

MINISTRY OF NATIONAL DEVELOPMENT

**INVITATION TO QUOTE FOR SUPPLY AND
INSTALLATION OF ACOUSTIC PODS**

CONTENTS PAGE

<u>SECTION</u>	<u>CONTENTS</u>	<u>PAGE</u>
A	QUOTATION CONDITIONS OF CONTRACT	3
B	REQUIREMENT SPECIFICATIONS	14
C	EVALUATION CRITERIA	17
D	UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION	18
E	SCHEDULE OF PRICES OF SUPPLIER'S OFFER	19
F	ATTACHMENT A : TRACK RECORD OF SUPPLIER	20

SECTION A

QUOTATION CONDITIONS OF CONTRACT

1. Should your offer be accepted, the terms and conditions set out in this section and the terms and conditions in the GeBIZ Terms and Conditions shall govern the Contract between the Ministry of National Development (MND) and your company.

In these conditions, unless the context otherwise requires:

- (a) "Contract" includes MND's ITQ Message, the Contractor's Quote Message or offer (submitted through GeBIZ), these Conditions of Contract, the specifications and samples, the Letter of Acceptance, the Order Message or any orders issued by MND to the Contractor for the supply of the Goods and/or performance of Services, and includes all schedules and annexes to such documents as relevant.
- (b) "Contract Price" means the price exclusive of GST payable to the Contractor for the full and proper performance by the Contractor of his part of the Contract as determined under the provisions of the Contract and in law.
- (c) "Contractor" means the successful supplier whose offer has been accepted by MND.
- (d) "Goods" means all goods, including parts or units thereof, which the Contractor is required to supply to MND under the Contract.
- (e) "GST" means goods and services tax charged under the GST Act (Cap. 117A).
- (f) "MND" or the "Authority" refers to the Government of the Republic of Singapore as represented by its Ministry of National Development, and includes any officer authorised by the Ministry of National Development to act on its behalf.
- (g) "Services" means the work which is capable of meeting or exceeding the Requirement Specifications, and which the Contractor is required to perform under the Contract.
- (h) "Personnel" in relation to a person, means a director, officer, employee or agent of that person, or any individual engaged by that person under a contract for service.

2. SCOPE OF CONTRACT

2.1. The Contractor shall carry out and complete the supply of all items of Goods and perform the Services in accordance with the Contract. Unless otherwise stated in the Contract, all Goods shall be new and unused.

3. DELIVERY AND PERFORMANCE

3.1. The Contractor shall deliver the Goods and perform the Services by the Delivery/Performance Date and in the manner specified in the Contract. The Contractor shall obtain a receipt therefore from MND. The issue of such receipt shall in no way relieve the Contractor from his responsibility for replacing defective or damaged Goods or for rectifying or reperforming deficient unsatisfactory Services under Clause 6.

4. SUBMISSION OF QUOTATION

4.1. Suppliers shall submit their offers by the closing date stated on the Government Electronic Business (GeBIZ) website.

4.2. Suppliers shall satisfy themselves before tendering as to the correctness and sufficiency of their offer for the supply of the Goods and Services, and all matters and things necessary for the proper execution and completion of such supply, including any duties, customs and excise, licences, transport and insurance expenses, regardless of whether such matters or things were specifically set out in this Invitation to Quote.

4.3. Suppliers shall be deemed to have been thoroughly acquainted by their own independent observations and enquiries as to all matters which can in any way influence their offers.

4.4. The quotation price set out in the supplier's offer shall be deemed all-inclusive and shall be deemed to have included the delivery of all items and the performance of all works and services to meet the requirements as specified in the Requirement Specifications irrespective of whether such items, works and/or services have been specifically listed or priced in the supplier's offer.

4.5. In no event shall any expense incurred by the supplier in the preparation or submission of its offer or subsequent clarifications be borne by MND.

5. ACCEPTANCE OF OFFER

5.1. MND shall be under no obligation to accept the lowest priced offer or any offer.

5.2. MND may accept the whole or any part(s) of the offer as it may decide, unless the supplier expressly stipulates in its offer that certain parts of the offer are to be treated as indivisible. Where MND has accepted part of an offer, the prices shall be adjusted in accordance with the schedules of prices set out in the offer.

5.3. The issuance by MND of a Letter of Acceptance accepting the supplier's offer shall create a binding contract between the MND and such supplier. The Conditions of Contract shall apply to such contract.

