



## APPENDIX A: CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH QUOTATION

The Contractor is required to fill in and complete legibly the following documents with the Tender Submission:-

S/n	Description	Submitted	
		Yes	No
	Section 3 : Terms and Conditions of Tender		
1	- Annex 1 : Form of Tender		
	Section 9 : Schedule of Works		
2	- Part 1 : Schedule of Prices		
3	- Part 2 : Schedule of Rates		
4	Appendix A : Checklist of Documents To Be Submitted With Tender		
5	Appendix B : Interested Party Transaction Declaration by Bidder		
6	Appendix C : Declaration of Participation by Relative / Associated Companies		
7	Appendix D : Particulars of Builder		
8	Appendix E : Schedule of Site Staff		
9	Appendix F : Non-Disclosure Agreement		
10	Appendix G : Compliance Table		

In addition to the above, the following drawings and documents shall be submitted together with the Tender submission for review by the Employer:

S/n	Description	Submitted	
		Yes	No
1	Operable Wall Shop Drawings/Catalogues/Brochures including finishes		
2	Demountable Proprietary System Shop Drawings/Catalogues/Brochures including finishes		
3	Master Programme for the fit out works showing the sequence in which the Contract Works are to be carried out, i.e. pre-construction, lead times and construction;		
4	Compactus catalogue/ brochures		
5	Lockers catalogue/ brochures		
6	Acoustic wall treatment catalogue/ brochures		
7	IT System Catalogues / brochures		
8	Security System catalogue/ brochures		



## **APPENDIX B : INTERESTED PARTY TRANSACTION DECLARATION BY BIDDER**

### **GENERAL**

1. This Declaration is necessary to enable SIA to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited. If you are an individual, please complete Form B-1. If you are a corporation, please complete Form B-2.
2. By completing Form B-1 or Form B-2 (as the case may be), you confirm that the information provided by you is true and correct and that SIA can rely on such information to comply with Chapter 9 of the Listing Manual.
3. Please complete Form B-1 or Form B-2 by making a tick, where appropriate, in the boxes provided. If you fail to tick any of the boxes, you shall be deemed to have declared that you are none of the persons specified in paragraphs 1 to 9 of Form B-1 or none of the persons specified in paragraphs 1 to 4 of Form B-2, as the case may be.
4. If you are a corporation, the Form B-2 should be signed by an authorized officer of your corporation who can verify the information sought on the form, preferably the company secretary, director or a senior management staff. Kindly also affix your corporation's stamp on the form.
5. Please refer to the Definitions attached, when completing the Form B-1 or Form B-2. If you are unsure, please seek clarification or advice, as may be appropriate.



**FORM B-1**  
**(To be completed by an Individual)**

To: Singapore Airlines Ltd.  
(Name of SIA Group Company)

I, ....., hereby declare as follows:  
(Name of Bidder/Contracting Party)

1. I \_\_\_\_\_ am a \*Director/CEO of SIA. ☐
2. I am a spouse of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
3. I am a child of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
4. I am an adopted child of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
5. I am a stepchild of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
6. I am a sibling of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
7. I am a parent of \_\_\_\_\_ who is a \*Director/CEO of SIA. ☐
8. I am a trustee of a trust of which \_\_\_\_\_ who is a \*Director/CEO of SIA or \*his/her Immediate Family is a beneficiary or, in the case of a discretionary trust, is a discretionary object. ☐
9. I am none of the above. ☐

I confirm that the above information is true and correct. I understand that you require the information to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited.

Name: .....

Designation: .....

Signature: .....

Date: .....

Note: \* Delete as appropriate



**FORM B-2**  
**(To be completed by a Corporation)**

To: Singapore Airlines Ltd.  
(Name of SIA Group Company)

We, \_\_\_, hereby declare as follows: (Name of Contractor/Contracting Party)

- |   | Yes / No  |
|---|---|
| 1. We are a company in which _____ the CEO of SIA and/or *his/her Immediate Family (directly or indirectly) have an interest of 30% or more.    | <input type="checkbox"/> <input type="checkbox"/> |
| 2. We are a company in which _____ a Director of SIA and/or *his/her Immediate Family (directly or indirectly) have an interest of 30% or more. | <input type="checkbox"/> <input type="checkbox"/> |
| 3. We are a company in which Temasek and/or its subsidiaries when taken together (directly or indirectly) have an interest of 30% or more.      | <input type="checkbox"/> <input type="checkbox"/> |

If answer to paragraph 3 is yes, please also indicate below:

- 3.1 Whether the shares in your company are held directly by Temasek and/or by Temasek subsidiaries/associates, and name such subsidiaries/associates, if any.

