



26 January 2023

TO THE TENDERER

Dear Sir/Madam

TENDER REFERENCE: 20230101
PERFORMANCE-BASED CLEANING & HOUSEKEEPING CONTRACT FOR

- **CIVIL SERVICE CLUB @ CHANGI I,**
- **CIVIL SERVICE CLUB @ CHANGI II AND**
- **CIVIL SERVICE CLUB @ LOYANG**

FOR CONTRACT PERIOD OF THREE YEARS FROM 1 APRIL 2023 TO 31 MARCH 2026
WITH OPTION TO EXTEND FOR ANOTHER YEAR

CLOSING DATE: 3 February 2023 (Friday) at 12 noon

Invitation to Tender

1 You are invited by Civil Service Club (hereinafter referred to as “the Club”) to submit a tender for the supply of goods and/or services mentioned above.

Tender Briefing

2 A tender briefing will be held for all tenderers at the date, time and venue specified below:

Date: 31 January 2023 (Tuesday)
Time: 9.30 am
Venue: Board Room (Blk B)
Civil Service Club @ Changi 1
2 Netheravon Road
Singapore 217664

Please email to williamyuen@csc.sg to register your participation in this tender.

3 Attendance of the site briefing is **compulsory** for participation in this tender. Request for additional site visit will not be entertained.

	Clubhouses	Site Show round on Tue, 31 Jan 2023
(a)	Civil Service Club @ Changi I, No. 2, Netheravon Road, Singapore 508503	9.30am (after Tender Brief)
(b)	Civil Service Club @ Changi II, 30 Netheravon Road, Singapore 508522	11.30am
(c)	Civil Service Club @ Loyang, 159W Jalan Loyang Besar, Singapore 507020.	2.00pm

Tender Specifications

4 The scope and nature of this tender are specified in the Requirement Specifications.

Eligibility and Evaluation Criteria

5 Your Tender will be evaluated based on the Eligibility and Evaluation Criteria in the Requirement Specifications.

Submission of Tender

6 Tenderers are advised to refer to Paragraph 3 of Part 1 – Instructions to Tenderers for details on submission of tender. Your tender offer for the supply of goods and/or services in accordance with the Tender Documents must be submitted by **3 February 2023 (Friday) at 1200 hours sharp**. Late submission will **NOT** be accepted.

7 The following documents need to be submitted as part of the Tender Offer:

- 7.1 Part 4 – Form of Tender;
- 7.2 Part 6 – Statement of Compliance;
- 7.3 Confidentiality and Data Protection Undertaking under Annex II of Part 2 – Conditions of Contract;
- 7.4 The Tenderer’s cleaning services proposal for tender evaluation as specified under paragraph 32 and 33 of Part 3 – Requirement Specifications;
- 7.5 Annex G – Relevant Track Records and References of Part 3 – Requirement Specifications; and
- 7.6 Any other additional information that is relevant to and/or required for the proposal.

Enquiries

8 Any queries regarding this Invitation to Tender should be made directly to:

8.1 Specifications related:

Locations	Contact Person	
Changi I	Sunny Soh Manager, Operations	Hp: 9621 8907 Email: sunnysoh@csc.sg
Changi II	Brian Yeo Asst Manager, Operations	Hp: 9069 7881 Email: brianyeo@csc.sg
Loyang	Margaret Tan Asst Manager, Operations	Hp: 9116 1679 Email: margarettan@csc.sg
	Gary Chua Resorts Manager	Hp: 9747 0958 Email: garychua@csc.sg

8.2 Administrative related: William Yuen
Asst Manager (Admin)
Hp: 9652 4716
Email: williamyuen@csc.sg