



**INVITATION TO TENDER FOR UPGRADING WORKS ON EXISTING  
PLAYGROUND TO AN INCLUSIVE PLAYGROUND AT THE CEREBRAL PALSY  
ALLIANCE SINGAPORE (CPAS)**  
**(Our Ref: ITT/IPLAY/2020/003)**

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**SECTION E – PRESCRIBED FORMS**

1. This document comprises of the following:
  - (a) This Cover Letter
  - (b) Tender Form (2 pages)
  - (c) Schedule of Persons Empowered to Act
  - (d) GST Status
  - (e) List of Relevant Track Record in the Last 5 Years
  - (f) Information of Major Shareholders
  - (g) Undertaking to Safeguard Official Information
  - (h) Background Information (2 pages)
  - (i) Price Breakdown

## TENDER FORM

To: Cerebral Palsy Alliance Singapore  
Cerebral Palsy Centre  
65 Pasir Ris Drive 1  
Singapore 519529

Attn:

Name(s) of Tenderer(s):

Address:

**TENDER NO:** \_\_\_\_\_

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

**Cerebral Palsy Alliance Singapore**

Cerebral Palsy Centre

65 Pasir Ris Drive 1 Singapore 519529

Tel: (65) 6585 5600 Fax: (65) 6585 5603 [www.cpas.org.sg](http://www.cpas.org.sg)

7. Our Contract Price for the goods and / or services to be supplied by us is \_\_\_\_\_.
8. An itemised breakdown of the Contract Price for the goods and / or services is given in the priced schedule attached.
9. We further undertake to give you any further information which you may require.
10. We warrant, represent and declare that we are duly authorised to submit, sign this Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of \_\_\_\_\_ (Insert Name of firm or company).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Tenderer's (as \*Principal / Agent) Company or Business Registration No.<sup>1</sup>:

Tenderer's official Stamp<sup>1</sup>:

Authorised Signature<sup>1</sup>

Name:

Designation:

(\*Delete whichever is not applicable)

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

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<sup>1</sup> The Lead Member's registration number, official stamp and authorised signature must be provided.

**SCHEDULE OF PERSONS EMPOWERED TO ACT**

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

<b>Name</b>	<b>NRIC / ID No.</b>	<b>Position Held</b>

## GST STATUS

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

(\* delete as appropriate)

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

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

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

Please use separate sheet if the space is insufficient.

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## INFORMATION ON MAJOR SHAREHOLDERS

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

## 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 No. / ACRA 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 Cerebral Palsy Alliance Singapore, any other copies made or reproduced from such document or part thereof whenever required by Cerebral Palsy Alliance Singapore.
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/Passport No.

\_\_\_\_\_  
Date

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## BACKGROUND INFORMATION

### 1. DETAILS ON COMPANY / FIRM / PERSON

1.1 Name and address:

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1.2 Person to Contact:

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1.3 Type of Company / Firm: Corporation / Partnership / Sole Proprietorship / Joint Venture

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1.4 Type of Business: \_\_\_\_\_

(Please indicate whether a factory is being operated)

1.5 Registration Number with ACRA: \_\_\_\_\_

(Please provide a copy of Business / Company profile registered with ACRA)

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

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**2. FINANCIAL INFORMATION****2.1 Financial Information for the last 3 years**

Y/E	20____	20____	20____
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 Cheque Payment Details (“A/C Payee Only”):**

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

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

\_\_\_\_\_

### PRICE BREAKDOWN

S/N	Description	Part Number	Unit Measurement	Quantity	Currency	Unit Price	Total Price	Delivery / Performance Date	Delivery Destination / Contact Personnel	Account Code	Remarks
<b>Contract Price</b> (excluding Singapore Goods and Services Tax)											

**Note:**

This is a sample and may be adapted provided that a detailed itemised breakdown is provided.

All prices stated must be without GST.

Please refer to Annex A for the items to be quoted.

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