\_\_\_\_\_  
\_\_\_\_\_

- 3.2 Whether you are listed, or you are a member of a group of companies listed (name the company which is listed), on the Singapore Exchange Securities Trading Limited or any other exchange (name such exchange, if applicable). If you are, please state the names of the directors and audit committee members of the listed company.

\_\_\_\_\_  
\_\_\_\_\_

- 3.3 If the above answer is positive, please provide a list of your directors and the members of your audit committee (if you are listed) or (if you are a member of a listed group) a list of the directors and members of the audit committee of the group company which is listed.

\_\_\_\_\_  
\_\_\_\_\_

4. We are none of the above.

☐ ☐

We confirm that the above information is true and correct. We understand that you require the information to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited.

Name: .....

Signature: .....

Designation: .....

Date: .....

Note: \* Delete as appropriate

**DEFINITIONS**

- "Associate"** : (a) In the case of a Director or the CEO of SIA:
- (i) his Immediate Family;
  - (ii) the trustees of any trust of which he or his Immediate Family is a beneficiary or, in the case of a discretionary trust, is a discretionary object; and
  - (iii) any company in which he and his Immediate Family together (directly or indirectly) have an interest of 30% or more; or
- (b) In relation to Temasek:
- (i) its subsidiaries; or
  - (ii) any company in which Temasek and/or its subsidiaries when taken together (directly or indirectly) have an interest of 30% or more.
- "Immediate Family"** : In relation to a Director or the CEO of SIA:
- (a) his spouse;
  - (b) his child, adopted child or step-child;
  - (c) his sibling; and
  - (d) his parent.
- "SIA"** : Singapore Airlines Limited.
- "Temasek"** : Temasek Holdings (Private) Limited, a company incorporated in Singapore.

**APPENDIX C : DECLARATION OF PARTICIPATION BY RELATIVES /  
ASSOCIATED COMPANIES****DECLARATION**

The Contractor must declare whether any associated company, business partner or relatives are bidding in this quotation exercise.

Bidders who make false declarations will be disqualified.

Please complete the section which is applicable.

**Section I**

I declare that I have no associated company, business partner or relative taking part in the quotation.

\_\_\_\_\_  
Signature                      Name & Designation                      Company Stamp

**Section II**

I declare that the following person/company is also bidding in the quotation:

<u>Name of Person/Company</u>	<u>Relationship to Bidder</u>
1 _____	_____
2 _____	_____
3 _____	_____

Please use new page if space is insufficient.

\_\_\_\_\_  
Signature                      Name & Designation                      Company Stamp



## APPENDIX D – PARTICULARS OF BUILDER

### 1 DETAILS OF THE FIRM

#### 1.1 The Firm

(Name, Registered Address and Telephone Number)

#### 1.2 The Principals

(Name and Identity Cards Numbers of Principals, Partners and/or Directors)

Note : The bidder must declare the shareholding of the directors of Singapore Airlines Limited ("SIA"), The Chief Executive Officer of SIA, Temasek Holdings (Private) Limited and their associates (for the Directors and the Chief Executive Officer of SIA, on their own in combination with their immediate family members) in the bidder's company, if the shareholding of any one of them is at least 30% of your issued share capital. We require this information to comply with Chapter 9 of the Listing Manual of the Stock Exchange of Singapore.

#### 1.3 Registration Of Firm

(Registration Number and Date of First Registration. Attach photocopy of Certificate)

#### 1.4 Type of Firm

(Public, Private, Partnership or Sole Proprietorship)

#### 1.5 Names of Shareholders

(Names and addresses of major shareholders and percentage owned)

#### 1.6 Company Organisation



(Number of staff and organisation chart)

**1.7 Qualified Personnel**

(Name, Designation, Qualification and experience of qualified personnel)

**2 FINANCIAL CAPACITY**

**2.1 Financial Status**

(Attach Balance Sheet and Profit & Loss Statements for last financial year)

**2.2 Bankers**

**2.3 Capitalisation of Firm and Present Paid-up Capital**

c) Authorised Capital: \_\_\_\_\_

d) Paid-Up Capital: \_\_\_\_\_

**3 PERTINENT LOCAL TRADE REGISTRATION**

(Attach photocopy of Registration Certificate)





4 GST REGISTRATION NUMBER:

5 JOB REFERENCES

5.1 List Of All Works Done of The Same Nature (Past & Present)  
(Use the attached forms for the past and present job references)

S/NO	PROJECT TITLE	YEAR OF COMPLETION	PROJECT VALUE (SGD)

Note: Please indicate "NA" where not applicable and attach own submission if space is insufficient.

