</p> <p>b) Attend all meetings and rehearsals as requested by CMSG.</p> <p>c) Tenderers are to submit the CV of Stage Manager.</p> <p>1.3 <u>Logistics Management</u></p> <p>a) The Contractor is to arrange for and provide event management, logistics (i.e. stage, stage backdrop, sound system, tentage, lightings, decorations, coolers, cocktail tables, seats, launch mechanism, game booths, games props, catering of food, fringe activities, traffic marshals, first aiders, mobile toilets) and coordination for the event as specified by CMSG.</p> <p>1.4 <u>Manpower for Logistics</u></p> <p>a) The Contractor to provide manpower to install tents, stage and planking (if deemed required) for the event. De-install tents, stage, planking and any other equipment. The Contractor is to reinstate the areas after event (refer to para 4-Schedule for the dates. Contractor is to advise timing for teardown.</p>



2.	Activities
	<p>The Contractor to arrange for activities off stage. As part of the tender submission, tenderers are to indicate the manpower cost in the Price Table to arrange for:</p> <p>2.1 <u>Game booths &amp; Props (refer to ANNEX C2 for games)</u></p> <p>a) The Contractor is to source for and customise game props for this event. There are 10 games. There should be 2 lanes (otherwise stated)/ booths per games and <b>Contractor is to prepare an additional 2 sets of game props as changeover during cleaning.</b></p> <p>b) Game props are to be delivered to CMSG by 18 November 2022. Game props are to be owned by CMSG and handed over to CMSG for keeping, after the event.</p> <p>c) Games stations and props requirements:</p> <ol style="list-style-type: none"> <li>1. <b>Bottle Flip</b> <ul style="list-style-type: none"> <li>• 6 players to play at any point in time, (6 bottles with 6 round target mats)</li> <li>• Prepare 2 extra sets.</li> </ul> </li> <li>2. <b>Aim &amp; Toss (2 lanes)</b> <ul style="list-style-type: none"> <li>• 1 colored pail, 4 hula hoops and 3 bean bags per lane</li> <li>• CMSG has 6 hula hoops. Contractor to prepare 2 hula hoops and 8 bean bags.</li> <li>• Prepare 2 extra sets.</li> </ul> </li> <li>3. <b>Get Hooked Fishing Game (2 tubs)</b> <ul style="list-style-type: none"> <li>• Contractor to provide 2 tubs with at floating elements for play. Contractor to use magnets “instead of hooks”</li> <li>• Each tub to allow 5 children to play together at any point in time.</li> <li>• Prepare extra hooks.</li> </ul> </li> <li>4. <b>Noodle Slurp Challenge (4 chairs)</b> <ul style="list-style-type: none"> <li>• 4 children to play together at any point in time.</li> <li>• 4 chairs with 4 baskets and 4 toilet rolls and 4 yarns “noodles”</li> <li>• Prepare 2 extra set of toilet rolls and yarns.</li> </ul> </li> <li>5. <b>Pin Pong Ball Launcher (4 lanes)</b> <ul style="list-style-type: none"> <li>• 4 lanes for play (10 cans per play), 1 ping pong launcher per lane.</li> <li>• Prepare 2 extra sets.</li> </ul> </li> <li>6. <b>Croquet</b> <ul style="list-style-type: none"> <li>• 4 players/ 4 sets of plastic clubs for play each time.</li> <li>• Prepare 2 extra clubs.</li> </ul> </li> <li>7. <b>Twister Floor Adventure</b> <ul style="list-style-type: none"> <li>• Contractor to propose the area, design and the execution method for the floor chalk drawing. Drawings to be removed after event.</li> </ul> </li> <li>8. <b>Bowling (2 lanes)</b> <ul style="list-style-type: none"> <li>• 2 lanes (10 water bottles with color water inside each lane)</li> <li>• 1 soft ball per lane</li> <li>• Prepare 2 extra sets.</li> </ul> </li> </ol>

**9. Aim at the Tins (2 lanes)**

- 2 lanes, 3 balls per lane
- Prepare 2 extra sets.

**10. Ring Toss (Aim & Toss, 2 lanes)**

- 2 sets of (11 bottles) and 3 rings
- Prepare 2 extra sets.

- d) Tenderers are to explain how they intend to fabricate and design the game props.

**2.2 Game Booths Manpower**

The Contractor is to provide manpower to manage the game booths as required by CMSG. Tenderers are to propose the number of manpower required to run the game booths.

- a) Game masters are to be available for dry run on 26, 27, 3 & 4 December 2022 (4 hours per day).
- b) CMSG will arrange for 2 adult volunteers/ staff and 2 child ambassador per game booth to help at the event.
- c) Game booth masters are to setup, manage the game booths and disinfect the game props after use.
- d) On 8 December 2022 at roundabout opposite CMSG & CMSG Carpark (3pm – 6pm):**
- 2 Game booths with manpower (Ring Toss & Noodle Slurp) at roundabout
  - 3 Game booths with manpower (Get Hooked Fishing Game, Bowling and Bottle Flip) at CMSG Carpark.
- e) On 10 & 11 December 2022, at CMSG Carpark & Lewin Terrace (10am – 7pm):**
- 10 game booths with manpower.

**2.3 Tables & chairs for registration & goodie bags collection**

- The Contractor is to arrange for 12 tables with skirtings from 3 December to 18 December 2022 to be placed at CMSG carpark.

