



EMBASSY OF THE REPUBLIC OF SINGAPORE  
BANGKOK

**TENDER REFERENCE NO.: [FOR000ETT24000046]**

**INVITATION TO TENDER**

FOR

**PROVISION OF CLEANING SERVICES**

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To all Tenderers

**TENDER REFERENCE NO.: [FOR000ETT24000046]**

You are invited by the Government of the Republic of Singapore as represented by the Embassy of the Republic of Singapore in Bangkok, Thailand under the Ministry of Foreign Affairs (“**Authority**”), to participate in this Invitation to Tender (“**ITT**”) for the provision of cleaning services.

2 This ITT contains the following:

- a) Covering Letter with the prescribed Form of Tender;
- b) Annex A Instructions to Tenderers;
- c) Annex B Conditions of Contract;
- d) Annex C Requirement Specifications; and
- e) Annex D Form of Tender
- f) Annex E Checklist and Price Schedule

3 Your Tender Offer, including the prescribed Form of Tender attached to this Covering Letter, **must** be fully completed and submitted in accordance with this ITT. You are advised to read carefully all documents enclosed in this ITT before submitting your Tender Offer.

4 The above documents can be collected from the Embassy during the mandatory tender briefing. The tender briefing will be conducted as follows:

Date: Thursday, 8<sup>th</sup> August 2024

Time: 1000hr

Venue: Visitor Room

Embassy of the Republic of Singapore in Bangkok, Thailand  
129 South Sathorn Road  
Bangkok 10120

5 Interested parties shall submit their names and identification number (e.g. passport numbers) of up to two representatives to the building manager, **Mr Kanongdech Butsayawit** at +66 81 373 4656 to register. For enquiries regarding the specifications, please contact **Mr Benedict Chua, Attaché (Admin & Consular)** at + 66 2 348 6787.

6 All enquiries regarding this ITT shall be made in writing and directed to [Bangkok\\_Procurement@mfa.sg](mailto:Bangkok_Procurement@mfa.sg).

7 Tender Offers shall be submitted to the Embassy using a sealed envelope addressed to **Mr Benedict Chua, Attaché (Admin & Consular)**, as stipulated in Annex A Instructions to Tenderers. The closing date for the tender is Thursday, 29<sup>th</sup> August 2024.

8 The Tenderer that is awarded the Contract will be notified by the Embassy in writing. The award notice will also be placed at the Embassy's bulletin board along Sathorn Soi 7.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'C. Wong', is positioned above the printed name.

**CATHERINE WONG**  
AMBASSADOR

Embassy of the Republic of Singapore in Bangkok, Thailand  
Government of the Republic of Singapore

## **FORM OF TENDER**

**To:**

Government of the Republic of  
Singapore  
c/o the Embassy of the Republic of  
Singapore in Bangkok, Thailand under  
the Ministry of Foreign Affairs 129  
South Sathorn Road  
Bangkok 10120

**Name(s) of Tenderer(s):**

**Address of Tenderer:**

**TENDER REFERENCE NO.:** **FOR000ETT24000046**

### **PROVISION OF CLEANING SERVICES**

1 We offer and undertake on your acceptance of this Tender Offer to supply goods and services as specified in the Requirements Specifications in accordance with your Invitation to Tender and the terms and conditions as agreed upon between you and us. Capitalised words and phrases used in this Form of Tender shall, unless the context otherwise requires, bear the meanings assigned to them in Clause 1.1 of the Conditions of Contract.

2 Our Tender Offer is fully consistent with and does not contradict or derogate from anything in your Invitation to Tender or downgrade anything in the Requirement Specifications. We may include in our Tender Offer, alternative offer(s) which comply with your Invitation to Tender.

3 Where required by you, we shall execute a formal agreement in the appropriate form incorporating the terms and conditions as agreed upon between you and us. Until the said formal agreement is executed, this Tender Offer together with your written acceptance, shall constitute a binding agreement between us.

4 Our Tender Offer is valid for the Validity Period as specified in the Invitation to Tender and for any such extension of the Validity Period as may be agreed in written by us at your request.

5 Our prices for the goods and services to be supplied by us are stated in the price schedule attached to our Tender Offer.

6 We further undertake to give you any further information which you may require.

7 We certify and declare that the information provided in our Tender Offer is true and correct.

8 We warrant, represent, and declare that we have the power to enter into, perform and deliver, and have taken all necessary action to authorise our entry into, performance and delivery of, the binding agreement upon your written acceptance of our Tender Offer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

**Name of signatory:**

**Designation of signatory:**

<p><b>WARNING</b> - This prescribed form duly completed <b>MUST</b> accompany every Tender Offer. Any change to its wordings will render the Tender Offer liable to <b>DISQUALIFICATION</b>.</p>
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