**APPENDIX E – SCHEDULE OF SITE STAFF**

In accordance with the Specification, we will utilise the services of the following key personnel in the event of the award of this Contract to us:-

**Project Manager**

Name : .....  
Qualifications : .....  
Experience : .....  
.....  
.....

**Project Engineer**

Name : .....  
Qualifications : .....  
Experience : .....  
.....  
.....

**Supervisor**

Name : .....  
Qualifications : .....  
Experience : .....  
.....  
.....

Authorised Signature .....

Official Stamp of Contractor .....

Date.....



SINGAPORE AIRLINES LIMITED - CONFIDENTIAL

## APPENDIX F: NON-DISCLOSURE AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ ("Effective Date") between:

**Singapore Airlines Limited** (Company Registration Number 197200078R), a company incorporated in Singapore with its registered office at 25 Airline Road, Airline House, Singapore 819829 ("**Company**"), and its branch office located at SIA Computer Centre Building, 722 Upper Changi Road East, Singapore 486854.

and

**[Company Name]** (Company Registration No. \_\_\_\_\_) with its registered office at \_\_\_\_\_ (the "**Other Party**")

hereinafter referred individually as "**a Party**" or collectively as the "**Parties**".

### WHEREAS:

- A. The Parties wish to share Confidential Information with each other regarding and in connection with the following proposed business purpose:

APPOINTMENT OF MAIN CONTRACTOR FOR SINGAPORE AIRLINES TOWN OFFICE AT NOBLE HOUSE IN JAKARTA INDONESIA (the "**Purpose**")

- B. The Company is willing to disclose Confidential Information to the Other Party in order to fulfill the Purpose, and subject to the conditions and restrictions set out in this Agreement.

In consideration of the mutual benefits and promises detailed in and resulting from this Agreement, **THE PARTIES AGREE AS FOLLOWS:**

1. The Other Party acknowledges that Company operates in a highly competitive industry and that any and all information relating to the Purpose, if disclosed (whether directly or indirectly) to a third party without the express authorisation of Company would have a detrimental effect on the business of Company. In consideration of being made privy to the Confidential Information, the Other Party hereby agrees to observe and be bound by the terms of this Agreement.
2. In this Agreement, "Confidential Information" shall include but is not limited to all information, personal data, knowledge and data, whether disclosed before or after the date of this Agreement by or on behalf of Company to the Other Party and howsoever obtained or disclosed or accessed, including copies and reproductions thereof, which are of an intellectual, technical, scientific, financial, commercial or marketing nature (which for the avoidance of doubt includes Company Data or any part thereof) and relate to, *inter alia*, (a) the fact that discussions, negotiations and/or utility are taking place concerning the Purpose and the status of those discussions, negotiations and/or utility, (b) the existence and terms of this Agreement (c) patent and patent applications, (d) trade secrets, and (e) proprietary information, such as mask works, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents, and formulae related to the current, future, and proposed products and services of Company and including, without limitation, its respective information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, present or potential customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans and information, which is not in the public domain and in which Company has a business, proprietary or ownership interest or has a legal duty to protect, which Company, in its sole discretion, considers to be confidential and/or any information which a reasonable third party acting in good faith would recognise as being confidential in nature.
3. For the avoidance of doubt, 'Company Data' includes any information belonging to Company or provided by Company for the Purpose including all data, information and computer programs provided by or derived from third parties whether concerning flight schedules, customers, suppliers, operational data, billing information or otherwise, and personal data (of passengers or otherwise), as well as all compilations or databases containing such data and information.
4. The Other Party hereby agrees to use the Confidential Information only for the Purpose and hereby undertakes that the Confidential Information shall only be disclosed to those of its employees, colleagues, servants, officers, advisors, agents, consultants and contractors ("**Agents**") on a need-to-know basis for the Purpose.
5. The Other Party further agrees to keep the Confidential Information in strictest confidence and treat with the same degree of care it extends to its own Confidential Information and shall not, directly or indirectly, use for itself or on behalf of or disclose to any third party any Confidential Information received from Company. The Other Party will protect Confidential Information that consists of personal data and shall comply with the Personal Data Protection Act 2012 (No 26 of 2012).
6. Other Party shall not make, or permit any person to make, any public announcement concerning this Agreement, the Purpose or its prospective interest in the Purpose without the prior written consent of Company except as required by law or any governmental or regulatory authority (including, without limitation, any relevant securities exchange) or by any court or other authority of competent jurisdiction and provided that the Other Party provides a copy of the proposed disclosure to Company as soon as reasonably possible and as far as reasonably possible before such disclosure in sufficient time in order that Company may, where necessary, make a contemporaneous announcement or public statement of its own. Other Party shall not make use of Company's name or any information acquired through its dealings with Company for publicity or marketing purposes without the prior written consent of Company.
7. The Other Party shall cause its Agents involved with the Purpose to observe or be similarly bound by the terms of this Agreement. The Other Party, as principal party, shall be responsible and held liable for any breach of non-disclosure by

