



SECTION 1: INSTRUCTION ON THE COMPLETION OF SUBMISSION

1 TENDER DOCUMENT

1.1 A complete set of tender document shall consist of:-

- Section 1 : Instructions on the Completion of Tender Submission
- Section 2 : Scope of Works
- Section 3 : Form of Tender
- Section 4 : Articles of Contract
- Section 5 : Conditions of Contract
- Section 6 : Specifications
 - Part 1: General Specifications
 - Part 2: Technical Specifications – Interior Fit-out Works
 - Part 3: Technical Specifications – Electrical, ACMV & Fire Protection
 - Part 4 : IT and Security
- Section 7 : Landlord's Fit-Out Guidelines
- Section 8 : Suppliers' Code of Conduct
- Section 9 : Drawings
- Section 10 : Schedule of Works

APPENDICES

- Appendix A : Checklist of Documents To Be Submitted With Tender
- Appendix B : Interested Party Transaction Declaration by Bidder
- Appendix C : Declaration of Participation by Relative / Associated Companies
- Appendix D : Particulars of Contractors
- Appendix E : Schedule of Site Staff
- Appendix F : Non-Disclosure Agreement
- Appendix G : Compliance Table to Section 6

**2 SUBMISSION OF TENDER**

2.1 The Contractor must return the tender document with the following sections duly filled in and completed:-

- Section 3 : Form of Tender
- Section 10 : Schedule of Works
- Appendix A : Checklist of Documents To Be Submitted With Tender
- Appendix B : Interested Party Transaction Declaration by Bidder
- Appendix C : Declaration of Participation by Relative / Associated Companies
- Appendix D : Particulars of Builder
- Appendix E : Schedule of Site Staff
- Appendix F : Non-Disclosure Agreement
- Appendix G : Compliance Table for Section 6

2.2 In addition to the documents stated in paragraph 2.1 above, each Contractor is also to submit the following:-

- a) 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;
- b) IT and Security Documents & Drawings
 - Drawings
 - Catalogues/Brochures
 - Installation and fixing on site details
- c) Demountable Partition System Design Documents & Drawings
 - Catalogues/Brochures Describing the Partition System
 - Shop Drawings for Double Glazed and Solid Panel System:
 - Finishes
- d) Acoustic system Specification & Drawings
 - Catalogues/Brochures Describing the System
 - Shop Drawings and Finishes

2.3 The Contractor shall sign and affix his official stamp on the Form of Tender, and Schedule of Works. Failure to do so may invalidate the Tender.

2.4 Completed tender document must be submitted

- (a) Submission



In addition, the tender document shall be enclosed in a sealed envelope, with one (1) original set, one (1) duplicate set, one (1) electronic PDF in a computerized storage media such as flash stick and one (1) soft copy by electronic mail to **PTY_RFP1@singaporeair.com.sg** deposited on the closing date of the tender to the following address:-

Level 8, Menara Kadin Indonesia, Jalan H.R. Rasuna Said Block X-5, Kav 2 dan 3, Jakarta 12950, Indonesia.

It must be clearly marked on the top left hand side of the envelope:

“CONFIDENTIAL”

Attention: Mr. Edwin Chiang

Tender Reference TR1335

**PROPOSED FIT-OUT AND REINSTATEMENT WORKS FOR SINGAPORE AIRLINES
JAKARTA TOWN OFFICE, JAKARTA, INDONESIA**

- 2.5 All documents submitted by the Contractor shall become the property of the Employer.
- 2.6 We do not bind ourselves to accept the whole, the lowest or any tender, nor will we settle any costs you may incur in the preparation of this tender.
- 2.7 For all requests for information on the quotation, please email in writing to the following person before 5pm on 31 July 2018:

Mr Wayne Phan : wayne@miraclesdesign.com.sg

3 CONTRACTOR TO VISIT SITE

- 3.1 The Contractor is required to visit the site and satisfy himself as to the local conditions, the accessibility of the site, the full extent and character of the operation, the supply and conditions affecting supplying of labour, materials, the transportation of labour, material, plants, etc prior to the execution of the contract. No claim on the grounds of lack of knowledge in such respects will be entertained.

Details for Compulsory Site Visit:

Date : 26 July 2018 (Thursday)

Time : 01:00PM

Address : Noble House @ Jalan Dr. Ide Anak Agung Gde Agung Kav. E 4.2 No. 2, RT.5/RW.2, Kuningan Timur, Setiabudi, Kota Jakarta Selatan, 12950, Indonesia

Meeting Venue : Noble House Building Main Lobby

Contact Person : Mr Wayne Phan

Email : wayne@miraclesdesign.com.sg

Mobile : +65 9322 6792



4 CLOSING DATE

- 4.1 The closing date and time for the Tender is **Monday, 6 August 2018 at 1300hrs, Indonesia (Jakarta) time**. Any Tender received after the closing time will not be considered.
- 4.2 The Employer shall not be responsible in any way for any mishandling or late delivery of Tender. Please provide sufficient time (e.g., take into account mail delays and traffic jams) to ensure timely submission of your Tender.