**2.4 Photobooth & Instant Photo Print Service**

The Contractor is to arrange for:

- a) Free flow of instant photo prints for guests to bring home.
- b) A photographer, props and manpower to manage the photobooth.
- c) CMSG is to be given a soft copy of all photos taken at the photobooth at the end of event. Photos would be uploaded by CMSG team, onto CMSG's Facebook and Instagram accounts.
- d) Tenderers are to submit a proposal of the photo backdrop design, indicate the cost to fabricate the backdrop and the cost to provide photographer with free flow of instant photo prints.

	<p>e) The Contractor is to coordinate with the appointed balloonist (whether recommended by Contractor or engaged by CMSG) to fabricate and install a photo backdrop (size approximately 480cm (W) x 2m (H)). Final size is to be advised).</p>
<b>3.</b>	<b>Event Decoration</b>
	<p>The Contractor shall arrange and setup decoration for the event area, appropriate to the theme of the event (refer to slide 17 of ANNEX B2).</p> <p>Tenderers are to submit visuals in proposal on the overall look and feel of the event.</p>
<b>4.</b>	<b>Other Services</b>
	<p>Tenderers are to propose, arrange and indicate the cost in Price Table for the followings as part of the Tender submission.</p> <p>Tenderers are required to indicate the unit price of items in the Price Table under the "Schedule of Rates" tab. Contractors are to keep to the unit price stated in the "Schedule of Rates" should CMSG decides to increase the quantity of the items stated. A separate Purchase Order would be issued for the purchase of the additional quantities.</p> <p><b>4.1 <u>Provision of poster standees for balloons</u></b></p> <p>The Contractor or CMSG will arrange for the appointed balloonist to help designs balloon standees to be placed around the event area. The appointed Contractor is to provide the balloonist with:</p> <ul style="list-style-type: none"> <li>a) 16 pcs of signage stands (refer ANNEX B2, slide 19)</li> <li>b) 8pcs of signage stands with (A1 poster prints with Kapaline backing)</li> <li>c) The appointed contractor is to print the 8pcs of A1 posters (4C double sided print). Designs of signages is to be advised by CMSG closer to event date.</li> <li>d) The appointed is to coordinate with the balloonist appointed by CMSG to execute the designs and placement of the standees around the event area.</li> </ul> <p><b>4.2 <u>Inflatable Tube Man</u></b></p> <ul style="list-style-type: none"> <li>a) Tenderers are to indicate the cost to customize and fabricate 2 x Inflatable tube man (includes a blower).</li> <li>b) The appointed Contractor is to order, ensure there is enough power provision and install the inflatable tube man for the event.</li> <li>c) The customized tube man and blower would be kept by CMSG for future use.</li> </ul> <p><b>4.3 <u>Mobile Toilets</u></b></p> <p>The Tenderer is to indicate the cost to provide mobile toilets for the event. The Contractor is to ensure that the mobile toilets are clean for use and functional throughout the event.</p>

	<p>a) 4 Mobile toilets at CMSG Carpark area (for use on 3, 4, 8, 10, 11, 17 &amp; 18 December 2022)</p> <p>b) 2 Mobile toilets to be placed at the area facing National Archives with gazebo as shelter for 10 &amp; 11 December 2022. Refer to slides 20 in ANNEX B2 for location).</p> <p>c) The appointed Contractor is to arrange for cleaning service during event day, at least 3 times a day during 8, 10 &amp; 11 December 2022.</p> <p><b>4.4 <u>Cleaning services</u></b></p> <p>The Contractor need to make arrangement for rubbish bins to be placed and cleared around the event areas (both Lewin Terrace and CMSG Carpark area) during event days. The bins should also be cleared during the event and at the end of event days 8, 10 &amp; 11 December 2022.</p> <p><b>4.5 <u>Manpower to guard setups</u></b></p> <p>The Contractor arrange for manpower to guard the setups overnight on 7 and 9 December 2022.</p> <p><b>4.6 <u>Road Marshals</u></b></p> <p>The Contractor to arrange and provide at least 4 road marshals on 8 December 2022 and 2 road marshals on 10 &amp; 11 December 2022 to manage the road traffic and ensure the safety of those who cross the road at the event area, during the event days.</p>
<b>5</b>	<b>Licenses/ Permits</b>
	<p><b><u>Licencing Approval</u></b></p> <p>5.1 The Contractor shall seek and secure all relevant and necessary licenses and approvals such as Music License, Entertainment Licenses, Professional Engineer (PE) endorsement, License Electrical Workers (LEW) temporary license, Building and Construction Authority (BCA) license, Preservation of Sites and Monuments (PSM) approval and entertainment license(s) from all the respective public agencies for the project.</p> <p>5.2 The Contractor is to ensure that the event areas are not soiled or damaged in any way. Any damage caused must be made good to the relevant Authorities or CMSG's satisfaction and at the Contractor's cost.</p> <p><b><u>Safety &amp; Hygiene</u></b></p> <p>5.3 The Contractor shall ensure all safety requirements and hygiene standards (i.e. NEA regulations for catering company) and after event clean up are met.</p> <p>5.4 The Contractor must also observe reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the works being carried out under the Workplace Safety &amp; Health Act.</p>