5.4. The Letter of Acceptance may be issued:

- (a) through GeBIZ to the Contractor; or
- (b) to the Contractor's address as given in its offer by hand or by post.

Such issuance of the Letter of Acceptance through GeBIZ, by hand or post shall be deemed effective communication of acceptance.

5.5. Notwithstanding the issuance of the Letter of Acceptance, MND may at its discretion require the Contractor to sign a formal agreement in respect of the Contract and the Contractor shall do so without unnecessary delay. In the event that the offer is submitted by a duly authorised agent, the formal agreement is to be executed by his principal.

5.6. The Goods and Services offered shall comply with the Requirement Specifications as well as all other terms of this Invitation to Quote. Any offer which attempts to vary or fails to comply with any provision of this Invitation to Quote is liable to be rejected.

5.7. The Authority shall have the right to accept the offers of one or more suppliers.

6. REMOVAL AND REPLACEMENT

6.1. The Contractor shall at his own cost and when notified in writing by MND, remove and replace the Goods that are found on delivery to be damaged, defective or in any way inferior to approved samples, or not in accordance with the Contract, failing which MND shall have the right to purchase replacements elsewhere or to make good any damage in any manner it deems necessary and all costs thereby incurred shall be recoverable from the Contractor by deduction from any money due to the Contractor under the Contract.

7. WARRANTY

7.1. The Warranty Period shall commence on the date of receipt of the Goods in good order and on the date of successful acceptance of the Services in Singapore. The length of the Warranty Period shall be twelve (12) months or such period as may be mutually agreed upon in writing by the parties.

7.2. Where during the Warranty Period, any Good(s) is found to be:

- (a) Defective in design, materials or workmanship;
- (b) Not in accordance with the Contract or any specifications incorporated in the Contract by written agreement; or
- (c) Having been 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 or

specifications published by the Contractor as applicable to the Good(s);

then unless it is shown that the foregoing is caused solely by improper use or mishandling by MND, the Contractor shall, at its own expense (including transportation costs), at the written notification of MND, replace, rectify or completely repair the damaged or defective Good(s) within **thirty (30) days of receipt of MND's written notification or within such time as mutually agreed in writing between parties**. The Contractor may, in lieu thereof, elect to replace the damaged or defective Good(s).

7.3. If any Service performed is found during the Warranty Period to be deficient, the Contractor shall at the written notification of MND, rectify the same, at the expense of the Contractor within **thirty (30) days of receipt of MND's written notification or within such time as mutually agreed in writing between parties**.

8. PAYMENT

8.1. Within thirty (30) days from the date of invoice or date of receipt of invoice (whichever is later) of any Goods delivered and Services performed in accordance with Clause 3.1 of the Contract and upon presentation by the Contractor of his bills in accordance with such means and in such format as may be specified by MND and MND's receipt as referred to in Clause 3.1 of the Contract, MND will make payment to the Contractor for the full value of all Goods so delivered and Services so performed provided that no payment shall be considered as evidence of the quality of any Goods and Services to which such payments relates nor shall it relieve the Contractor from his responsibilities under Clause 6.

8.2. Where delivery is by consignments, payment will be made within 30 days after delivery of each consignment and the receipt of the documents referred to in Clause 3.1.

9. RIGHTS OF THIRD PARTIES

9.1. 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.

10. SUB-CONTRACTING, TRANSFER AND ASSIGNING

10.1. The Contractor shall not, without the prior written consent of MND, sub-contract its obligations, or transfer or assign the benefit of the whole or any part of the Contract.

10.2. The Contractor shall be responsible for the acts, defaults, negligence and omissions of its subcontractors and their Personnel.

11. FORCE MAJEURE

11.1. MND shall, after giving seven (7) days prior written notice to the Contractor, have the right to suspend or terminate the Contract if a Force Majeure Event occurs. Neither party shall be liable to the other by reason of such suspension or termination, save that MND shall pay the Contractor the price of the Goods delivered and accepted by MND as at the date of written notice of termination or suspension. All rights, title to, and interests in such Goods delivered and accepted shall belong to MND. The Contractor shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by MND to the Contractor by reason of this clause.

11.2. For purposes of the Contract, “**Force Majeure Event**” shall include acts of God, acts of civil or military authority, civil disturbance, wars, strikes, fires, epidemics or pandemics and other catastrophes.

