

2 August 2022

Dear Sir / Mdm

**INVITATION TO TENDER FOR THE PROVISION OF MAINTENANCE SERVICE  
FOR SINGAPORE ART MUSEUM AT 71 BRAS BASAH ROAD & 8 QUEEN  
STREET**

Singapore Art Museum would like to invite tenderers to submit their proposals for the **Maintenance Service for Singapore Art Museum at 71 Bras Basah Road & 8 Queen Street for a period of 1 year from 1 October 2022 to 30 September 2023 with option to renew for 1 year from 1 October 2023 to 30 September 2024.**

1. The tender shall be provided based on the following specifications:
  - I. Tender Notice
  - II. This Cover Letter
  - III. Section A: Instructions to Tenderers
  - IV. Section B: Requirement Specifications
  - V. Section C: Evaluation Criteria
  - VI. Section D: Prescribed Forms with Schedule of Rates (SOR)
  - VII. Section E: Conditions of Contract
2. Quotations shall be evaluated based on the following criteria:
  - a. Conformity to the requirements of the specifications. \*
  - b. No debarment status. \*
  - c. Ability to meet the stated timeline. \*
  - d. Submission of Appendix A Schedule of Rates ("No quote" in the itemized costing is not acceptable). \*
  - e. Quotation price.
  - f. Relevant Track records (past 3 years)

\* This is a Critical Criteria. Quotations that do not meet these criteria are liable to be disqualified.
3. Eligibility
  - I. Tenderers can participate in this Tender only if not under any debarment from public sector tenders.
  - II. BCA Registered Contractor for specialist Workhead Category.  
FM01 – Facilities Management with a Minimum Grade M1, & ME15 – Integrated Building Services with a Minimum Grade L2.
  - III. BizSafe Star
4. Documents to be submitted by vendor/contractor are:
  - a. Section A: Instructions to Tenderers
  - b. Section B: Requirement Specifications
  - c. Section C: Evaluation Criteria

- d. Section D: Prescribed Forms with Schedule of Rates (SOR)
  - e. Section E: Conditions of Contract
  - f. Relevant track records for past 5 years
5. Vendors are required to attend **Mandatory site briefing** as per details below:
- Date: 11 August 2022, Wednesday  
Time: 10.30am  
Location: Singapore Art Museum @ 8Q  
8 Queen Street, Singapore 188535  
Contact Person: Musa bin H M Bharoocha
- Please register your attendance via email **before 8 August 2022, 4pm.**  
Email: [musa.bharoocha@singaporeartmuseum.sg](mailto:musa.bharoocha@singaporeartmuseum.sg)
6. Contractors shall provide the following information no later than **10 August 2022** to [procurement@singaporeartmuseum.sg](mailto:procurement@singaporeartmuseum.sg)
- i. Email Subject: SAM/ITT/2022/0005 ITT Repository via SAM's SharePoint Online
  - ii. A valid email address for access to the Tender Repository, where a One Time Password will be sent to.
- A URL link to the tender Repository will be sent to the indicated email address, once the request has been approved by SAM. The email address provided will be the authenticating mechanism to access the Repository. The access to the Repository will be terminated after the ITT closing date.
7. Tender Offers and relevant/required supporting documentation shall be submitted electronically via the SharePoint ITT Repository no later than **22 August, 4pm.**
8. For further clarifications, you may call or email to the following:
- Musa bin H M Bharoocha  
Manager, Estates & Security  
Tel: 6697 9744  
Mobile: 9826 0132  
Email: [musa.bharoocha@singaporeartmuseum.sg](mailto:musa.bharoocha@singaporeartmuseum.sg)
9. Singapore Art Museum does not bind itself to accept the lowest or the whole of any quotations. This ITT will be governed by the attached, Conditions of Contract.
10. Thank you

Yours faithfully

**SAM/ITT/2022/0005**

Musa bin H M Bharoocha  
Manager, Estates & Security

