



EMBASSY OF THE REPUBLIC OF SINGAPORE
BANGKOK

TENDER REFERENCE NO.: [TENDER/2023/003]

INVITATION TO TENDER

FOR

**PROVISION OF MANAGING AGENT AND MECHANICAL AND ELECTRICAL
SERVICES FOR THE EMBASSY OF THE REPUBLIC OF SINGAPORE**

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To all Tenderers

TENDER REFERENCE NO.: [TENDER/2023/003]

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 managing agent and mechanical and electrical services at (i) the Chancery located at 129 South Sathorn Road, and (ii) the 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 two (2) years, 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 with the prescribed Form of Tender;
- (b) Instructions to Tenderers;
- (c) Conditions of Contract;
- (d) Requirement Specifications;
- (e) Additional Document Requirements (inclusive of the Evaluation Criteria); and
- (f) Non-disclosure Agreement

4 The prescribed Form of Tender attached to this Covering Letter **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 collected from the Embassy of the Republic of Singapore or requested via email to Bangkok_Procurement@mfa.sg. A tender briefing will be conducted as follows:

Date: 22 November 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 (e.g, passport numbers etc.) of up to two representatives to Mr Benedict Chua, Attaché (Admin & Consular) at Benedict_Chua@mfa.gov.sg

8 All enquiries regarding this ITT shall be made in writing 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 Benedict Chua, Attaché (Admin & Consular)

9 All enquiries are to be made in accordance with Clause 19.1 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 Benedict Chua, as stipulated in the Instructions to Tenderers. The closing date of the tender is **8 December 2023**.

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 a.i./ Deputy Chief of Mission and Minister- Counsellor
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.: _____

PROVISION OF MANAGING AGENT AND MECHANICAL AND ELECTRICAL SERVICES FOR THE EMBASSY OF THE REPUBLIC OF SINGAPORE

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 _____, 2023

Authorised Signature

Name of signatory:

Designation of signatory:

WARNING - This prescribed form duly completed **MUST** accompany every Tender Offer. Any change to its wordings will render the Tender Offer liable to **DISQUALIFICATION**.