5 TERMS AND CONDITIONS

- 5.1 Submission of Quotation by the Contractor constitutes acceptance by the Contractor of all terms and conditions specified in this Tender Document and its attachments herewith.
- 5.2 The award is "subject to contract" and the Employer reserves the right to propose any additional terms and conditions.
- 5.3 Other conditions pertaining to the nature of the Tender shall be indicated on supporting appendices, and these shall form part of the Tender Documents.
- 5.4 The Employer shall not be bound to accept the whole, the lowest or any tender. The Employer shall reserve the right to accept any Quotation in part if it so desires. The Employer shall not enter into any correspondence with any Contractor regarding the reasons for the non-acceptance of tender.
- 5.5 No claims on any expenses incurred in the preparation of the Quotation will be allowed.

6 RULES AND ELIGIBILITY

- 6.1 The Contractor shall sign and affix its official stamp on the Tender Form. Failure to do so shall invalidate the Tender. Tender figures written in pencil or erasable ink shall render the Tender invalid. Erasers or alterations in essential details on the Tender Form shall invalidate the Tender.
- 6.2 The amount appearing, as the total of Summary of Tender Price will be transferred to Tender Form in **Indonesian Rupiah**, without any alterations and rounding off.
- 6.3 Contractors shall have minimum five years track records/experiences in corporate office fit-out which were completed in Jakarta CBD areas.
- 6.4 The Contractor must demonstrate that they have completed corporate office projects of IDR 5Billion to IDR 15Billion in the last five years.
- 6.5 Contractors must demonstrate compliance with Indonesia health and safety policy and must not be currently debarred from tendering public projects.
- 6.6 Contractors must be able to provide license and certification for all three (3) which are SIUP(Surat Ijin Usaha Perdagangan), TDP(Tanda Daftar Perusahaan) and Akte Pendirian Perseroan. Supporting documents must be provided upon request.
- 6.7 Contractors must be able to provide Financial Statements of the last 3 years.
- 6.8 If there is any discrepancy between the quoted sum inserted in the Tender Form and the sum stated in the Summary of Tender Price or other documents, the sum in the Tender Form shall



prevail. If there is any discrepancy between the quoted sum inserted in words and figures in the Tender Form, the quoted sum in words or figures, which tallies with the sum stated in the Summary of Tender Price, shall prevail. If none of the sums tally, the quoted sum in figures in the Tender Form shall prevail.

The pricing for the services to be rendered hereunder will be exclusive of any local tax i.e. prices quoted will not include any tax component.

7 DECLARATION BY CONTRACTOR

- 7.1 The Contractor must declare the shareholding of the directors of the Employer, the Chief Executive Officer of the Employer, Temasek Holdings (Private) Limited and their associates (for the directors and the Chief Executive Officer of the Employer, both their own direct shareholding and shareholding in combination with their immediate family members') in the Contract, if the shareholding of any one of them is at least 30% of the Contractor's issued share capital. We require this information to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited.

8 SUFFICIENCY OF TENDER

- 8.1 The Contractor shall be deemed to have satisfied himself before submitting the Tender as to the correctness and sufficiency of the Tender which shall be deemed to cover all his obligations under the Contract and all matters and things necessary for the proper design, execution and completion of the Works. The Tender should be inclusive of associate costs like lithography charges, as-built drawings, overseas travel, international direct dialling phone and facsimile, etc.
- 8.2 Without prejudice to the generality of Clause 8.1, the Contract Sum shall be based on all drawn and written information provided to the Contractor in the Contract. The Contractor shall be deemed to have reviewed all of the Contract and have satisfied himself that the drawn and written information provided in the Contract are sufficient and adequate to enable him to prepare and complete the Contractor's Proposals and bring the Works to full completion in accordance with the Contract, the requirements set out in the Employer's Requirements and to the satisfaction of the Project Consultant.



PROJECT TEAM DIRECTORY

EMPLOYER Singapore Airlines Limited Singapore Airlines Limited Properties 7 th Storey Core C-1 Airline House, 25 Airline Road Singapore 819829	Dennis Goh Email : Dennis_Goh@singaporeair.com.sg Lionel Low Email : Lionel_low@singaporeair.com.sg Claren Pang Email: Claren_pang@singaporeair.com.sg
INTERIOR DESIGNER/ PROJECT MANAGER/ Miracles Design Consultants Pte Ltd 67 Ubi Crescent #03-08 Techniques Centre Singapore 408560	Wayne Phan Managing Director DID: (65) 6747 5789 HP: (65) 9322 6792 Email : wayne@miraclesdesign.com.sg Fiza Director DID : (65) 6747 5789 HP : (65) 9106 7784 Email : fiza@miraclesdesign.com.sg