

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

### **INDEX**

<b><u>CLAUSE NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE NO.</u></b>
1	TENDER DOCUMENT	B – 2
2	COMPLIANCE WITH CONDITIONS OF TENDERING	B – 2
3	ADDENDA	B – 2
4	COMPLETION OF TENDER	B – 2
5	DEVIATION FROM SPECIFICATIONS	B – 2
6	DRAWINGS AND SAMPLES	B – 2
7	FIRM PRICE	B – 3
8	GOODS AND SERVICES TAX	B – 3
9	GST REGISTRATION	B – 3
10	INSPECTION OF SITE	B – 3
11	NAME OF TENDERER	B – 3
12	POWER OF ATTORNEY	B – 3
13	PRICES IN FOREIGN CURRENCIES	B – 4
14	PROVISION OF COMPANY INFORMATION BY TENDERER	B – 4
15	STANDARDS	B – 4
16	TENDER VALIDITY PERIOD	B – 4
17	POST-TENDER SUBMISSION	B – 4
18	SUBMISSION OF TENDER	B – 4
19	ACCEPTANCE OF APPROVED TENDERER	B – 5
20	NOT OBLIGED TO ACCEPT ANY TENDER	B – 5
21	NOTIFICATION OF TENDER RESULTS	B – 5
22	SUCCESSFUL TENDERER TO OBTAIN HIS OWN INFORMATION	B – 5
23	PROTECTION AND NON-DISCLOSURE OF INFORMATION	B – 6
24	TENDER SECURITY DEPOSIT (APPLICABLE ONLY FOR TENDER VALUED ABOVE S\$5M)	B – 6

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

### **1. TENDER DOCUMENT**

- 1.1 One CD of Tender Document will be supplied to Tenderers who qualify to obtain the Tender Document under the requirements stipulated in the Tender notice.

### **2. COMPLIANCE WITH CONDITIONS OF TENDERING**

- 2.1 The Tenderer must comply with the Conditions Of Tendering.
- 2.2 Failure to comply with or breach of any of the Conditions shall disqualify the Tender.

### **3. ADDENDA**

- 3.1 Any interpretation of, or change in the Tender Document prior to the specified closing date and time, will be made only by Addendum issued by the Company to each Tenderer to whom the Tender Document has been issued and it shall become part of the Tender Document.

### **4. COMPLETION OF TENDER**

- 4.1 The Tenderer must complete all parts of the Tender Document and all pricing schedules shall be fully priced and totalled. All Tender Documents issued must be returned.
- 4.2 The Tenderer shall write in BLOCK LETTERS or print legibly his name and registered address.
- 4.3 All entries made by the Tenderer in the Tender Document must be neatly typewritten or completed in writing using ink.
- 4.4 Any erasures or alterations made by the Tenderer in the Tender Document must be duly initialled.
- 4.5 Each Tender must be submitted in a separate sealed envelope or package.

### **5. DEVIATION FROM SPECIFICATIONS**

- 5.1 The Tenderer is required to submit an offer which complies fully with the General Conditions Of Contract, Schedule Of Tender Rates/ Prices, Specification, Special Conditions and other Schedules (if any). Failure to comply with this requirement may render the Tender to be disqualified.
- 5.2 In case the Tenderer cannot comply fully with the Specification whatsoever due to some unavoidable deviations, the Tenderer must list out all such deviations involved. Deviated Items not listed shall be deemed as complying fully with the Specification. If the Tenderer does not submit the said deviations, the Tender will be deemed as one representing compliance with the Specification.
- 5.3 Comments, remarks, clarifications, etc. not listed as deviations shall not be considered as deviations.

### **6. DRAWINGS AND SAMPLES**

- 6.1 The Tenderer shall forward with each copy of his Tender any drawings and/or samples that may be required to be furnished by him.
- 6.2 The drawings and/or samples shall be duly marked for easy identification with the Tender, the Tender number, item number and name of the Tenderer.
- 6.3 Where drawings and/or samples are required, the Tenderer shall submit them together with the Tender into the Tender Submission Box not later than the Tender Closing Date and Time.
- 6.4 Any samples, if stated, will be returned to the unsuccessful Tenderer after the award of the Tender, and to the successful Tenderer after the completion of the Contract.

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

6.5 Samples may, at the discretion of the Company be tested to destruction and the Company shall not be liable for the payment of the samples.

### **7. FIRM PRICE**

7.1 Prices must be quoted on AN ALL-IN firm basis and such prices shall include for all materials, labour, plant, equipment, transport, handling of materials and plant, tools, appliances, licence fees and all other things necessary for the supply and works. The Tenderer shall inform and satisfy himself on all matters that have an effect on the price for the supply and works.

### **8. GOODS AND SERVICES TAX**

8.1 The Tenderer shall not include in the rates and prices proposed in this Tender, the Singapore Goods and Services Tax (GST) chargeable for the supply of Goods and Services or Works required in the Tender.

