



EMBASSY OF ITALY IN SINGAPORE

INVITATION TO TENDER

**PROPOSED RENOVATION WORK FOR THE NEW EMBASSY OF
ITALY IN SINGAPORE (Security Package)**

At

**Republic Plaza Level 33
9 Raffles Place
048619 Singapore**

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Tender Notice

Publication Date:	30 th May 2022
Description:	PROPOSED RENOVATION WORK FOR THE NEW EMBASSY OF ITALY IN SINGAPORE (Security Package), At Republic Plaza Level 33 9 Raffles Place 048619 Singapore
Closing Date and Time:	6 th June 2022 at 1600 hrs
Offer Validity Duration:	6 calendar months
Tender Submission Address:	EMBASSY OF ITALY IN SINGAPORE United Square Office Tower 101 Thomson Rd #27-2, Singapore 307591 Attention: Giuliano Cola
Publication of Tender Documents:	The tender documents will be made available from 30th May 2022 via email invitation through filippo@bdstudiodesign.com
Contact Person:	Filippo Bertoni Tel:83793615 filippo@bdstudiodesign.com

30th May 2022

To Tenderer,

Dear Sir / Mdm,

RE: PROPOSED RENOVATION WORK FOR THE NEW EMBASSY OF ITALY IN SINGAPORE (Security Package), At Republic Plaza Level 33, 9 Raffles Place, 048619 Singapore

1. EMBASSY OF ITALY IN SINGAPORE invites Tender Offers for the goods and/or services described in detail in the Requirement Specifications and on the terms set out in the Tender Documents as a whole.
 2. This Invitation to Tender comprises of the following Tender Documents:
This Covering Letter
Section A Instructions to Tenderer
Section B Scope of Work
Section C Conditions of Contract
 3. Refer to the Instructions to Tenderers and the Prescribed Forms for the mode(s) of submission for Tender Offers and the forms to be used Italian Embassy Singapore, United Square Office Tower, 101 Thomson Rd, #27-2, Singapore 307591, Attention: Giuliano Cola.
Closing Date & time, which is at **1600hrs, 6th June 2022**.
- The tender documents will be made available from, **30th May 2022** via email invitation through filippo@bdstudiodesign.com
4. The Tender Offer will be evaluated based on the Lower Price.
 5. Opening tender of envelope A to be opened on the 7th June at 11.00 am @ the Embassy of Italy in Singapore
 6. Opening tender of envelope B to be notified via email to the tendered after verification of administrative document in envelope A
 7. The Estimated tender cost is 280,000 SGD (two hundred eighty thousand dollar), GST excluded
 8. Tenderers who wish to seek clarifications on the Tender shall submit their written request no later than **3** working days prior to the close of the Tender to filippo@bdstudiodesign.com

Yours faithfully,
Giuliano Cola
RUP

SECTION A: INSTRUCTIONS TO TENDERERS

1. Definitions

1.1 Throughout this Invitation to Tender and any resultant Contract (defined in the Conditions of Contract), unless the context otherwise requires, the following definitions shall apply:

- I. **"EOIS"** means **EMBASSY OF ITALY IN SINGAPORE**
- II. **"Closing Date"** means the time and the date referred to in the Covering Letter, which is the deadline for submission of Tender Offers.
- III. **"Invitation to Tender"** means the invitation to participate in this Tender and comprises all the Tender Documents referred to in the Covering Letter.
- IV. **"Tender Offers"** mean the submissions made by Tenderers in response to the Invitation to Tender.
- V. **"Tender Price"** means the total price stated in the Form of Tender for the provision of goods and/or services required under this Invitation to Tender.
- VI. **"Tenderers"** mean the persons invited to submit Tender Offers to provide the goods and/or services required under this Invitation to Tender.
- VII. **"Authorities or Authority"** means the Singapore Government Authority.
- VIII. All other terms referred to in this Invitation to Tender shall have the same meanings as those given in the Conditions of Contract.

2. Eligibility

2.1 Tenderers can participate in this Tender only if comply to the requirement in Section 3

2.2 Tenderers who do not meet any critical criteria under the Evaluation Criteria are liable to be disqualified at EOIS's discretion.

3. Submission of Tender Offers

3.1 Tenderers shall submit their Tender Offers by the Closing Date in accordance with the following mode(s) of submission.

The Sealed Envelop with Tender offers has to have the following text:

“DO NOT OPEN: tender for PROPOSED RENOVATION WORK FOR THE NEW ITALIAN EMBASSY IN SINGAPORE (Security Package) At Republic Plaza Level 33, 9 Raffles Place, 048619 Singapore.

Every Sealed Envelope contain 2 Taped Sealed envelope inside with the object of the tender and the respectively Letter A (administrative document) & B (tender offer).

Envelope A: Administrative Document

The following documents/information shall be inside envelope A.

1. Section 3 (Eligibility to participate to the tender)
2. Company ACRA
3. BCA Listed (Company Grading)
4. GST Status
5. List of Relevant Track Record in the Last 5 years
6. Schedule of Persons Empowered to Act

Envelope B: Tender Offer

The following documents/information shall be inside envelope B.

1. Tender Offer with price Breakdown / Schedule of rates including detailed cost breakdown with quantities

3.2 Tenderers may submit other documents/information apart from those specifically listed under Sub-Clause 3.1 in support of Tender Offers.