any of its Agents. In addition, the Other Party undertakes to (a) take reasonable steps from time to time where necessary to ensure compliance by its Agents involved for the Purpose with the provisions of this clause and (b) immediately notify Company in the event of any loss or unauthorised disclosure of any Confidential Information.

8. The Other Party expressly understands that the Confidential Information disclosed by Company under this Agreement is of a commercially valuable and highly sensitive nature. In the event that Company discovers that the Other Party and/or its Agents (whether individually or collectively) has made or makes or intends to make or causes to be made or permits to be made any unauthorised disclosure of the Confidential Information, Company will be entitled to seek an injunction against any such party to restrain it from making any such disclosure. In addition or in the alternative, as the case may be, Company will be entitled to exercise such legal and equitable remedies as are available in respect of the breach of this Agreement and to further protect the Confidential Information. The Other Party shall also indemnify Company full for any losses, damages or expenses that may result from a breach of the provisions of this Agreement.
9. Confidential Information shall not be reproduced in any form except as required to accomplish the intent of this Agreement. Any reproduction of any Confidential Information will remain the property of Company and will contain any and all confidential or proprietary notices or legends which appear on the original, unless otherwise authorised in writing by Company.
10. The provisions of this Agreement shall not apply to:
  - (a) Information which at the time of disclosure is in the public domain;
  - (b) Information which becomes part of or enters the public domain other than in breach of this Agreement or other than due to the default or wilful or negligent act or omission of the Other Party or any of its Agents involved for the Purpose;
  - (c) Information which is required to be used or disclosed by reason of any law, governmental or other regulations or the requirements, orders, directions, instructions or notices of any regulatory authority including any stock exchange, provided however that the Other Party shall give Company prompt written notice of such request upon discovery of the need of such disclosure and shall use best efforts to limit the scope of disclosure and disclose only that portion of the Confidential Information which it is legally required to disclose and to obtain confidential treatment for any Confidential Information required to be disclosed; and/or
  - (d) Confidential Information which is disclosed to third parties with the prior written consent of Company.
11. The Parties understand that Company does not have any obligation to provide Confidential Information to the Other Party, that Company does not make any representation or warranty with respect to the accuracy or completeness of the Confidential Information, and that Company shall not be liable to the Other Party for any loss or damage resulting from the use of or reliance on any of the Confidential Information, except as otherwise provided in a formal written agreement executed between the Parties for the Purpose.
12. Upon termination of the Purpose for whatever reason, the Other Party shall not make further use of the Confidential Information related to such Purpose and shall return all of the Confidential Information to Company, including all copies or reproductions, extracts, summaries or notes, or destroy the same in accordance with the directions of Company and certify the same have been returned or destroyed, as the case may be.
13. Company may, at any time, direct the Other Party to return all Confidential Information to Company, or part thereof, and not to make further use of the Confidential Information to be returned. Upon receipt of such directions, the Other Party shall promptly deliver the requested Confidential Information without retaining any copies or excerpts thereof to Company.
14. Subject to Clause 15, unless expressly assigned to the other Party, whether in this Agreement or in some other document made between the Parties, all Intellectual Property Rights belonging to the respective Parties shall remain vested in the Party concerned. "**Intellectual Property Rights**" includes in Singapore and throughout the world and for the duration of the rights (a) any patents, utility models, copyrights, registered or unregistered trade marks or service marks, trade names, brand names, layout-design rights, registered designs and commercial names and designations; (b) any invention, discovery, trade secret, know how, or confidential, business, scientific, technical or product information; (c) any other rights resulting from intellectual activity in the commercial, industrial, scientific, literary and artistic fields and whether dealing with manufactured products or services; and (d) any letters, patent, deed of grant, certificate or document of title for any thing referred to in paragraphs (a), (b) or (c) of this definition.
15. All Intellectual Property Rights comprised in any and all materials (including software, source code, documentation, data, concepts and ideas) or any part thereof created or developed (whether jointly or independently by either Party) in connection with the Purpose (collectively, the "**Foreground IP**") shall, unless otherwise expressly agreed between the Parties, be deemed to be irrevocably assigned to and shall vest in Company upon creation without further charge. If required by Company, Other Party shall do all things and sign all documents necessary to vest all such Intellectual property Rights assigned or otherwise transferred or granted to Company under this Agreement.
16. Other Party shall indemnify and hold harmless Company and its related and associated companies in full from and against all actions, proceedings, claims, damages, liabilities, settlement sums, charges, losses, costs and expenses (including without limitation, legal costs and expenses and costs of other professionals and any penalties or other amounts levied, imposed or charged by any regulator or regulatory authority) arising out of or in connection with any claim or action by any third party against Company for actual or alleged infringement of the Intellectual Property Rights in connection with the Foreground IP.
17. Neither Party shall assign its benefits, rights and obligations under this Agreement to any third party (including its subsidiaries, associated companies or affiliates) without the prior written consent of the other Party. Subject to the above limitation, this Agreement will inure to the benefit of and be binding upon the Parties, their heirs, successors and assigns.
18. If for any reason any provision or part thereof of this Agreement is found to be unenforceable, such provision or part thereof shall be deemed to be severed from this Agreement and the remainder of the Agreement shall remain in full force and effect and may be enforced to the fullest extent possible.
19. This Agreement shall not be modified except by a written agreement dated subsequent to the date of this Agreement and signed by both Parties. None of the provisions or part thereof of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Company, its agents or employees, unless by an instrument in writing signed by both Parties. No waiver of any provision of this Agreement shall constitute a waiver of the same or any other provision(s) in this Agreement on another occasion.
20. A person who is not party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 2001 (Cap 53B) to enforce any term of this Agreement.
21. The provisions of this Agreement shall be governed by and construed in accordance with the laws of the Republic of Singapore and shall be subject to the exclusive jurisdiction of the Courts of the Republic of Singapore.
22. This Agreement shall come into effect on the Effective Date and shall remain effective for a period of **[two (2) years]** from the date of this Agreement ("**Expiry Date**") and for a further period of **[three (3) years]** from the Expiry Date.