8.2 All rates and prices submitted in the Tender must be GST-exclusive. The GST will be treated as a separate component if the Tenderer is a taxable supplier. The Company shall reimburse the successful Tenderer the said GST charged on the Goods and Services or Works supplied upon the production of all relevant invoices or other documentation in such form and detail that may be necessary to enable or assist the Company to verify and confirm the GST amount payable by the Tenderer.

### **9. GST REGISTRATION**

9.1 The Tenderer shall declare his GST status in the Tender. He shall clearly indicate whether he is or whether he will be a taxable person under the GST Act. He shall, if available, furnish the GST Registration Number to the Company.

9.2 The Tenderer shall be deemed to be a taxable person if no declaration to the contrary is made in the Tender. A Tenderer who declares himself to be a non-taxable person under the GST Act but who becomes a taxable person after accepting the Tender award shall forthwith inform the Company of his change in GST status. He shall be entitled to reimbursement from the Company of any GST charged on the Goods, Services or Works supplied by him after his change in GST status.

9.3 The Tenderer shall indicate in the Form Of Tender and Schedule Of Tender Rates/Prices his GST Registration Number, if any.

### **10. INSPECTION OF SITE**

10.1 The Tenderer shall inspect and examine the site and its surroundings and shall where applicable, satisfy himself before submitting his Tender as to the nature of the ground and sub-soil, the form and nature of the site, the quantities and nature of the work and materials necessary for the completion of the works and the means of access to the site and in general shall obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his Tender.

### **11. NAME OF TENDERER**

11.1 The Tender shall only be submitted in the name of the Tenderer who has been issued with the Tender Document. Any tender submitted by a Tenderer who has not been issued with the Tender Document shall be treated as non-bona fide and shall be rejected.

### **12. POWER OF ATTORNEY**

12.1 The Form of Tender must be signed only by the person or persons so authorised to do so for and on behalf of the Tenderer's company. An original copy of the power of attorney must be accompanied with the Tender submission specifying the names, designation and specimen signatures of such authorised person or persons to act for and on behalf of the Tenderer's company.

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

### **13. PRICES IN FOREIGN CURRENCIES**

- 13.1 Notwithstanding the requirements mentioned elsewhere in the Tender Document on prices being only in Singapore Dollars, the Tenderer may also quote in foreign currencies.

### **14. PROVISION OF COMPANY INFORMATION BY TENDERER**

- 14.1 The Tenderer shall provide full information on
- (a) the name and address of any person, company or corporation which owns, whether directly or indirectly, at least 50% of the total number of shares in the Tenderer;
  - (b) the number, percentage and class of shares held by such person, company or corporation.

### **15. STANDARDS**

- 15.1 Where reference is made to National Standards and/or Trade names in the Tender Document, an alternative offer of an equal or superior quality of product and workmanship will be considered.

### **16. TENDER VALIDITY PERIOD**

- 16.1 The Tender submitted by the Tenderer shall remain valid for acceptance by the Company for the period stated in Clause 5 in the FORM OF TENDER from the final date of submission of Tender or any extension thereof as designated by the Company.

### **17. POST-TENDER SUBMISSION**

- 17.1 Post-Tender submission of prices, deviations, etc is not acceptable and shall not be considered and shall render the Tender to be disqualified.

### **18. SUBMISSION OF TENDER**

- 18.1 Tenders will be received at Tuas Power Station, No. 60 Tuas South Avenue 9, Singapore 637607 / Tembusu Multi-Utilities Complex (TMUC), 20 Tembusu Crescent, Jurong Island, Singapore 627610 not later than the Tender Closing Date and Time (Singapore Time) specified in the Tender Document or any extension thereof.
- 18.2 Two sets of Tender Documents in hardcopy and softcopy must be submitted in sealed envelopes or packages.
- 18.3 The name of the Tenderer must be clearly marked on the outside of the sealed envelope or package. When depositing Tender into the Tender Submission Box, the Tenderer must clearly specify on the front cover of the envelope or package (i) the name and address of the Company; (ii) the title and number reference of the Tender; (iii) the Tender Closing Date and Time; (iv) the name, address and contact number of the Tenderer; and (v) the date of submission of the Tender.
- 18.4 In the case of a Tender not being delivered by hand from an overseas Tenderer, he must arrange for his Tender and other documents to be posted in time to reach the stipulated place not later than the stipulated Tender Closing Date and Time.
- 18.5 The Company shall not be held responsible in ensuring the delivery of the Tenders into the designated Tender Submission Box but will make every effort to promptly convey the Tenders received through the post into it.
- 18.6 The Company reserves the right to reject Tenders forwarded via facsimile, telex, telegram and/or email.

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

- 18.7 Any Tender submitted after the Tender Closing Date and Time or any extension thereof will not be accepted.
- 18.8 No claim will be allowed from the Company for any expenses incurred by the Tenderer in the preparation of this Tender. Postage must be pre-paid by the Tenderers on all Tenders sent through the post.
- 18.9 Tenderers who are unable to comply with any or all of the requirements in the Tender Document shall state clearly in writing upon submission.
- 18.10 All Tender Documents shall be returned in good condition into the said Tender Submission Box on or before the said Tender Closing Date and Time.