3.4 Fees to be included in the tender price:

- a. Professional Engineer (PE) or Qualified Person (QP), and Architect or Interior Designer (ID) shall be included in the tender price. (if Any)
- b. Approval submission to any government agencies/authority shall be included in the tender price (if any)

3.4 Tender Offers submitted after the Closing Date shall be disqualified.

4. Language

- 4.1 Tender Offers and all supporting technical data and all documentation submitted as part of the Tender Offer must be written or properly translated into the English language.

5. Compliance with Instructions and Forms

- 5.1 Tender Offers are to be submitted according to the instructions contained in and using any forms prescribed in the Invitation to Tender.
- 5.2 Any Tender Offers which are not in accordance with the instructions, vary any of the prescribed forms, are liable to be disqualified at EOIS 's discretion.

6. Price

- 6.1 The final award price is fixed and cannot be renegotiated.
- 6.2 If during the execution of the contract a increase cost is needed for a total not above the fifth of the overall amount, EOIS can ask the Vendor to carry the work at the same condition as this contract. IN this case the Vendor can't use the right of termination of the contract
- 6.3 The vendor cannot require form EOIS any additional payment not stated in the tender award letter. With the payment of the contract award amount, the vendor is satisfied.

7. Validity Period

- 7.1 Tender Offers submitted shall remain valid for acceptance for the Validity Period of 6 months with option to extend 3 additional months upon request.

8. Acceptance of Tender Offers

- 8.1 EOIS shall be under no obligation to accept the lowest or any Tender Offer by the Tenderer.

8.2 The issuance by EOIS of a Letter of Acceptance and/or Purchase Order accepting a Tender shall create a binding contract for the provision of the goods and/or services required under this Invitation to Tender and to the extent accepted in the Letter of Acceptance and/or Purchase Order. The binding contract shall be governed by the terms of the Contract (as defined in the Conditions of Contract).

8.3 The Letter of Acceptance and/or Purchase Order may be issued to the successful Tenderer(s):

- (a) By post to the address of the successful Tenderer(s) as set out in the Tender Offer
- (b) By hand to the address of the successful Tenderer(s) as set out in the Tender Offer.

8.4 EOIS may require the successful Tenderer(s) to sign a written agreement

8.5 The said Tenderer shall within the time stated in the Letter of Acceptance submit the Security Deposit (if required and stated in the Tender), Work Injury Compensation, Public Liabilities and Third-Party Risk insurance etc and execute the Form of Agreement.

9. Alteration, Erasures and Illegibility

9.1 Except for amendments to entries made by the Tenderer which are initialled by the Tenderer, Tender Offers bearing any other alterations or erasures and Tender Offers in which prices are not legibly stated are liable to disqualification at EOIS's discretion.

10. Expense

10.1 No expense incurred by Tenderers in the preparation of Tender Offers shall be borne by EOIS.

11. Tender Price and Goods and Services Tax

11.1 Tenderers must satisfy themselves before submitting any Tender Offers as to the correctness and sufficiency of their Tender Price for the execution and complete provision of all goods and/or services required under this Invitation to Tender. In this regard, Tenderers shall:

- (a) Notify EOIS in writing of any ambiguity, inconsistency or omission in or between any of the Tender Documents; and
- (b) Seek clarification on the same from EOIS by the stipulated period as indicated in the Covering Letter.

11.2 The Tender Price set out in the Tender Offer shall be deemed to have included the delivery of all goods and/or the performance of all services to meet the Requirement Specifications in full. This is so regardless of whether such goods and/or services have actually been listed or priced in any breakdown of the Tender Price or in any other part of the Tender Offer. The price of anything not specifically listed or priced shall be deemed to have been included in the offer price(s) actually set out in the Tender Offer.

11.3 The Tender Price and all breakdowns of the same proposed in Tender Offers must exclude any Goods and Services Tax (“GST”) chargeable for the supply of goods and/or services required under this Invitation to Tender.

12. Confidentiality

12.1 Except with the consent in writing of EOIS, Tenderers shall not disclose to any third parties, this Invitation to Tender, the provisions of the Tender Documents, and any information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to Tenderers pursuant to this Invitation to Tender by or on behalf of EOIS.

13. Applicable Law

13.1 All Tender Offers submitted pursuant to this Invitation to Tender and the formation of any resulting contracts shall be governed by the laws of the Republic of Singapore.

14. Amendment to Invitation to Tender

14.1 EOIS reserves the right to amend any terms in, or to issue supplementary terms to the Invitation to Tender at any time prior to the Closing Date.

14.2 No oral representation shall be:

- (a) Accepted or construed as amending or being supplementary to the terms of the Invitation to Tender, or
- (b) Binding on EOIS

SECTION B: WORK SPECIFICATION

1. Scope of Work

1.1 The scope of works comprises the following:

Item 1:	<p><u>Preliminaries</u></p> <ul style="list-style-type: none">- Vendor to carry out a detailed site study of the space, including field measurement/analysis of the existing layout including M&E, aircon, plumbing sanitary, carpentry, etc.- Vendor shall ensure compliance to all government agencies/authorities' requirements including Singapore Fire Safety Regulations.- Vendor to ensure provision of insurances, site management and site protection throughout the contract period.
Item 2:	<p><u>Design Development</u></p> <ul style="list-style-type: none">- Vendor is to refer to Annex A1 to provide the architectural and layout design solutions based on the existing infrastructure and services available.- Provide overall project timeline.- Revise architectural and layout design if required- Specify the sample of materials used and/or technical details of each item.- Preparation of design details drawings including carpentry, builder works, M&E, etc and to get EOIS and other authorities' approval- Vendor is to provide the services of certify the as-built drawings by Professional Engineers, Qualified Person or Architect and submission to EOIS and other authorities for approval.- The designers are to liaise closely with the building and fabrication team throughout the entire contract period.
Item 3:	<p><u>Building and Fabrication</u></p> <ul style="list-style-type: none">- To supply materials and manpower for the construction works including building, carpentry works, M&E, aircon, plumbing sanitary, etc. Refer to work details.