	<p><u>Insurance</u></p> <p>5.5 The Contractor shall always, at its cost and expense, procure and maintain with reputable licensed insurers, the insurance coverage set out in Section B – Conditions of Contract, Schedule 2.</p>
<b>6</b>	<p><b>As Option to Purchase Scope of work, services &amp; deliverables</b></p> <p>Tenderers are to propose, arrange and indicate the cost in Price Table for the followings as part of the Tender submission.</p> <p>Do note that CMSG may decide to engage our vendors for the listed services, in such instances, the appointed Contractor would need to help coordinate with the vendors to ensure smooth execution/ implementation/ delivery of services or goods on events day, as requested by CMSG.</p> <p><u>6.1 Balloonist Service</u></p> <p>The Tenderer is to indicate the cost to provide and engage a balloonist for the event as an optional item.</p> <ol style="list-style-type: none"> <li>Free flow of twisted balloons on 8, 10 &amp; 11 December 2022 throughout the event.</li> <li>On 8 December 2022, the balloonist is to have 1 booth at the roundabout from 4.30pm to 6pm but move to CMSG carpark at 6pm to continue provide the service until 8pm. The balloonist is to provide free twisted balloons for approximately 200 guests.</li> <li>On 10 &amp; 11 December 2022, the balloonist is to have 1 booth at CMSG carpark for the entire day and is required to provide free twisted balloons to all children at the event, an estimated of 2,000 visitors per day.</li> <li>The balloonist is also required to help design (refer to ANNEX B2, slides 18)             <ol style="list-style-type: none"> <li>Photo Opportunity / backdrop x 1 set (touch up required daily)</li> <li>Stage backdrop x 2 (Official Opening &amp; Lewin Terrace)</li> <li>3 pairs of balloons standees at entry point (in place of arches, touch up required daily)</li> <li>10 balloon standees to be placed around event area</li> <li>8pcs of balloon standees with wayfinders</li> </ol> </li> <li>Tenderers are to submit portfolio of proposed balloonist.</li> <li>Do note that CMSG may decide to engage our balloonist. In such instances, the appointed Contractor would need to help coordinate with the balloonist to provide the required services during the event days.</li> </ol> <p><u>6.2 Food / Refreshment Catering</u></p> <p>Contractor is to propose menu for food and refreshments as part of the tender submission as an optional item.</p>



**For 8 December 2022**

- a) Food and refreshments to be served only at CMSG Carpark area & Discovery room (for Guest-Of-Honor and VVIP guests).
- b) No. of pax will be confirmed at a later stage. Contractor to propose the menu (suitable for adults and children) in line with the overall theme based on the below estimated number of pax:
  - Time: 4.30pm to 6pm for:
    - (a) 120 children healthy snack (including drink)
    - (b) 50 adults at CMSG Carpark area
  - Time: 6.15pm to 9pm for
    - (a) 100 adult pax at CMSG Carpark area
    - (b) 60 children bento meal sets (including drink)
  - Time: 6.15pm to 9pm for 25 adult pax at Discovery Room

**For 10 & 11 December 2022**

- c) Lunch and dinner bento for staff
- d) No. of pax will be confirmed at a later stage. Contractor to propose the menu (suitable for adults and children) in line with the overall theme based on the below estimated number of pax:
  - Lunch Time: 11am for 52 pax at CMSG Carpark area
  - Dinner Time: 6pm to 7pm for 120 pax at CMSG Carpark area
  - 80 children healthy snacks (non time sensitive) (including drink), deliver at 11am
- e) Food caterer shall be NEA and Halal certified.
- f) CMSG may decide to appoint and engage own food catering company. In this case, the appointed Contractor is to coordinate with food catering company to ensure the smooth execution of the food catering services.

**6.3 Mascot Talent & Chaperon**

The Tenderer is to indicate the cost to provide a mascot talent and chaperon as an optional item.

- 1 mascot talent (between 1.55m and 1.63m height)
  - 1 chaperon
- a) Contractor is to arrange for the mascot talent to undergo a minimum of 4 hours of dance training provided by working partner of CMSG. The mascot talent is also required to attend rehearsals at the dance studio (2 hours, for 1 day) and 1 day on (3 or 4 December 2022).
- b) The mascot talent is required to perform on stage as the mascot and rove around the events area on events day (8, 10 & 11 December 2022) to take photos with guests/ visitors. CMSG will provide the mascot costume.
- c) 8 December 2022 (3 to 7pm, 4 hours)  
Mascot to dance on stage and rove around museum and event space.



- d) 10 & 11 December 2022 (10am to 7pm, 9 hours)  
Mascot to dance on stage and rove around event area.
- e) The mascot talent needs to be able to master the CMSG robot dance moves. CMSG reserves the right to request the Contractor to replace the mascot talent if the talent fails to master the dance move. The Contractor would need to find a replacement to perform the dance in time for the event.
- f) Do note that CMSG may decide to engage our own mascot talent and/ or our own chaperon. In such instances, the appointed Contractor would need to help coordinate with the parties on the event day for stage performance and roving appearance at the events.

6.4 First Aider/ Ambulance Arrangements:

The Contractor is to indicate the cost to arrange for first aider with ambulance onsite during the event days.

- a) 8 December 2022 (3 to 7pm, 4 hours)
- b) 10 & 11 December 2022 (10am to 7pm, 9 hours)
- c) Do note that CMSG may decide to engage our own First Aider/Ambulance. In such instances, the appointed Contractor would need to help coordinate with the parties on the event day.

## ANNEX B1 - SCOPE OF WORK, SERVICES & DELIVERABLES FOR OFFICIAL OPENING CEREMONY

The opening ceremony will be a half-day event, held at the roundabout opposite the CMSG.