### **19. ACCEPTANCE OF APPROVED TENDERER**

- 19.1 The approved Tenderer (if any) shall be notified of such acceptance by the issuing of Contract within the validity period stated in Clause 16 hereof. The period for executing and completing the deliveries of the formal Contract may, however, be extended at the discretion of the Company if the Company is satisfied that adequate reasons exist for doing so.
- 19.2 The said Tenderer shall within the time stated in the Form Of Tender execute the formal Contract, deposit the Security Deposit for the due performance of the Contract, submit the Insurance Policies, for instance, Work Injury Compensation, Public Liability and All Risks Insurance Of Contract Works (if required) and etc. The Contractor / Consultant shall also produce for inspection the receipts for premiums paid.
- 19.3 If the approved Tenderer withdraws after the Company's acceptance of his offer, he shall be liable therefor in damages to the amount of the difference between any other higher accepted Tender and his Tender, debarment and any cost or compensation that may be incurred by the Company as a direct result of his withdrawal.

### **20. NOT OBLIGED TO ACCEPT ANY TENDER**

- 20.1 The Company shall not be bound to accept the lowest or any Tender nor to give any reasons for the rejection of a Tender and is entitled to accept a portion of any Tender.
- 20.2 No Tender shall be deemed to have been accepted unless such acceptance has been notified to the Tenderer by a notice in writing from the Company.
- 20.3 The decision by the Company to accept or reject any Tender shall be final and no appeal against the same shall be entertained.

### **21. NOTIFICATION OF TENDER RESULTS**

- 21.1 There will be no publication of the Tender results on the notice board.
- 21.2 Unsuccessful Tenderers will be notified of their Tender results in writing by the Company.

### **22. SUCCESSFUL TENDERER TO OBTAIN HIS OWN INFORMATION**

- 22.1 Notwithstanding the Company's Tender Document and any statement or information of any description contained therein, the successful Tenderer shall inform and satisfy himself on all matters necessary for compliance with and completion of the Contract and in all matters whatsoever that might in any way affect the prices quoted by him.
- 22.2 Any neglect or failure whatsoever on the part of the Contractor / Consultant to obtain any necessary and reliable information shall not relieve him from any risks or liabilities for the performance and completion of the Contract.

## **B CONDITIONS OF TENDERING (HARDCOPY SUBMISSION)**

- 22.3 The Company shall not be liable for any damages whatsoever for any inaccuracy on any information.
- 22.4 The Company makes no representation or warranty as to the accuracy or completeness of any information (including any information set out in the Tender Documents) given or made available to the Tenderer by it or on its behalf and shall have no liability whatsoever in respect of such information.
- 22.5 Each Tender shall be made on the basis that in making the Tender, the Tenderer does not rely on any representation or warranty made by or on behalf of the Company or any of its officers, servants or agents, but has relied entirely on the Tenderer's own enquiries, inspections, investigations and due diligence, and the Company may accept any Tender submitted by the Tenderer without entertaining any request by the Tenderer to alter its Tender or for extra payment whether on grounds of misinformation, insufficient or inaccurate information or otherwise.

### **23. PROTECTION AND NON-DISCLOSURE OF INFORMATION**

- 23.1 Except with the consent in writing of the Company, the Contractor / Consultant shall not disclose the Contract or any provision thereof, or any Specification or information issued or furnished by or on behalf of the Company in connection therewith or in relation to the Company to any person, other than a person employed or engaged by the Contractor / Consultant in carrying out the Contract or any Sub-Contractor / Consultant, supplier or other person concerned with the same.
- 23.2 The Contractor / Consultant shall treat the details of the Contract or any provision therein with the strictest confidence.

### **24. TENDER SECURITY DEPOSIT (APPLICABLE ONLY FOR TENDER VALUED ABOVE S\$5M)**

- 24.1 The Tenderer shall submit with his Tender a Tender Security Deposit equal 1% of his Tender Price. It shall be in the form of a guarantee using the standard format of Form Of Guarantee (Tender Security Deposit). The cost of obtaining the aforesaid guarantee shall be borne by the Tenderer.
- 24.2 The Form Of Guarantee is to be from a bank licensed in Singapore, subject to a limit of S\$300,000 by a finance company to be approved by the Company. The Tender Security Deposit shall be valid for the Tender Validity Period stated in Clause 16 hereof plus six (6) weeks or any extension to the tender validity period plus six (6) weeks.
- 24.3 Failure to supply an acceptable Tender Security Deposit shall entitle the Company to disqualify or declare the Tender invalid.
- 24.4 The Tender Security Deposit will be returned to the unsuccessful Tenderers after the acceptance of the Tender. The Tender Security Deposit will be returned to the approved accepted Tenderer when the Tenderer provides the Security Deposit and other security instruments required under the General Conditions Of Contract.
- 24.5 In the event of the Tenderer withdrawing his Tender within the period of validity of such Tender or any extension thereof, the Tender Security Deposit shall then be forfeited by the Company.