Item 4:

Project Management

- To plan, monitor and manage the overall project timeline/schedule.
- The Contractor is to provide project management, carrying out testing and commissioning (T&C) to ensure the installation meet the requirement specifications in the tender document and approved design drawings.
- Periodic site inspection and attend to site queries from EOIS representatives
- To compile and submit all the relevant T&C reports endorsed by consultants after completion of work.
- Vendor shall be responsible for all installation and adjustment works and shall manage all Construction Works, which include but not limited to the following:
 - a. Supervise the fabrication and installation of works to ensure that the works are carried out in accordance with the drawings and specification of the respective works contracts.
 - b. Provide full time staff to oversee and supervise the works to ensure that the works and carried out in accordance with the drawings and specifications of the respective works contracts.
 - c. Conduct and chair regular meetings
 - d. The Contractor's consultant should evaluate variation claims and advice EOIS accordingly on the validity of the claims.

Works Details:

Description (Summary of Cost)	Qty	Unit
General Construction		
Preliminaries * Insurance / Protection / Cleaning / Demolition works	1	sum
Supply labour, tools and materials for move, dismantle and reinstallation of existing metal vault doors from United Square to Republic Plaza c/w new endorsed structure support, making good affected wall and painting works	3	set
Supply labour, tools and materials for move, dismantle and reinstallation of existing metal vault doors from United Square to Republic Plaza c/w new endorsed structure support, making good affected wall and painting works * Separate Trip	1	set
Supply labour, tools and materials for installation of new metal vault door at Republic Plaza c/w new endorsed structure support, making good affected wall and painting works * New vault door by Client	1	set
Supply and install 'HIK Card & Pin' security access reader c/w EM lock, breakglass, exit button and back up battery	9	set
Supply and install audio door intercom system	1	set
Software for Administration to add and delete user (Via TCPIP)	1	sum
Termination, testing, commissioning and user training	1	sum
Supply and install 'Walk-Through' metal detector c/w necessary accessories and testing commissioning	1	set
Supply and install H2600mm double leaf manual sliding glass door with 12mm clear tempered glass c/w necessary accessories and endorsement * Boardroom	1	set
Supply and install 12m ceiling mounted LED track lighting with recessed 'L' plaster box c/w cabling and making good affected ceiling * Boardroom	1	sum
Supply and install ceiling mounted art track with 8 sets of zipper hock and steel cables c/w necessary ceiling support and making good affected ceiling * Boardroom	24	m
Supply and install H2620mm single glazed system glass partition in 12mm tempered clear glass c/w with Making good and painting of affected wall * Boardroom	24	m2

Supply and install of H2600mm x 75mm thk Drywall partition with single layer 12mm thk gypsum board both side of 25 x 50 x 25 x 0.4mm thk steel stud with 50mm thk x 40kgs/m3 rockwool insulation from FFL to FCL c/w painting works * Secretary	7	m2
H2400mm single glazed frameless swing glass door c/w making good and painting of affected wall * Secretary	1	set
Supply and install of H4200mm x 150mm thk new blockwall c/w sand/cement plastering and painting works * Strong Room	115	m2
Supply and install 50mm mild steel hollow section for new blockwall provision c/w endorsement	1	sum
Supply labour, tools & materials to cut existing raised floor panels including pedestal support, disposal and making good of affected floor	350	m2
Supply and install 10mm raw finish mild steel spreader plate with bolting and painting * Defence Office	3	set
Supply and install LED ceiling spot lighting c/w 1.5mm cabling and making good affected ceiling * Defence Office	3	nos
Supply and install LED ceiling wall wash lighting c/w 1.5mm cabling and making good affected ceiling * Defence Office	1	nos
Supply and install LED strip lighting for glass illumination c/w 1.5mm cabling and making good of affected ceiling * Defence Office	4.5	m
Supply and install 2-way light switches c/w 1.5mm cabling and making good of affected wall* Defence Office	2	set
Supply and install 63A SPN electrical DB c/w sub-main cables and necessary accessories with endorsement * Defence Office	1	set
Supply and install ceiling mounted exhaust fan c/w switch, timer and making good pf affected ceiling * Defence Office	1	set
Supply and install of UTP Cat 6 cable from Server rack to work station c/w Faceplate and RJ45 jack connector * Defence Office Strong Room	8	set
Additional power switch socket c/w cabling and making good of affected wall- 1 x 13A = 10 nos 2 x 13A = 1 no 4 x 13A = 1 no * Defence Office	1	sum