11A. TERMINATION

11A.1 If any of the following events occur, MND shall have the right (in addition to and without prejudice to all other rights or remedies available, including the right to claim damages) to terminate the Contract with immediate effect by written notice to the Contractor:

- (a) an Event of Default has occurred (not being a default covered by any other sub-clause of Clause 11A.1) and:
 - (i) the Contractor fails to remedy the Event of Default within fourteen (14) days from a written notice from the Authority to do so; or
 - (ii) the Event of Default is not capable of being remedied within a reasonable time;
- (b) the Contractor is in breach of any of its obligations under the Contract, and such breach results, or is likely to result, in damage to the reputation of MND;
- (c) the Contractor is in material breach of any of its obligations under the Contract;
- (d) a breach of Clause 10 (Sub-contract, Transfer and Assignment);
- (e) a breach by the Contractor of Clause 14 (Confidentiality and Security);

11A.2 If any of the following events occur, MND shall, to the extent permitted by law, be entitled to terminate the Contract with immediate effect by written notice to the Contractor, and the Contractor shall have no claim for any damages or compensation:

- (a) the Contractor is unable to pay its debts as and when they fall due;
- (b) where the Contractor is a company, a receiver, liquidator or provisional liquidator is appointed over any undertaking or property

of the Contractor or an order is made or a resolution is passed for winding-up or dissolution without winding-up (other than for the purpose of amalgamation or reconstruction) of the Contractor;

- (c) where the Contractor is a partnership, the Contractor is dissolved or has a bankruptcy order made against it;
- (d) where the Contractor is an individual, the Contractor becomes bankrupt or dies;
- (e) legal proceedings alleging insolvency are brought against the Contractor;
- (f) any application is made for the winding-up, bankruptcy or dissolution of the Contractor; or
- (g) the Contractor enters into any composition or arrangements with creditors.

11A.3 MND shall have the right to terminate the Contract for convenience by giving **1 (One)** month's written notice to the Contractor without having to assign any reason. Upon receipt of such written notice, the Contractor shall cease or reduce its work according to the tenor of the notice, and shall forthwith take reasonable steps to mitigate its losses consequent thereto.

11A.4 If the Contract is terminated pursuant to Clauses 11A.1 to 11A.3, the following shall apply:

- (a) termination shall be without prejudice to any rights and obligations of either Party which has accrued prior to such termination and any obligation which expressly or by implication is intended to come into or continue in force on or after such termination;
- (b) the Contractor shall forthwith refund to MND all amounts paid to the Contractor under the Contract, less the price of the Services which have been accepted by MND as at the date of termination;
- (c) the Contractor shall immediately deliver property belonging to or provided by MND pursuant to the Contract and all deliverables prepared by the Contractor for the Contract (including works-in-progress if so requested by MND). Works-in-progress shall be paid on a pro-rated basis at MND's sole discretion; and
- (d) in the event of a termination pursuant to Clause 11A.1 or 11A.2, MND shall, at its sole discretion, have the right to engage another person to provide the remaining Services to be provided under the Contract, and any additional costs and expenses incurred shall be paid by the Contractor, and the Contractor shall give reasonable assistance to the incoming contractors.

11A.5 For the purposes of this Clause 11A:

“Event of Default” means any breach (whether material or not) by the Contractor of any of its obligations under the Contract.

11A.6 Nothing in this Clause 11A shall be deemed to prejudice any other rights or remedies available to MND against the Contractor for any breach of the Contractor’s obligations whether under the Contract or at law or in equity.

12. GIFTS, INDUCEMENTS AND REWARDS

12.1. MND shall be entitled to immediately terminate or rescind the Contract and recover from the Contractor the amount of any loss resulting from such termination or rescission if:

- (a) any Contractor Representative has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for:
 - (i) doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or performance of the Contract; or
 - (ii) showing favour to any person in relation to any contract with MND; or
- (b) any Contractor Representative has engaged in any activity or conduct that has resulted or will result in a violation of any Anti-Corruption Laws.

12.2. In this Clause 12:

“Anti-Corruption Laws” means:

- (a) Chapter IX of the Penal Code (Cap. 224);
- (b) the Prevention of Corruption Act (Cap. 241); and
- (c) any other applicable law including any foreign law which:
 - (i) prohibits the conferring of any gift, payment or other benefit on any person or any officer, employee, agent or adviser of such person; or
 - (ii) is broadly equivalent to the laws set out in paragraphs (a) or (b) or which has as its objective the prevention of corruption.

