



EMBASSY OF THE REPUBLIC OF SINGAPORE  
BANGKOK

**TENDER REFERENCE NO.: [TENDER/2023/004]**

**INVITATION TO TENDER**

FOR

**PROVISION OF SECURITY GUARD SERVICES**

ALL RIGHTS RESERVED. THESE DOCUMENTS MAY NOT BE REPRODUCED IN ANY FORM OR BY ANY MEANS (OTHER THAN FOR THE LIMITED PURPOSES OF RESPONDING TO THIS INVITATION TO TENDER) WITHOUT THE PRIOR PERMISSION OF THE GOVERNMENT OF THE REPUBLIC OF SINGAPORE.

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

To all Tenderers

**TENDER REFERENCE NO.: [TENDER/2023/004]**

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 security guard services at (i) our Chancery located at 129 South Sathorn Road and (ii) our two Official Residences located along Soi Pattanasin, off Nang Linchee Road.

2 The contract will be for a period of two (2) years from 1 Apr 2024 to 31 March 2026. It may be extended for a further period of one (1) year, at the sole discretion of the Government of the Republic of Singapore in accordance with the terms and conditions of the ITT.

3 This ITT contains the following:

- a) Covering Letter;
- b) Form of Tender;
- c) Instructions to Tenderers;
- d) Requirement Specifications;
- e) Submission Requirements (which includes the Evaluation Criteria); and
- f) Conditions of Contract.

4 The prescribed Form of Tender and Price Schedule **must** be fully completed.

5 Your Tender Offer **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.

6 The above documents can be requested via email to [Bangkok\\_Procurement@mfa.sg](mailto:Bangkok_Procurement@mfa.sg). A tender briefing will be conducted as follows:

Date: 12 December 2023

Time: 1000hrs

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

7 Interested parties who wish to attend the tender briefing must submit their names and identification numbers (Thai ID number or passport number) of up to two representatives to Mr Kenneth Lui, Second Secretary (Administration & Consular) at [Kenneth\\_Lui@mfa.gov.sg](mailto:Kenneth_Lui@mfa.gov.sg) by 5pm on 11 December 2023.

8 All enquiries regarding this ITT shall be made in writing (letter or email) and directed to:

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


Contact Person(s): Mr Kenneth Lui, Second Secretary (Administration & Consular)

9 All enquiries are to be made in accordance with Clause 22.5 of the Instructions to Tenderers.

10 Tender offers shall be submitted to the Embassy of the Republic of Singapore in Bangkok by hand using a sealed envelope addressed to Mr Kenneth Lui, as stipulated in the Instructions to Tenderers. The closing date of the tender is **12 January 2024**.

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

Yours faithfully,



Mr Harry Goh  
Chargé d' Affaires ad interim / Deputy Chief of Mission and Minister-Counsellor  
Embassy of the Republic of Singapore in Bangkok, Thailand  
Government of the Republic of Singapore