Supply & deliver portable timber ramp with black rubber matting and aluminium nosing - W1000 x L1000 x H150mm * Defence Office Strong Room	1	set
Supply and install of H4200mm x 75mm thk new blockwall c/w sand/cement plastering and painting works * Defence Office	10	m2
FSSD submission drawings with QP endorsement with submission and processing fees with additional strobe light and alarm for space within a space waiver compliance submission (Subject to approval) * Defence Office	1	sum
Supply labour, tools and materials for installation of new metal vault door c/w new structure support, making good affected wall and painting works (New Vault Door by Client) * Defence Office	1	set
Supply and install exposed 3-way compartmented cable trucking	80	m
Supply and install '2MP' Dome type IP camera c/w connecting cabling, testing, commissioning and making good affected ceiling	3	set
Supply and install '4Ch' POE NVR for 30 days recording c/w user training, testing and commissioning	1	set
Supply & deliver fixed metal ramp with black rubber matting and aluminium nosing c/w bolting and making good affected floor - W2000 x L1700 x H150mm * Archive/Security Room	1	set
Dismantle and disposal of existing raised floor panels including making good of floor * Archive/Security Room	60	m2
Supply labour, materials and tools for dismantle, move and reinstallation of existing bullet-proofed glass panel from United Square to Republic Plaza c/w making good affected wall and painting works	4	set
Supply and install New Front Counter work bench L1870 x D1275 x H750mm c/w making good affected wall and painting works	3	set
Supply and install Workdesk 1800 x 700mm with Filing Cabinet W900 x D450 x H900mm * Security Office with Filing cabinet	1	set
Supply and move existing vault door from United Square to Republic Plaza on separate trip including preliminaries and insurance * As per Embassy request	1	set
Supply labour & tools to remove and reinstall existing safe box including structure support, making good affected wall and painting works	6	set

Grand Total (excluding GST) :

Construction, Material and Other Works

Refer to proposed drawing for more construction details, material specification, design, Etc.

In addition to the above scope of work, Vendors are to take note of any other additional work that required. Vendors are deemed to include the additional scope of work and estimated timeline as part of the tender price.

- 1.1 The fees for engaging PE, QP or Architect for submission for approval to any government agencies such as URA, National Heritage Board, Building Construction Authority, SCDF and to any government agencies/authority if any.
- 1.2 Vendors to provide PSB approved and aligned with the Singapore Standard Code of Practice for electrical circuit breakers, switches, cables, false wall/ceiling, doors and, etc.
- 1.3 Vendors shall provide appropriate insurance policies that will cover them while working. To provide the following insurance and documents to EOIS within 10 days after signing the acceptance letter.

2 Works Requirement

- 2.1 Vendor to shifts any furniture and other fixtures where necessary. Vendors shall bear all responsibilities to replace and make good any furniture, building fixture, walls and floor that have been damaged or disfigured due to the negligence of The Contractor.
- 2.2 The contract period will commence on the date of Acceptance and/or receiving of Purchase Order. The default end date is the date on which we have the complete performance of all Services and the complete supply of all Goods required (including any maintenance or warranty period).
- 2.3 The Tenderer must provide a (12) months warranty for the Goods

SECTION C: CONDITIONS OF CONTRACT

1 SCOPE OF CONTRACT AND CONTRACT PERIOD

- 1.1 Vendors shall perform the Services and complete the supply of all items of Goods in accordance with the terms of this Contract.
- 1.2 Vendors shall be an independent contractor and shall not be an agent, partner or employee of EOIS. For the avoidance of doubt, Vendors is not authorised to enter into any contracts on behalf of EOIS.
- 1.3 This Contract:
- (a) Shall come into force and commence on the date Vendors received the Letter of Acceptance and/or Purchase Order; provided that the Goods and Services may be required from or on other dates as may otherwise be set out in the Requirement Specifications or in the Letter of Acceptance and/or Purchase Order; and
 - (b) Shall, unless terminated, expire after the complete performance of all Services and the complete supply of all Goods required (including any maintenance or warranty period) or at the end of any contract period expressly stated in the Requirement Specifications.
 - (c) May be extended by EOIS. Vendors grants EOIS the option, at EOIS's sole discretion, to extend the contract period for one or more additional periods not exceeding a total of **1 month**. The option to extend shall be exercised by written notice. Unless otherwise agreed in writing, the option to extend must be exercised **at least 1 month** before the expiry of the current contract period.
 - (d) The whole project to be completed in **5 weeks**
 - (e) Working Hours: to Follow landlord (Republic Plaza) in-house rules
- 1.4 Vendors shall do all things which are necessary or reasonably to be inferred from the Contract even if not specifically set out in the Contract.

2 PERFORMANCE

- 2.1 Vendors shall provide the Goods and Services with all reasonable care, skill and diligence.
- 2.2 All Goods supplied under this Contract shall be new and unused or made of new and unused materials; unless there is agreement in writing to the contrary.
- 2.3 Time shall be of the essence in this Contract and Vendors shall perform the Services and supply the Goods within any timelines/deadlines set out in this Contract or as otherwise agreed in writing between the Parties.
- 2.4 Vendors shall work closely and collaboratively, at no extra charge, with such other Vendors as EOIS may appoint in relation to the exhibition, event, activity or project that this Contract relates to.

- 2.5 Upon the receipt of any Deliverables or Goods, such Deliverables or Goods shall be:
- (a) Accepted or rejected by EOIS through a written notice in a form that may be prescribed by EOIS in writing; or
 - (b) Deemed to have been accepted by EOIS if no written notice to either accept or reject the same is issued within 14 days of receipt of the Deliverables or Goods concerned.
- 3.6 Vendors shall at its own costs and without prejudice to the timelines/deadlines to be met under this Contract:
- (a) Re-perform or correct any deficiencies in the Deliverables that are rejected; and
 - (b) Remove and replace Goods that are damaged, defective or in any way inferior to approved samples or is otherwise not in accordance with this Contract.
- 3.7 Where the Contract is awarded based on particular brand(s)/model(s) of Goods as set out in the Tender Offer or as provided as samples (during the Tender process or under this Contract), the particular brand(s)/model(s) must be supplied. Provided that different brand(s)/model(s) may be accepted by EOIS in writing to replace the particular brand(s)/model(s) if:
- (a) the particular brand(s)/model(s) is discontinued by the manufacturer and written documentation of this is provided to EOIS's satisfaction; and
 - (b) The replacement brand(s)/model(s) provide the same or better functionality and performance as the particular brand(s)/model(s).
- 3.8 Vendors shall not sub-contract or assign the whole or any part of this Contract. Vendors shall be fully responsible for all acts or omissions of any sub- Vendors or assignees and the acts or omissions of any such third parties shall be deemed to be the acts or omissions of Vendors.