“Contractor Representative” means any of the following:

- (a) the Contractor;
- (b) any person employed by the Contractor; or
- (c) any person acting on behalf of the Contractor (whether with or without the knowledge of the Contractor).

13. VARIATION

13.1. No variation of the Contract shall be of any force unless agreed upon in writing by an authorised officer of both Parties. A variation made in accordance with this Clause 13.1 shall not require consideration for the variation to be binding and enforceable.

14. CONFIDENTIALITY AND SECURITY

14.1. Except with the prior written consent of MND, the Contractor shall:

- (a) treat as strictly confidential and not disclose any Confidential Information to any person save that Confidential Information may be disclosed to Personnel of the Contractor or its subcontractors to extend such disclosure is reasonably necessary for the performing of the Contractor's obligations under the Contract; and
- (b) only use the Confidential Information for the sole purpose of performing the Contractor's obligations under the Contract and shall not use it for any other purpose.

14.2. The Contractor shall take all reasonable precautions in dealing with Confidential Information so as to prevent any unauthorised person from having such access to such Confidential Information. The Contractor shall procure that all its Personnel and those of its subcontractors and agents to whom Confidential Information is to be made available observe the obligations contained in this Clause 14 and shall, at the request of MND, procure that each of its Personnel and those of its subcontractors and agents sign an undertaking to safeguard official information in the form set out in Section D if they have not already done so.

14.3. 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 MND.

14.4. For the purposes of this Clause 14, "**Confidential Information**" means any information received or obtained as a result of entering into the Contract (or any agreement entered into pursuant to the Contract), including:

- (a) information which relates to MND;
- (b) information which relates to the existence and the provisions of the Contract or any Purchase Order, or of any agreement entered into pursuant to the Contract; or
- (c) any analyses, compilations, notes, studies, memoranda or other documents derived from, containing or reflecting such information,

but does not include information that is:

- (a) or has become public knowledge otherwise than through breach of agreement or other legal obligation or through the default or negligence of the Contractor, any subcontractors, or any of their respective Personnel;
- (b) lawfully in the possession of the Contractor or already known to the Contractor on a non-confidential basis prior to the Contractor receiving or obtaining such information as a result of entering into the Contract, as evidenced by written records; or
- (c) independently developed by the Contractor.

14.5. The Contractor shall not be liable for disclosure of Confidential Information in the event and to the extent any Confidential Information is required to be disclosed by the Contractor pursuant to any applicable law, regulations or directives of any relevant government, statutory or regulatory body (including stock exchange) or pursuant to any legal process issued by any court or tribunal of competent jurisdiction in accordance with the provisions of the Contract, provided the Contractor shall, to the extent practicably possible and permissible by law or regulations, give MND prompt and prior notice of any such requirement and shall cooperate with MND to limit the scope of such disclosure to the maximum extent legally possible.

14.6. No later than seven (7) days from the termination or expiry of the Contract,

- (a) the Contractor shall:
 - return all Confidential Information received from MND for the purpose of the Contract for produced in the course of performing its obligations under the Contract without keeping any copies thereof; and
 - securely destroy and erase all softcopies of Confidential Information that exist in hard disk, removable storage media and other storage media or facility whatsoever;

provided that the Contractor may retain any Confidential Information as may be required by any applicable law, regulations or directives of any relevant government, statutory or regulatory body ("**Applicable Provisions**"), without prejudice to its confidentiality obligations in relation to such Confidential Information contained in this Clause A14; and

- (b) the Contractor shall upon completion of the obligations under Clauses 14.6(a), provide a written confirmation to MND that it has complied with Clauses 14.6(a). Such written confirmation shall (i) include a description of all Confidential Information it is required to retain under the Applicable Provisions, and (ii) cite the specific Applicable Provisions it is relying on to retain such Confidential Information.

14.7. The Contractor shall immediately notify MND where the Contractor becomes aware of any breach of this Clause 14 by its Personnel, any subcontractors or any of the subcontractor's Personnel and cooperate at its own costs with MND to limit the extent and impact of such breach.

14.8. This Clause 14 shall survive the termination or expiry of the Contract.

15. APPLICABLE LAW

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

15.2. For the avoidance of doubt, until MND issues a Letter of Acceptance, an Order message, or Purchase Order, this document: (i) is not a contract and shall in no way be construed as creating any legally binding obligation on the part of MND to purchase any Goods and/or Service from any supplier; and (ii) shall not be construed as providing or implying that a contract will be entered into with any supplier.

