

TENDER REFERENCE NO: GVT(T)16002-S

**INVITATION TO TENDER
FOR
APPLICATION MAINTENANCE AND SUPPORT FOR INTRANET PORTAL,
COMMON AND CUSTOMIZED APPLICATIONS
FOR
SINGAPORE CUSTOMS**

ALL INFORMATION IN THESE DOCUMENTS IS NOT TO BE COMMUNICATED, EITHER DIRECTLY OR INDIRECTLY, TO THE PRESS OR TO ANY PERSON NOT AUTHORIZED TO RECEIVE IT.

YOUR ATTENTION IS DRAWN TO THE **OFFICIAL SECRETS ACT** (CHAPTER 213) WHICH RELATES TO THE SAFEGUARDING OF OFFICIAL INFORMATION.

Dear Sir

TENDER NO. GVT(T)16002-S

You are invited by the Government Technology Agency (“GovTech”) acting for and on behalf of the Government of the Republic of Singapore (“Government”), to tender for the provision of application maintenance and support for Singapore Customs, a department under Ministry of Finance according to the Requirement Specifications in **Part 2** and under the Instructions to Tenderers and Conditions of Contract as provided in **Part 1**. Tenders are to be submitted in accordance with the Conditions of Tender in **Part 1**.

2 This Invitation to Tender contains the following:

- i) Covering Letter with the following prescribed forms:
 - Form of Tender
- ii) Part 1
 - Section A - Instructions to Tenderers
 - Section B - Conditions of Contract
- iii) Part 2
 - Section A - Requirement Specifications
 - Section B - Technical Specifications
- iv) Part 3
 - Guidelines for Tender
- v) Part 4
 - Evaluation Criteria

- 3 The prescribed forms **must** be fully completed.
- 4 Your offer must be submitted in accordance with the Instructions to Tenderers.
- 5 All enquiries regarding this tender should be made in writing and directed to:

Singapore Customs

55 Newton Road
#09-01 Revenue House
Singapore 307987

Contact Persons:

Tel No: 63552059
Name: Tay Guek Kee
Email: tay_guek_kee@customs.gov.sg

Yours faithfully

<<No signature required. Released electronically via Gebiz>>

MARC HO PAN-HAO
MANAGER (FINANCE, INVESTMENT & PROCUREMENT GROUP)
for CHIEF EXECUTIVE OFFICER
GOVERNMENT TECHNOLOGY AGENCY

FORM OF TENDER

To:

Name of Tenderer:¹

Government of Republic of Singapore
c/o Government Technology Agency
10 Pasir Panjang Road
#10-00 Mapletree Business City
Singapore 117438

Address:

Tender Closing at 4.00 p.m. on
7 Nov 16

TENDER NO. GVT(T)16002-S - /Application Maintenance and Support for Intranet Portal, Common and Customized Applications for Singapore Customs

1 We, _____² (Name in Block Letters) hereby offer and undertake on the acceptance of this Tender to provide application maintenance and support for the Singapore Customs, a department under Ministry of Finance in accordance with your Invitation to Tender.

2 Our Tender is fully consistent with and does not contradict or derogate from anything in Part 1 of your Invitation to Tender. We have not qualified or changed any of the provisions in Part 1 of your Invitation to Tender. If our Tender is inconsistent with, contradict or derogate from anything in Part I of your Invitation to Tender, you are entitled to treat our Tender as if it did not include any such inconsistency, contradiction or derogation with Part 1 of your Invitation to Tender, and your acceptance of our Tender will be construed accordingly. Without prejudice to the aforesaid, we may

¹ If the tender is submitted by a consortium, each member of the consortium shall be named.

² If the tender is submitted by a consortium, the Lead Member of the consortium shall submit the tender 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, 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)...”

include in our Tender, alternative offer(s) which improves the performance and function of, and does not downgrade nor adversely affect the performance and function of the works and items as set out in Part 2 of your Invitation to Tender.

3 When required by you, we shall execute a formal agreement in the appropriate form set out in this Invitation to Tender together with such further terms and conditions, if any, agreed upon between the Government of the Republic of Singapore and us. Until the said agreement is executed, this offer together with your written acceptance thereof shall constitute a binding agreement between us.

4 OUR OFFER IS VALID FOR SIX (6) CALENDAR MONTHS FROM THE CLOSING DATE OF THIS TENDER.

5 We agree that as and when requested by the Government Technology Agency, we shall extend the validity of this offer for one or more periods not exceeding in total six (6) calendar months. For avoidance of doubt, the extension of the validity of the offer in this paragraph 5 is in addition to and not inclusive of the six (6) calendar months validity period stipulated in paragraph 4 herein.

6 Our price on a per year basis (herein referred to as “the Yearly Maintenance Fee”) for the application maintenance and support to be provided is based on the following components:

- (a) Production Support Base Charge
- (b) Service Request Variable Charge
- (c) Additional Works Variable Charge

7 A breakdown of the Yearly Maintenance Fee for the application maintenance and support is given in the price schedule attached hereto.

8 We further undertake to give you any further information which you may require. The following persons can be contacted for further information regarding this tender submission:

Name: _____ DID: _____ Mobile: _____ Email: _____

Name: _____ DID: _____ Mobile: _____ Email: _____

9 We are *registered/not registered with Government Registration Authorities (GRA) of the Ministry of Finance under the following supply category/head(s) as specified in the Invitation to Tender.

Supply Category/Head	Financial Category	Expiry

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

10 We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of _____³ (Insert Name of firm, company or consortium).

Date this _____ day of _____, 20__

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

³ If the tender is submitted by a consortium, the tender 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)..."

Authorized Signature⁴

Name:

Designation:

(*Delete whichever is not applicable)

<p>WARNING - This Form duly completed MUST accompany every Tender. Any change to it wordings will render the Tender liable to DISQUALIFICATION.</p>
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⁴ The Lead Member's registration number and authorised signature must be provided.