4 INSURANCE AND INDEMNITY

- 4.1 The Contractor shall at all times during the TERM keep current an adequate public risk insurance policy in respect of the PREMISES (which policy shall include a provision for waiver of subrogation against EOIS and a provision to the effect that the liability of the insurer to pay under such policy should not be vitiated by the act, default, omission or negligence of any party to such policy) for an amount not less than SINGAPORE DOLLARS TWO MILLION (S\$2,000,000.00) in respect of any one occurrence.
- 4.3 The Contractor shall also take out an insurance policy to cover all risks, including risk against damage or loss caused by fire or theft, with regard to the furniture, fittings, goods or other property of The Contractor in the PREMISES.
- (i) Public liability
 - (ii) Workman compensation
 - (iii) Damaged in property and etc
- 4.4 The Contractor shall indemnify and keep indemnified EOIS from and against:
- (i) All claims demands writs summonses actions suits proceedings judgments orders decrees damages costs losses and expenses of any nature whatsoever which may be instituted against, made or served on, suffered or incurred by EOIS as a result of The Contractor's breach of or non-compliance with the covenants or obligations herein contained or in connection with loss of life, personal injury and/or damage to property arising from or out of any act, omission or occurrence in, upon or at the PREMISES and/or the BUILDING or the use of the PREMISES and/or the BUILDING or any part thereof by The Contractor or by any of The Contractor's servants, employees, agents, invitees, licensees and/or contractors; and
 - (ii) All losses and damages to the PREMISES, to the adjoining premises, neighbouring premises, to the COMMON AREA and the BUILDING and to all installations fittings fixtures and property therein caused by the acts or omissions on the part of The Contractor or The Contractor's servants, employees, agents, invitees, licensees and/or contractors and in particular but without limiting the generality of the foregoing due to the defective or damaged condition of the PREMISES and/or the BUILDING or any part thereof or the fixtures fittings wiring or installation therein or caused by the use or misuse waste or abuse of water, gas or electricity or faulty fittings or fixtures of The Contractor.

5 SUSPENSION OR TERMINATION

- 5.1 EOIS shall, after giving 7 days written notice to Vendors, have the right to suspend or terminate this Contract if EOIS is affected by any state of war, act of god or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension nor shall termination save that EOIS pay Vendors the price of the Goods or Services that have been performed and accepted by EOIS. Vendors shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by EOIS to Vendors.
- 5.2 In addition to any other rights to terminate this Contract or any rights to cancel parts of the Services under this Contract, EOIS shall have the unilateral right to terminate this Contract without assigning any reasons whatsoever by giving Vendors 30 days' written notice. For the avoidance of doubt, Vendors shall not be entitled to any compensation or damages whatsoever in relation to such a termination. Vendors shall only be entitled to payment for any Services provided and accepted up to the end of the 30-day notice period.
- 5.3 If Vendor loses the requirement declared in section 3, EOIS has the rights to terminate the contract and claim a penalty of 5% of contract amount.

6 DELAY IN PERFORMANCE

- 6.1 If there is delay in the performance of the Services or the supply of Goods due to any acts of God, force majeure, riots and civil commotion, strikes, lock-outs or other causes or perils beyond Vendor's control, then in any such case Vendors shall, for the duration of any such circumstances, be relieved of the obligation to perform the Services or supply the Goods thereby affected. Any part of the Services or Goods that are not so affected shall continue to be performed in accordance with this Contract.
- 6.2 If Vendors fails to complete the performance of Services or supply of Goods by the date(s) specified in this Contract, EOIS shall have the right -
- (a) to cancel all or any part of such Services or Goods from this Contract without compensation to Vendors and to obtain the same (including similar or equivalent goods and services in the case where the exact goods and services are not available) from other sources and all increased costs incurred shall be deducted from any moneys due or to become due to Vendors or shall be recoverable as damages; or
 - (b) to deduct any moneys due or to become due to Vendors or require Vendors to pay a sum calculated at the rate of 0,5 /1000 of contract amount for each day of delay (including Sundays and Public Holidays), as liquidated damages until the delayed Services or Goods are fully performed or supplied. IF the amount reach the equivalent of 10% of the Contract Price, EOIS has the right to terminate this contract provided that the liquidated damages already imposed shall be offset against any increased costs recoverable under the clauses allowing for termination.

7 PAYMENT

- 6.1 Payment shall be made in accordance with the payment schedule set out in **Annex A** unless otherwise agreed in writing.
- 6.2 Payments made to Vendors shall not:
- (a) Be considered evidence of the quality of any Goods or Services to which such payments relate.
 - (b) prejudice any of EOIS's rights under this Contract to reject deficient Goods or Services and the corresponding rights to obtain replacement of Goods or re- performance of Services either by Vendors or otherwise.
- 6.3 The amount of any payment due from or debt owed by Vendors to EOIS under this Contract may be deducted by EOIS from any monies payable by EOIS to Vendors under this Contract.
- 6.4 EOIS shall not have to pay for any expenses or costs of whatever nature other than those expressly set out under this Contract.
- 6.5 Unless otherwise agreed in writing by EOIS, payment shall be made by electronic bank transfer. Vendors shall provide EOIS with all bank account information reasonably required by EOIS in order to effect such payment. Each Party shall bear their own bank charges.