### Official Opening Ceremony

Date: 8 December 2022

Actual Event Timing: 3.30pm to 7.30pm [Subject to changes]

(\*Setup/ sound checks at 2pm and pack up till 8pm)

Venue: Roundabout opposite CMSG, next to Bible House & CMSG Carpark

Estimated number of guests: 200pax

Guest profile: Guest-of-Honour, museum's key stakeholders, partners, sponsors and other guests including young children

Refer to Annex B2 for more details, including event venue, launch mechanism, stage & event setup requirement and programme.

S/No	Item Description
1	<p><b>Professional Services</b></p> <p><b>1.1 <u>Opening Ceremony - Launch Mechanism</u></b> The Contractor is to design, fabricate, install and execute the launch mechanism for the opening ceremony:</p> <ul style="list-style-type: none"> <li>a) The Guest-Of-Honor (GOH) and VVIPs will open a boxed present by pulling ribbons. The box is to be placed on a raised platform (refer to slide 11 to 13 of Annex B2).</li> <li>b) A birthday cake made of balloons will be unveiled when the GOH &amp; VVIPs open the box. Balloons inside the box will float up. There will be a burst of confetti and bubbles. Balloons placed below the stage will be released and float up (helium balloons are to be anchored to the ground).</li> <li>c) The balloonist appointed by CMSG will help create the cake made of balloon. Tenderers are to indicate the cost to engage a balloonist. CMSG reserves the right to engage our own balloonist.</li> <li>d) The Contractor is to coordinate with the appointed balloonist and fabricate: <ul style="list-style-type: none"> <li>i. A box made using forex, approximately 1.5m (l) x 1.2m (w) x 1.2m (h) [Tenderers to propose size of the box]</li> <li>ii. Platform approximately 0.5m (h) [Tenderers to propose height]</li> <li>iii. Confetti &amp; bubbles to be released</li> </ul> </li> </ul> <p><b>1.2 <u>Additional Set of launch mechanism</u></b> In the case of wet weather, the launch ceremony would be held inside the museum, at level 2, Happy Birthday exhibition. The launch mechanism remains but the Contractor is to fabricate and arrange for a smaller version of box:</p> <ul style="list-style-type: none"> <li>a) A box made using forex, approximately 1m (w) x 0.8m (L) x 0.8m (h) box [Tenderers to propose size of the box]</li> </ul>



	<ul style="list-style-type: none"> <li>b) Platform with wheels of 0.5m height [Tenderers to propose size height]</li> <li>c) Confetti &amp; bubbles to be released.</li> <li>d) CMSG may decide to appoint and engage a balloonist to make 2 Birthday cakes to fit the boxes. The Contractor is to coordinate and finalise the launch mechanism with the balloonist and ensure the smooth execution of the launch mechanism.</li> <li>e) Tenderers are to propose a balloonist (as an optional item) and also submit the cost to fabricate the boxes and execute the launch mechanism in the Price Table.</li> </ul>
<b>2</b>	<p><b>Logistic Setup for Opening Ceremony</b></p> <p>The Contractor to provide audio, visual and lighting equipment that meets the requirements of the opening performances.</p> <p>The Contractor shall arrange and setup the followings. Tenderers are to submit a proposal stating the type of stage setup and how it would look like on actual day.</p> <p><b>2.1 <u>Stage at Roundabout (Opposite CMSG)</u></b></p> <ul style="list-style-type: none"> <li>a) Provide and set up 1 main stage (8m x 6m) with stage lightings and 2 stairs on side.</li> <li>b) The stage is to be setup and ready for use by 7 December 2022, 10am.</li> <li>c) Potted plants with for landscaping around the stage. The design of the landscaping should look fun, with decorations appropriate to the theme of the event.</li> <li>d) Propose 1 event backdrop that is partially see-through so that guests can still see the museum façade from location (indicate slide 6 of Annex A). The Contractor is to work with appointed balloonist to help dress up stage backdrop.</li> <li>e) Provide manpower, lighting programmers and sound technicians for 4 days (3 rehearsal days 3, 4, 7 December and on actual event day 8 December 2022).</li> </ul> <p><b>2.2 <u>Stage Equipment</u></b></p> <ul style="list-style-type: none"> <li>a) Provide 1 set of Professional AV system for stage event and ambience which includes:             <ul style="list-style-type: none"> <li>i. Powered speakers with stands</li> <li>ii. Sound console</li> <li>iii. Rostrum (Contractor to propose a fun &amp; colorful design)</li> <li>iv. EQ rack &amp; powered amplifier</li> <li>v. CD player / thumb drive</li> <li>vi. Microphones (wireless handheld microphone with stands, lapel microphones, instrument microphones)</li> <li>vii. A lot of necessary cables and accessories</li> <li>viii. A laptop to play music tracks</li> <li>ix. LED Wash lights on Stage</li> </ul> </li> </ul>