16. CORRIGENDA TO INVITATION TO QUOTE

16.1. MND reserves the right to amend any terms in, or to issue supplementary terms to this Invitation to Quote at any time prior to the closing date.

17. DISCLAIMER AND LIMITATION OF LIABILITY

17.1. This Invitation to Quote may not contain all information which suppliers may require. Suppliers should therefore make their own inquiries and seek such clarifications they think necessary. MND shall not be liable to any supplier for any information in this Invitation to Quote which is incomplete or inaccurate.

17.2. MND shall not be liable for any loss of profit or indirect or consequential losses arising from or in connection with MND's failure to comply with its legal obligations in conducting this Invitation to Quote, considering or evaluating any offer or accepting any offer. Any liability shall be limited to the costs of preparing and submitting the offer reasonably incurred by the supplier.

18. INDEMNITY

18.1. The Contractor shall indemnify and keep indemnified MND against any and all Losses sustained, incurred, paid by or suffered by MND arising out of or in connection with any act or omission on the part of the Contractor, subcontractor or any of their directors, officers, personnel, employees, servants or agents (the "Contractor Parties") unless the Contractor can show that:

- (a) it is not due to the Contractor's breach, failure or delay in the performance of the Contract; and

- (b) it is not due to the negligent, unlawful or wrongful action or omission, fraud, bad faith, wilful misconduct or breach of any duty of any of the Contractor Parties.

18.2. For the purposes of this Contract, "Losses" means all liabilities, losses, damages, actions, claims, demands, costs (including legal costs on a full indemnity basis and experts' and consultants' fees), settlement sums and sums paid in satisfaction of court, arbitral or expert award.

SECTION B
REQUIREMENT SPECIFICATIONS

S/N	ITEM	DESCRIPTION
1	Title	Invitation To Quote (ITQ) for Supply and Installation of Acoustic Pods
2	Publication Date	12 Apr 2022
3	Closing Date	25 Apr 2022
4	Quotation Validity Period	60 days

5	Specifications
5.1	<p>The supplier shall supply and install Acoustic Pods that can provide a more conducive environment for working discussions and meetings in existing office space, and meet users' needs for comfort, privacy and general functionality, as described below:</p> <ul style="list-style-type: none"> a. Supply and install 3 different sizes of Acoustic Pods as follows: <ul style="list-style-type: none"> i. 1 No. of 1 x 2 person pod; ii. 1 No. of 1 x 4 person pod; and iii. 1 No. of 1 X 6 person pod. b. Each acoustic pod must be furnished with tables, chairs and doors with handle. For example, 2 pax pod must be fitted with 2 chairs and 1 table; 4 pax pod with 4 chairs and 1 table, and 6 pax pod with 6 chairs and 1 table. c. At least 2 nos. of Universal socket for each acoustic pod, preferably below table. d. At least 2 nos. USB charger for each acoustic pod. e. At least 1 no. Network Port for each acoustic pod. f. Well-lit interior with sufficient lightings with auto sensor/switch to reduce electricity wastage. g. Well-ventilated interior with sufficient ventilation fans. h. Self-closing glass door (clear/partially frosted) with door handle. i. Fitted with sound insulation for the walls, flooring and door.
5.2	<p>The supplier shall also ensure the following:</p> <ul style="list-style-type: none"> a. Supply and install electrical wirings from DB to the acoustic pods (inclusive of powerpoints). b. Make good for the door, wall and ceiling, if required. c. Acoustic pods to be TUV certified for Acoustic Rating. d. Acoustic pods to be movable and mobile. e. Supplier to provide colour palette for MND to choose from before MND decides on the final colour for the acoustic pods. f. Acoustic pods to be made from Fire Retardant Material.