7 DISPUTE RESOLUTION

- 7.1 The Parties submit to the non-exclusive jurisdiction of the Courts of Singapore.
- 7.2 In the event of any dispute, controversy or claim arising out of or relating to this Contract, no Party shall proceed to litigation unless the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre.
- 7.3 A Party that receives a notice for mediation from the other Party shall consent and participate

8 VARIATION OF CONTRACT

- 8.1 No attempts to vary this Contract shall have any force unless made in writing and executed by Vendors and the authorised contract signatory of EOIS.

9 TAXES, FEES AND DUTIES

- 9.1 Vendors shall be responsible for all corporate and personal income taxes, customs fees, duties, fines, levies, assessments and other taxes payable by Vendors or its employees. If EOIS receives a request from the tax authorities to pay on behalf of Vendors and/or Vendor's employees, or to withhold payments from Vendors in order that EOIS may subsequently so pay, any of the said taxes, fees, duties, fines, levies and assessments, Vendors authorises EOIS to comply with the terms of the said request.
- 9.2 If Vendors is a taxable person under the Singapore *Goods and Services Tax Act*, EOIS shall pay to Vendors the Goods and Services Tax chargeable on the supply of Goods and Services to EOIS.
- 9.3 Vendors shall submit a copy of the Certification of Registration for Goods and Service Tax if requested to do so by EOIS in writing.

10 GOVERNMENT REGULATIONS

- 10.1 Vendors shall, at its own costs, obtain and maintain all licences, permits, authorizations or certifications required without any restrictions or qualifications whatsoever so as to enable Vendors to fulfil all its obligations under the Contract.

11 INDEMNIFICATION

- 11.1 In the event of EOIS being held liable for damages arising out of any claim by any agent, workman or employee of Vendors or any sub-Vendors or suppliers of Vendors, pursuant to the performance of this Contract, Vendors shall indemnify EOIS against such claim and any related costs, charges and expenses incurred by EOIS.

Provided that the same is not caused by the gross negligence or wilful default of EOIS.

12 WARRANTY

12.1 Period shall commence on the date of receipt of the Goods by EOIS. The length of the Warranty Period shall be twelve (12) months unless another period is specified in the Requirement Specifications.

12.2 Where during the Warranty Period, any Goods is found to be:

- (a) Defective in design, materials or workmanship; or
- (b) Not in accordance with this Contract or any specifications incorporated therein by reference or otherwise; or
- (c) Having been used, installed, operated, stored and maintained in accordance with the written instructions of Vendors, fails to function properly or fails to meet any performance guarantees set forth in this Contract or specifications published by Vendors as applicable to the Goods;

Vendors shall, at its own expense (including transportation costs), at the written notification of EOIS, replace, rectify or completely repair the damaged or defective Goods. Vendors may, in lieu rectification or repair, elect to replace the damaged or defective Goods within 5 days of the notification.

ANNEX A: PAYMENT SCHEDULE FOR CONTRACTOR

The payment schedule shall be as follows: -

Stage	% of Contract Price to be paid	Cumulative Total
Stage 1 30 days from the Satisfactory Completion, including the Testing & Commission, and receipt of the invoice for the same	95%	95%
Stage 2 Retention fee will be released after completion of the DLP period	5%	100%

E1. SCHEDULE OF PERSONS EMPOWERED TO ACT

The following persons are empowered to sign contract documents and act on the firm's / company's behalf:

Name	NRIC No.	Position Held

E2. GST STATUS

We are / are not * a taxable person under the *Goods and Services Act*.

(*delete as appropriate)

Our GST registration number is _____

E3. LIST OF RELEVANT TRACK RECORD IN THE LAST 5 YEARS

Contract No. / Name of Project	Client	Contract Sum	Contract Period		Value of Work Completed
			From	To	

E4: FORM OF TENDER

To: EMBASSY OF ITALY IN
SINGAPORE
United Square Office Tower
101 Thomson Rd
#27-2, Singapore 307591
Attn: Giuliano Cola

Name(s) of Tenderer(s):

Address

TENDER NO:

- 1 We, _____ (Company Name(s) in Block Letters) hereby offer and undertake on the acceptance of this Tender Offer to supply the goods and/or services required under this Invitation to Tender.
- 2 Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Instructions to Tenderer and/or the Conditions of Contract or downgrade anything in your Requirement Specifications. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Instructions to Tenderer and/or Conditions of Contract or downgrades anything in the Requirement Specifications.
- 3 We declare that all the information provided in this Tender Offer (including in the Prescribed Forms) are correct and true.
- 4 We undertake that we shall, if required by you, execute a formal agreement with you. If no formal agreement is executed, this Tender Offer together with your Letter of Acceptance and/or Purchase Order shall constitute a binding contract between us on the terms of the Contract as defined in the Conditions of Contract.
- 5 OUR TENDER OFFER IS VALID FOR 6 CALENDAR MONTHS FROM THE CLOSING DATE OF THIS TENDER.
- 6 We agree that as and when requested by you, we shall extend the validity of this Tender Offer for THREE months.
- 7 Our Contract Price for the goods and/or services to be supplied by us is SGD \$ _____ (Singapore dollars) GST excluded.

- 8 An itemized breakdown of the Contract Price for the goods and/or services is given in the schedule attached.
- 9 We further undertake to give you any further information which you may require.
- 10 We warrant, represent and declare that we are duly authorized to submit, sign this Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of _____¹(Insert Name of firm, company).