**SIGNED**

For and on behalf of

**SINGAPORE AIRLINES LIMITED**

Signature:

Name:

Title:

Company Stamp:

**SIGNED**

For and on behalf of

**OTHER PARTY'S COMPANY NAME**

Signature:

Name:

Title:

Email Contact:

Company Stamp:



## APPENDIX G: Compliance Table

The vendor is required to complete and include the following table in their submission:-

S/No.	Specifications (Clause Ref.)	Bidder's Reply (To indicate "Comply"/ "Do Not Comply" where appropriate. If "Do Not Comply", please indicate the reason/ explanation.)
1	To confirm that you completely understand the requirements of the specifications and drawings and that you have complied fully with these requirements specified in the tender documents.	
2	Please confirm that you are fully aware of the site conditions and scope of works and compliance with specified requirement for site organization, site controls, programme and timeline.	
3	To submit Master Programme which includes phasing Works	
4	To submit full literature and brochures of your proposed products if you have intention to substitute with equivalent alternatives.	
5	The Contractor is required to submit method statements for each trade before commencement of work and to submit method statements for protection of various completed works.	
6	Confirm that all "tests" will be carried out in accordance with Contract specification. Contractor to arrange for supervised field tests and accredited laboratory tests on materials and workmanship to be carried out progressively during the course of the contract as instructed by the Project Consultant and submit test certificates/ reports. Fees for re-testing due to test failures shall be at the Contractor's own expense.	
7	The Contractor is required to carry out photographic survey prior commencement of works and upon completion of works for all areas.	
8	The Contractor is required to provide details of the safety procedure and precaution throughout the whole duration of works.	
9	Please submit incident management & complaint handling plan for site emergency matters.	
10	The Contractor is required to submit measures to control emission of dust, noise and other pollutants that may occur on construction site.	
11	Please confirm that adequate protection will be provided for all areas for a whole duration of works, including installation and removal as and when necessary.	