	<p>b) Please note that the stage programming is still in progress and CMSG will update the Contractor the list of stage equipment required later.</p> <p><b>2.3 <u>Tentages</u></b></p> <p>The Contractor shall arrange and setup the followings.</p> <p>a) Tenderers are to submit a proposal on the type of tentage and size, based on the location as required by CMSG.</p> <p><b>2.3.1 <u>Tentage at Roundabout &amp; Pedestrian Walkway (opposite CMSG)</u></b></p> <p>a) The Contractor to provide tentage at the roundabout and the pedestrian walking area opposite the museum (refer to the area marked out in slide 6 of ANNEX A).</p> <p>b) Contractor is to set up the tentage from 5 December 2022 (Monday) 10am onwards.</p> <p>c) The tentage is to come with transparent rain curtain, fans or coolers and lightings.</p> <p>d) The Contractor is to dress up the event area with decorations appropriate to the theme of the event.</p> <p>e) The tentage at the roundabout and pedestrian walkway is to be removed after the event on 8 December 2022.</p> <p><b>2.3.2 <u>Tentage at CMSG Carpark</u></b></p> <p>a) The Contractor is to arrange for tentage at CMSG carpark.</p> <p>b) Tentage to be setup is to be ready by 10am on 2 December 2022, Friday and removed on 19 December 2022.</p> <p>c) The tentage is to be decorated with party streamers, balloons.</p> <p>d) There should be fans or coolers with lightings for the tentage at the CMSG carpark area.</p> <p>e) The tentage at CMSG carpark should also be equipped with a sound system.</p> <p>f) Please note that in the event of wet weather on 8 December 2022, the performances and fringe activities would take place at CMSG carpark area.</p> <p><b>2.4 <u>Power generators / sound and lighting system</u></b></p> <p>a) The Contractor is to propose and provide generator sets with cable/switch boards for the events at both the roundabout event space opposite CMSG and CMSG carpark.</p> <p>b) The Contractor to ensure that all exposed cables are covered, and guests will not trip over them.</p>
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## 2.5 Seating and Cocktail tables for guests

Contractor is to arrange and setup:

- a) Coloured cubes as chairs to be placed around stage area and CMSG Carpark.
- b) Cocktail tables with colorful skirtings and mini flowers on tabletop
- c) Tenderers are to propose the layout and the number of chairs and cocktail tables for the event.
- d) Contractor is to arrange for and ensure sufficient chairs i.e. coloured cubes for up to 100 guests and estimated 50 guests to stand around the stage area to watch the opening ceremony and performances.
- e) There should be enough chairs and cocktail tables to host 100 guests at the CMSG carpark area on 8 December 2022 for refreshments.
- f) Tenderers are required to indicate the unit price of items in the Price Table under the "Schedule of Rates" tab. Contractors are to keep to the unit price stated in the "Schedule of Rates" should CMSG decides to increase the quantity of the items stated. A separate Purchase Order would be issued for the purchase of the additional quantities.

## ANNEX C1 - SCOPE OF WORK, SERVICES & DELIVERABLES FOR WEEKEND CARNIVAL

The weekend carnival will be a 2 full-day event (from 9am to 8pm), held at CMSG Carpark and the hardcourt at Lewin Terrace.

### Weekend Carnival

Date: 10 & 11 December 2022

Actual Event Timing: 10am to 7pm [Subject to changes]

(\*Setup/ sound checks at 9am and pack up till 8pm)

Venue: CMSG Carpark and Lewin Terrace including its hardcourt

Estimated number of visitors: 2,000pax per day

Visitors' profile: Families with young children

Refer to Annex C2 for more details, including event venue, stage & event setup requirement and programme.

S/No	Item Description
1	<b>Logistic Setup for Weekend Carnival</b>
	<p>The Contractor to provide tentage, audio, visual and lighting equipment that meets the requirements of the events. The Contractor shall arrange for:</p> <p><b>1.1 <u>Stage at Lewin Terrace's Hardcourt</u></b></p> <ul style="list-style-type: none"> <li>a) Provide and set up 1 main stage (8m x 6m) with stage lightings and 2 stairs on side.</li> <li>b) The stage is to be setup and ready for use by 2 December 2022, 10am.</li> <li>c) Potted plants with for landscaping around the stage. The design of the landscaping should look fun, with decorations appropriate to the theme of the event.</li> <li>d) Propose 1 event backdrop. The Contractor is to work with appointed balloonist to help dress up stage backdrop.</li> <li>e) Provide manpower, lighting programmers and sound technicians for 3 days (2 rehearsal days and on actual event day).</li> </ul> <p><b>1.2 <u>Tentage at Lewin Terrace &amp; Linkway from CMSG Carpark</u></b></p> <ul style="list-style-type: none"> <li>a) The hardcourt at Lewin Terrace to be covered with tentage.</li> <li>b) The Contractor to arrange for a covered walkway from CMSG carpark's tentage to the tentage at the hardcourt.</li> <li>c) Tentage setup and stage is to be ready by 10am on 2 December 2022, Friday.</li> <li>d) Tentage should come with fans and lightings. It is to be decorated with colorful party streamers, balloons and fans or coolers. Tenderers is to propose design suitable for the proposed theme.</li> <li>e) Tentage and covered walkway is to be removed on 19 December 2022.</li> </ul>

### 1.3 Stage equipment

- a) Provide 1 set of Professional AV system for stage event and ambience which includes:
  - i. Powered speakers with stand
  - ii. Sound console
  - iii. EQ rack & powered amplifier
  - iv. CD player / thumb drive
  - v. Microphones (wireless handheld microphone with stands, lapel microphones, instrument microphones)
  - vi. A lot of necessary cables and accessories
  - vii. A laptop to play music tracks
  - viii. LED Wash lights on Stage
- b) Please note that the stage programming is still in progress and CMSG will update the Contractor the list of stage equipment required later.

### 1.4 Power generator

- a) Tenderers are to check if the power generator next to Lewin Terrace is enough for stage audio system. The appointed contractor is to arrange for power generator for the event if the power generator is not sufficient for the event.
- b) Events company is to ensure all exposed cables are covered and guests will not trip over them.
- c) Tenderers is to visit the site and indicate the cost for additional power generator if required. CMSG would need powers on 3, 4, 10, 11, 17 and 18 December 2022.

### 1.5 Picnic Mats & Seating Arrangements

The Contractor shall source and set up canvas mats color cube chairs around stage area, enough to host 200 visitors at the stage area.