Dated this _____ day of _____, 2022

Tenderer's (as *Principal/Agent)
Company or Business Registration No:

Tenderer's official
Stamp:

Authorized
Signature Name :
Designation :

(*Delete whichever is not applicable)

NOTICE: This Form of Tender duly completed MUST accompany every Tender Offer. Any change to its wordings may render the Tender Offer liable to DISQUALIFICATION

REQUIREMENT IDENTIFICATIONS

PART I
TENDER AND CLIENT INFO

CLIENT	
NAME:	<i>EMBASSY OF ITALY IN SINGAPORE</i>
TENDER NAME:	PROPOSED RENOVATION WORK FOR THE NEW ITALIAN EMBASSY IN SINGAPORE (Security Package) At Republic Plaza Level 33 9 Raffles Place, 048619 Singapore
Reference Number	<i>CIG 925311473A</i>

PART II: TENDERER INFORMATION

A. TENDERER	Reply:
NAME:	
BUSINESS REGISTRATION NO	
ADDRESS	
CONTACT NAME: TELEPHONE NO: e-mail: WEBSITE (IF ANY)	

B. TENDERER REPRESENTATIVE :	Reply:
NAME	
DATE & PLACE OF BIRTH	
TITLE:	
ADDRESS:	
TELEPHONE NO:	
E-mail:	

PART III: GROUNDS FOR ESCLUSION

A: Grounds for exclusion linked to criminal convictions

Those who have been convicted, with a definitive criminal sentence, in Italy or in the country where the contract takes place, for one or more of the following reasons are excluded from participation in the selection: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offenses or offenses related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of human trafficking; (7) any other crime resulting in the inability to contract with the public administration

A. Grounds related to criminal convictions	answer:
1) The economic operator or a member of its management or supervisory bodies or anyone who has powers of representation, decision or control in the economic operator were sentenced for one of the reasons indicated above with a final sentence pronounced no more than five years ago. or after which a period of exclusion established in the judgment is still applicable?	[] YES [] No
2) If so, indicate (repeating as often as necessary): a) the date of the conviction, as points between those listed from 1 to 7 and the grounds for conviction; b) identification data of the sentenced persons; c) duration of the period of exclusion established by the sentence. 3) In the event of a conviction, what measures has the economic operator taken to demonstrate its reliability (self-cleaning)?	a) DatE: [.....], duration of conviction: [.....] reason: [.....] b) [.....] c) duration of the exclusion [.....]

B: Reasons for exclusion related to the payment of taxes or social security contributions

B. Payment of taxes, fees or contributions	Answer:
1) Has the economic operator fulfilled all the obligations relating to the payment of taxes, fees or social security contributions, in the country where it is established, in Italy and in the country where the contract takes place?	[] YES [] No
2) <u>If not, please indicate:</u> a) the State where the default occurred; b) the amount; c) how the non-compliance was established; d) measures taken to remedy it;	a) [.....] b) [.....] c) [.....] d) [.....]

C: Grounds for exclusion related to insolvency, conflict of interest or professional wrongdoing

C. Information on any insolvency situations, conflicts of professional interests or offenses	Answer:
1) Has the economic operator violated, to the best of his knowledge, obligations relating to health and safety at work, environmental, social and labor law?	<input type="checkbox"/> YES <input type="checkbox"/> No
2) The economic operator is in one of the following situations or is subjected to a procedure to ascertain one of the following situations: a) bankruptcy, insolvency proceedings, liquidation, composition with creditors, receivership or other similar situation? b) has it ceased its activities?	a) <input type="checkbox"/> YES <input type="checkbox"/> No b) <input type="checkbox"/> YES <input type="checkbox"/> No
3) Has the economic operator been guilty of serious professional offenses?	<input type="checkbox"/> YES <input type="checkbox"/> No
4) Has the economic operator signed agreements with other economic operators intended to distort competition?	<input type="checkbox"/> YES <input type="checkbox"/> No
5) Is the economic operator aware of any conflict of interest related to its participation in the procurement procedure?	<input type="checkbox"/> YES <input type="checkbox"/> No
6) Did the economic operator or a company related to him provide advice to the Principal or did they otherwise participate in the preparation of the procurement procedure?	<input type="checkbox"/> YES <input type="checkbox"/> No
7) Has the economic operator already experienced early termination of a previous public procurement or has it already been imposed damages or other penalties in relation to a previous public procurement?	<input type="checkbox"/> YES <input type="checkbox"/> No
8) The economic operator: a) was he seriously guilty of misrepresentation in providing the information requested to verify the absence of grounds for exclusion or compliance with the selection criteria? b) did it withhold this information? c) were you able to send the complementary documents requested by a Client without delay? a) d) attempted to unduly influence the decision-making process of a Client, not to have attempted to obtain confidential information that may give it undue advantages in the procurement procedure, not to have provided misleading information that may have a significant influence on decisions concerning the procurement procedure contract?	a) <input type="checkbox"/> YES <input type="checkbox"/> No b) <input type="checkbox"/> YES <input type="checkbox"/> No c) <input type="checkbox"/> YES <input type="checkbox"/> No d) <input type="checkbox"/> YES <input type="checkbox"/> No
9) <u>If the answer is yes to any of the questions in this Section C, please indicate the situations that have occurred and what steps the economic operator has taken to demonstrate its reliability (self-cleaning)</u>	

D: Reasons for exclusion provided for by Italian law and equivalent situations provided for by the law of the country where the contract is held