5.3	<p>g. Supplier shall provide onsite viewing (i.e. at Supplier's Site during evaluation period) of proposed acoustic pods for MND Team to evaluate product specifications and design requirements at MND's convenience (i.e. Monday – Friday between 9am to 5pm)</p> <p>h. Locations for the placement of the acoustic pods to be confirmed with MND upon award.</p> <p><u>Optional Items</u> Supplier is to provide a list of rates for the following:</p> <p>After sales services after the Warranty Period comprising:</p> <ul style="list-style-type: none"> i. Minor repair/replacement of fittings; ii. Minor repair/replacement of electrical items such as lighting and ventilation components; and iii. Shifting of acoustic pods within the office premises.
6	<p><u>Contact</u></p> <p>Garrel Teo Assistant Director/Estates Email: Garrel_Teo@mnd.gov.sg</p> <p>Remy Guo Senior Assistant Director/Future Workplace Email: Remy_Guo@mnd.gov.sg</p>

SECTION C
EVALUATION CRITERIA

Suppliers will be shortlisted for evaluation based on the following criteria:

Critical Evaluation Criteria

1. Full compliance with terms and conditions and specifications stipulated in Section A of the ITQ specifications. Non-compliance with this criterion shall preclude the supplier from further evaluation by MND.
2. Supplier must not be debarred from participating in public sector procurement.
3. Supplier must supply the acoustic pods and relevant furniture (e.g. chairs) as a set and must quote for all items listed in 5.1(b) of Section B of the ITQ specifications.

Other Evaluation Criteria

1. Offer Price (60%);
2. Product specifications and design requirements as listed in Section B of the ITQ specifications (20%);
3. Supplier's track record of supplying and installing Acoustic Pods from 2019 to present (10%); and
4. Lead time required for delivery of Acoustic Pods after Letter of Award (10%).

SECTION D

UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

My attention has been drawn to the Official Secrets Act (Chapter 213, Revised Edition 2012) and in particular to Section 5 thereof which relates to the safeguarding of official information.

2 I understand and agree that all official information acquired by me in the course of my work and consultancy under this Contract is strictly confidential in nature, and I undertake not to publish or communicate such information to any unauthorised person in any form at any time, without the official sanction of the Permanent Secretary of the Ministry of National Development.

3 I shall ensure that any other person who is authorised by me to have access to any official information shall similarly sign an undertaking to safeguard official information.

4 I undertake to return any document received from the Government of Singapore, and to securely destroy any other copies made or reproduced from such document or part thereof whenever required by the Government.

5 I further understand and agree that any breach or neglect of this undertaking may render me liable to prosecution under the Official Secrets Act or to civil proceedings.

<p>..... (Signature of Officer)</p> <p>..... (Designation)</p> <p>..... (Date)</p>	<p>..... (Full name in BLOCKS and NRIC)</p> <p>..... (Name of Company)</p>
<p>..... (Signature of WITNESS)</p> <p>..... (Date)</p>	<p>..... (Full name in BLOCKS and NRIC)</p>

SECTION E

SCHEDULE OF PRICES OF SUPPLIER'S OFFER

- 1 All prices quoted shall be in Singapore dollars.
- 2 All items quoted must be according to the mandatory specifications.
- 3 Prices quoted must be GST exclusive.
- 4 Lead time and duration of works **MUST** be indicated clearly as shown below.
Failing which, MND reserves the right to disqualify the bid due to the lack of clear information for evaluation.

ITEM	DESCRIPTION	DELIVERY TIMING (WEEKS)	TOTAL AMOUNT** (S\$)
1	Supply and install 3 different types of Acoustic Pods as follows: i. 1 No. of 1 x 2 person pod; ii. 1 No. of 1 x 4 person pod; and iii. 1 No. of 1 X 6 person pod. Please refer to Section B on the requirement specifications for the Acoustic Pods.		Please indicate lump sum for Item 1. The price must include all items as stated.
2	Lead time required for supply and installation of Acoustic Pods.		
	Total Sum		S\$
Optional Items			
1	After sales services after Warranty Period i. Minor repair/replacement of fittings		Please provide the schedule of rate for the item as stated.
2	ii. Minor repair/replacement of lighting and ventilation components		Please provide the schedule of rate for the item as stated.
3	iii. Shifting of pod from location A to location B within office premises		Please provide the schedule of rate for the item as stated.

Attachment A - Track Record of Supplier

The Supplier shall furnish hereunder the particulars of all relevant contracts ongoing and completed from 2019 to present for the entities in the private sector, the Government or other statutory bodies.

Details of Contracts	Date of Completion	Name of Client/Company

IMPORTANT NOTES

All information provided by the Supplier in this document shall be complete and accurate. Any omission, inaccuracy, mis-statement or failure to complete or submit this document and/or the required attachments may render the Supplier's offer liable to be rejected or to be assessed with a zero or poor score under relevant evaluation criteria as set out in this ITQ.

Please attach separate sheets of paper if the space provided is insufficient and mark all pages.