- a) The mats would be used on 3, 4, 10, 11 17 and 18 December 2022.
- b) The color cubes to be used on 10 & 11 December 2022. Contractor is to shift the color cubes (from 8 December 2022 official opening ceremony stage area) to be placed around the stage area at Lewin Terrace for visitors to sit and watch stage performances on 10, 11 December 2022.
- c) Tenderers are required to indicate the unit price of items in the Price Table under the "Schedule of Rates" tab. Contractors are to keep to the unit price stated in the "Schedule of Rates" should CMSG decides to increase the quantity of the items stated. A separate Purchase Order would be issued for the purchase of the additional quantities.

### 1.6 Provision for barricades

The Contractor is to arrange for 10 barricades to be placed at Fort Canning Park to ensure that visitors enter only from CMSG carpark.

# SECTION I- PRICING TABLE

Note : All prices stated shall exclude GST.

ANNEX A	Scope of work, services & deliverables shared across Official Opening Ceremony and Weekend Carnival	Qty required	Description	Cost per unit	Total	Comments
	For more details of the programme, please refer to Annexes A, B1, B2, C1 & C2 for more information.					
	The Contractor's scope of services shall consist of the following:					
1	Event Management				0	
1.1	Project Manager	1	pax		0	
1.2	Stage Manager	1	pax		0	
1.3	Logistics Management	1	lot		0	
1.4	Manpower for Logistics	1	lot		0	
2	Activities				0	
2.1	Game booths & Props <i>Contractor is to prepare additional 2 sets of game props as change over during cleaning.</i>	10	games		0	
	1. Bottle Flip (2 lanes)	1	lot		0	
	2. Aim & Toss (2 lanes)	1	lot		0	
	3. Get Hooooked Fishing Game (2 tubs)	1	lot		0	
	4. Noodle Slurp Challenge (4 chairs)	1	lot		0	
	5. Pin Pong Ball Launcher (4 lanes)	1	lot		0	
	6. Croquet	1	lot		0	
	7. Twister Floor Adventure	1	lot		0	
	8. Bowling (2 lanes)	1	lot		0	
	9. Aim at the Tins (2 lanes)	1	lot		0	
	10. Ring Toss (Aim & Toss, 2 lanes)	1	lot		0	
2.2	Game Booths Manpower				0	
	•Game masters 26, 27, 3 & 4 Dec 2022 (4 hours per day) (as optional cost)	10	pax		0	
	•Game masters 8 Dec 2022 (3pm to 8pm, 5hrs)	3	5hrs		0	
	•Game masters 10 & 11 Dec 2022 (10am to 7pm)	10	9hrs		0	
2.3	Tables & chairs for registration & goodie bags collection				0	
	•12 tables with skirtings & 12 chairs (3 Dec - 18 Dec 2022)	12	sets		0	
2.4	Photobooth & Instant Photo Print Service				0	
	• Fabricate and install a photo backdrop (size approximately 480cm (W) x 2m (H), final size is to be advised)	1	(if required)		0	
	• Free flow of instant photo prints for 200 guests for 8 Dec 2022 (4pm to 8pm)	1	4 hours		0	
	• Free flow of instant photo prints for 2,000 guests for 10 & 11 Dec 2022 (10am - 7pm)	1	9 hours		0	
	• photographer, props and manpower to manage the photobooth on 8 Dec 2022 (4pm to 8pm)	1	4 hours		0	
	• photographer, props and manpower to manage the photobooth on 10 & 11 Dec 2022 (10am - 7pm)	1	9 hours		0	
3	Event Decorations	1	lot		0	
4	Other Services (Please also fill up Schedule of Rates Tab)	1	lot		0	
4.1	Provision of poster standees for balloons				0	
	•Poster standees	16	pcs		0	
	•Signage stands	8	pcs		0	
	•A1 posters (with kapaline backing, 4C print)	8	pcs		0	
4.2	Inflatable Tube man (includes a blower).	2	pcs		0	
4.3	Mobile Toilets				0	
	•4 mobile toilets at CMSG Carpark area (for use on 3, 4, 8, 10, 11, 17 & 18 December 2022)	4	pcs		0	
	•2 mobile toilets to be placed at the area facing National Archives 10 & 11 December 2022	4	pcs		0	
	•Gazebos for mobile toilets facing National Archives 10 & 11 December 2022	2	sets		0	
4.4	Cleaning services				0	
	Bins to be placed around event areas on 8, 10 & 11 Dec	3	days		0	
	Manpower for maintenance on 8 Dec (2pm to 8pm. 6 hours)	3	3 pax, 1 day, 6 hours		0	
	Manpower for maintenance on 10 & 11 Dec (10am to 7pm. 9 hours)	3	3 pax, 1 day, 9 hours		0	
4.5	Manpower to guard setups overnight				0	
	7 December 2022 at Roundabout (8pm to 8am)	1	pax (12 hours)		0	
	9 December 2022 at Lewin Terrace (8pm to 8am)	1	pax (12 hours)		0	
4.6	Road Marshals				0	
	For 4hrs (3-7pm) on 8 Dec	4	pax for 4 hours		0	
	For 9hrs (10am - 7pm) on 10 & 11 Dec	2	pax for 9 hours, 2 days		0	
5	Licenses / Permits	1	lot		0	
	Total Cost				0	

SECTION I- PRICING TABLE

Note : All prices stated shall exclude GST.