D. Reasons for exclusion provided for by Italian law	Answer:
Is the economic operator in one of the following situations? 1) are there any causes of forfeiture, suspension or prohibition provided for by the anti-mafia legislation against you? 2) is it subject to infiltration by organized crime? 3) was it subject to the prohibition of the exercise of the activity or to other sanction that involves the prohibition of contracting with the public administration? 4) is he registered in the computer file held by the National Anti-Corruption Authority for having presented false declarations or false documentation for the purpose of	1) <input type="checkbox"/> YES <input type="checkbox"/> No 2) <input type="checkbox"/> YES <input type="checkbox"/> No 3) <input type="checkbox"/> YES <input type="checkbox"/> No 4) <input type="checkbox"/> YES <input type="checkbox"/> No

issuing the qualification certificate, for the period during which the registration continues?	5) <input type="checkbox"/> YES <input type="checkbox"/> No
1) 1) has it violated the ban on fiduciary registration?	6) <input type="checkbox"/> YES <input type="checkbox"/> No
2) 2) does it respect the rules on the right to work of the disabled?	7) <input type="checkbox"/> YES <input type="checkbox"/> No
3) 3) if you have been a victim of the crimes of extortion and extortion committed by organized crime or by those who intended to facilitate the activity of organized crime and there is no case of necessity or self-defense, have you reported the facts to the judicial authorities?	8) <input type="checkbox"/> YES <input type="checkbox"/> No
4) 4) is it in a situation of control or in any relationship, even de facto, with respect to another participant in the same assignment procedure, if the control situation or the relationship means that the offers are attributable to a single decision-making center?	9) <input type="checkbox"/> YES <input type="checkbox"/> No
5) 5) has concluded employment or self-employed contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their employment relationship for less than three years and who in the last three years of service have exercised authoritative or negotiating powers to account of the Client towards the same economic operator (pantouflage or revolving door)?	

PART IV: SELECTION CRITERIA

	Answer
Does the economic operator meet all the selection criteria required in the tender documents?	<input type="checkbox"/> YES <input type="checkbox"/> No

Parte V: FINAL STATEMENTS

The undersigned (s) formally declare / declare that the information contained in parts II to IV is true and correct and that the undersigned (s) are / are aware / aware of the consequences, including of a criminal nature, of a serious false declaration, provided for by the Italian and local laws.

The undersigned / the undersigned hereby certify the absence of the grounds for exclusion provided for in Part III and the possession of the requirements referred to in Part IV.

The undersigned (s) formally authorize / authorize the Client, indicated in part I, to carry out checks at the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the invitation letter, which are integrated parts of the same.

[PLACE & DATE]

[name, surname and position of the signatory (s) / signatories]

LEGEND	PAX NO.	AREA(SQFT)
AREA 1: AMB AND DEPUTY		
AMBASSADOR'S OFFICE	1	608 SQFT
SECRETARIAT OFFICE	4	272 SQFT
DEPUTY AMBASSADOR'S OFFICE	1	376 SQFT
DRIVER'S OFFICE/AREA	2	-
AREA 2: RESTRICTED AREA		
ARCHIVE-COMPACTUS/ SECURITY	1	317 SQFT
STRONG ROOM	1	130 SQFT
AREA 3: CONSULATE		
WAITING AREA	10	405 SQFT
FRONT COUNTER	3	203 SQFT
PASSPORT OFFICE	1	90 SQFT
VISA OFFICE	3	240 SQFT
CONSULAR OFFICE	4	280 SQFT
STORE ROOM	1	99 SQFT
AREA 4: OTHER OFFICES		
COMMERCIAL OFFICE	1	170 SQFT
ACCOUNTANT OFFICE	1	177 SQFT
CULTURAL OFFICE	1	133 SQFT
SCIENTIFIC ATTACHE OFFICE	1	146 SQFT
FINANCIAL ATTACHE	1	300 SQFT
10 PAX MEETING ROOM	10	205 SQFT
AREA 5: PM OFFICE & DEFENCE OFFICE		
PM OFFICE	3	882 SQFT
DEFENCE OFFICE	4	1211 SQFT
AREA 6: COMMON AREA		
DRY PANTRY	12	380 SQFT
20 PAX MEETING ROOM	20	870 SQFT

- ARMORED DOOR (BY CLIENT) - 7 NOS
- FRAMELESS GLASS SWING DOOR H2400 - 15 NOS
- MANUAL SLIDING FRAMELESS DOUBLE GLASS DOOR WITH TOP & BOTTOM BLACK FRAME H2600 - 1 NOS
- SYSTEM GLASS SWING DOOR WITH BLACK FRAME H2400 - 1 NO
- TIMBER SWING DOOR H2400 - 12 NOS
- SECURITY ACCESS
- CCTV CAMERA

NOTE THE REST PARTITION FROM FFL TO FALSE CEILING (FFL-FCL)

- 75MM THK GYPSUM PARTITION W/ 60KG ROCKWOOL FROM FFL TO SLAB (FFL - CSL)
- 75MM THK CELCON BLOCK FROM FSL TO SLAB (FSL - CSL)
- 150MM THK CELCON BLOCK FROM FSL TO SLAB (FSL - CSL)
- FURNITURES TO BE RELOCATED FROM UNITED SQUARE TO REPUBLIC PLAZA
- NEW FURNITURES BY CLIENT, NOT IN UNITED SQUARE INVENTORY LIST
- NEW FURNITURES PROVIDED BY ELL ASSOCIATES
- 75MM THK GYPSUM PARTITION W/ 40KG ROCKWOOL FROM FFL TO FALSE CEILING (FFL - FCL)