ANNEX A	For more details of the programme, please refer to <i>Annex C1 &amp; C2</i> .	Qty required	Description	Cost per unit	Total	Comments
	Do note that CMSG may decide to engage our vendors for the listed services, in such instances, the appointed Contractor would need to help coordinate with the vendors to ensure smooth execution/ implementation/ delivery of services or goods on events day.					
6 Option to Purchase Scope of work, services & deliverables						
6.1	Balloonist Services (as optional cost)				0	
	•Free flow of twisted balloons on 8 Dec 2022	1	4 hours		0	
	•Free flow of twisted balloons on 10 & 11 Dec 2022	1	9 hours		0	
	•Fee to help design & do up a photo opportunity/ photobooth	1	with touch ups required daily		0	
	•Fee to help design & do up a stage backdrop x 2 stage backdrop	2	sets		0	
	•Fee to help design 3 pairs of balloon standees (as entrance point)	6	3 pairs		0	
	•Fee to help design & do up 10 balloon standees	1	with touch ups required daily		0	
	•Fee to help design & do up 8pcs of balloon standees with wayfinders	1	with touch ups required daily		0	
6.2	Food / Refreshment Catering (as optional cost)				0	
	For 8 December 2022 (Tenderers to propose menu and cost per head)				0	
	•For 120 Children healthy snacks (non time sensitive, including drinks) (Below \$8 each)	120	children		0	
	•For 50 adults at CMSG Carpark area (4.30pm to 6pm)	50	adults		0	
	•For 100 adults at CMSG Carpark area (6.15pm to 9pm)	100	adults		0	
	•For 25 adults at discovery room	25	adults		0	
	For 10 & 11 December 2022 (Tenderers to propose menu within cost)				0	
	•Lunch Time bento: 11am for 52 pax at CMSG Carpark area (\$10 each)	25	adults		0	
	•Dinner Time bento: 6pm to 7pm for 120 pax at CMSG Carpark area (\$10 each)	120	adults		0	
	•80 children healthy snacks (non time sensitive, including drinks) (Below \$8 each)	80	children		0	
6.3	Mascot Talent & Chaperon (as optional cost)				0	
	•1 mascot talent (between 1.55m & 1.63m height) for (3-7pm) on 8 Dec 2022	1	pax for 4 hours		0	
	•1 mascot talent (between 1.55m & 1.63m height) for (10am - 7pm) on 10 & 11 Dec 2022	1	pax for 9 hours, 2 days		0	
	•1 mascot talent for dance training minimum 4 hours	1	pax for 4 hours		0	
	•1 mascot talent for dance rehearsals x 2 sessions	2	2 days		0	
	•1 chaperon for 4hrs on 8 Dec	1	pax for 4 hours		0	
	•1 chaperon for 9hrs on 10 & 11 Dec	1	pax for 9 hours, 2 days		0	
6.4	First Aider	1	lot		0	
	For 4hrs (3-7pm) on 8 Dec	1	1 day for 4 hours		0	
	For 9hrs (10am - 7pm) on 10 & 11 Dec	1	1 day for 9 hours, 2 days		0	
Total Cost					0	

# SECTION I- PRICING TABLE

Note : All prices stated shall exclude GST.

ANNEX B1	Scope of work, services & deliverables for Official Opening Ceremony (8 December 2022)	Qty required	Description	Cost per unit	Total	Comments
	For more details of the programme, please refer to <i>Annex B1 &amp; B2</i> .					
	The Contractor's scope of services shall consist of the following:					
	<b>1 Professional Services</b>				<b>0</b>	
1.1	Opening Ceremony - Launch Mechanism				0	
	•A box (made using forex) approximately 1.5m (w) x 1.2m (L) x 1.2m (h) [Tenderers to propose size of the box]	1	lot		0	
	•Platform approximately 0.5m (H) [Tenderers to propose height]	1	lot		0	
	•Confetti & bubbles	1	lot		0	
1.2	Additional Set of launch mechanism				0	
	•A box (made using forex), approximately 1m (w) x 0.8m (L) x 0.8m (h) box [Tenderers to propose size of the box]	1	lot		0	
	•Platform with wheels of 0.5m height [Tenderers to propose size height]	1	lot		0	
	•Confetti & bubbles	1	lot		0	
	<b>2 Logistic Setup for Opening Ceremony</b>				<b>0</b>	
2.1	Stage at Roundabout (Opposite CMSG)				0	
	1 main stage (8m x 6m) with stage lightings and 2 stairs on side.	1	lot		0	
	•Potted plants with for landscaping around the stage	1	lot		0	
	•Propose 1 event backdrop	1	lot		0	
2.2	Stage Equipment	1	lot		0	
	•Lighting programmers and sound technicians for 2 days 3 & 4 December 9am to 12pm (3hrs)	2	pax (for 3 hours, for 2 days)		0	
	•Lighting programmers and sound technicians for actual event day, 8 December (2pm to 8pm)	2	pax for 6 hours, for 1 day		0	
2.3	Tentages	1	lot		0	
	•Tentage at Roundabout & Pedestrian Walkway (opposite CMSG)	3	days (Setup by 6 Dec Tear down on 8 Dec)		0	
	•Tentage at CMSG Carpark	17	days (Setup by 2 Dec Tear down on 19 Dec)		0	
2.4	Power generators / sound and lighting system	1	lot		0	
2.5	Seating and Cocktail tables for guests	1	lot		0	
	•Coloured cubes as chairs to be placed around stage area and CMSG Carpark.		(please indicate proposed qty)		0	
	•Cocktail tables with colorful skirtings and mini flowers on tabletop		(please indicate proposed qty)		0	
	<b>Total Cost</b>				<b>0</b>	

ANNEX C1	Scope of work, services & deliverables for Weekend Carnival (10 & 11 December 2022)	Qty required	Description	Cost per unit	Total	Comments
	For more details of the programme, please refer to <i>Annex C1 &amp; C2</i> .					
	The Contractor's scope of services shall consist of the following:					
	<b>1 Logistic Setup for Weekend Carnival</b>				<b>0</b>	
1.1	Stage at Lewin Terrace's Hardcourt	1	lot		0	
1.2	Tentage at Lewin Terrace & walkway to hardcourt	1	lot		0	
	•Tentage at Lewin Terrace	1	lot		0	
	•Covered walkway from CMSG carpark's tentage to the tentage at the hardcourt.	1	lot		0	
1.3	Stage equipment	1	lot		0	
	•Lighting programmers and sound technicians for 2 days 10 & 11 December 9am to 8pm (11hrs)	2	pax (for 11 hours, for 1 day)		0	
1.4	Power generator	1	lot		0	
1.5	Picnic Mats & Seating Arrangements	1	lot		0	
	•Picnic Mats		(please indicate proposed qty)		0	
	•Seating Arrangements		(please indicate proposed qty)		0	
1.6	Provision for barricades	10	pcs		0	
	<b>Total Cost</b>				<b>0</b>	



SECTION I- PRICING TABLE (SCHEDULE OF RATES)						
Note : All prices stated shall exclude GST.						
ANNEX A	Schedule of Rates	Qty required	Description	Cost per unit	Total	Comments
	For more details of the programme, please refer to Annexes A, B1, B2, C1 & C2 for more information.					
	Tenderers are required to indicate the unit price of items in this table and should CMSG decides to increase the quantity of the items stated, the Contractor is to charge the items, base on the listed prices.					
1	Activities					
1.1	Game booths & Props (additional 1 set)				1	
	1. Bottle Flip	1	set	1	1	
	2. Aim & Toss	1	set		0	
	3. Get Hooooked Fishing Game	1	set		0	
	4. Noodle Slurp Challenge	1	set		0	
	5. Pin Pong Ball Launcher	1	set		0	
	6. Croquet	1	set		0	
	7. Twister Floor Adventure	1	set		0	
	8. Bowling	1	set		0	
	9. Aim at the Tins	1	set		0	
	10. Ring Toss (Aim & Toss)	1	set		0	
1.2	Game Booths Manpower				1	
	•Additional Game master	1	pax, per hour cost	1	1	
1.3	Tables & chairs for registration & goodie bags collection				0	
	•Additional 1 tables with skirtings	1	set		0	
1.4	Manpower to guard setups overnight				0	
	Additional manpower to be stationed at event area (8pm to 8am)	1	pax (for 12hours)		0	
1.5	Photobooth & Instant Photo Print Service				0	
	• Fabricate additional photo backdrop (size approximately 480cm (W) x 2m (H), final size is to be advised)	1	(if required)		0	
	• Free flow of instant photo prints for 200 guests for 4 hours	1	4 hours		0	
	• Free flow of instant photo prints for 2,000 guests for 9 hours	1	9 hours		0	
	• photographer, props and manpower to manage the photobooth for 4 hours	1	4 hours		0	
	• photographer, props and manpower to manage the photobooth for 9 hours	1	9 hours		0	
1.6	Mascot Talent & Chaperon				0	
	•1 mascot talent (between 1.55m & 1.63m height) for 4 hours of service	1	pax for 4 hours		0	
	•1 mascot talent for dance training 4 hours of training	1	pax for 4 hours		0	
	•1 mascot talent for dance rehearsals 4 hours of rehearsal	1	pax for 4 hours		0	
	•1 chaperon for 4hrs	1	pax for 4 hours		0	
	•1 chaperon for 9hrs	1	pax for 9 hours		0	
2	Opening Ceremony - Launch Mechanism				0	
	•A box (made using forex) approximately 1.5m (w) x 1.2m (L) x 1.2m (h) [Tenderers to propose size of the box]	1	lot		0	
	•A box (made using forex), approximately 1m (w) x 0.8m (L) x 0.8m (h) box [Tenderers to propose size of the box]	1	lot		0	
	•Platform approximately 1m (H) [Tenderers to propose height]	1	lot		0	
	•Confetti & bubbles	1	lot		0	
3	Logistic Setup for Opening Ceremony					
3.1	Stage at Roundabout (Opposite CMSG)				0	
	1 main stage (8m x 6m) with stage lightings and 2 stairs on side.	1	lot		0	
	•Potted plants with for landscaping around the stage	1	lot		0	
	•Propose 1 event backdrop	1	lot		0	
	•Lighting programmers	1	pax, per hour cost		0	
	•Sound technician		pax, per hour cost		0	
3.2	Stage Equipment	1	lot		0	
3.3	Power generators / sound and lighting system	1	lot		0	
3.4	Seating and Cocktail tables for guests	1	lot		0	
	•Additional Coloured cubes as chairs to be placed around stage area and CMSG Carpark.	1	pcs		0	
	•Additional Cocktail tables with colorful skirtings and mini flowers on tabletop	1	pcs		0	
	•Additional Picnic Mats	1	set		0	
	•Additional seating arrangements	1	pcs		0	

<b>SECTION I- PRICING TABLE (SCHEDULE OF RATES)</b>					
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<b>Note : All prices stated shall exclude GST.</b>					
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