

# Instruction to Tenderer

This tender notice contains matters that the tenderers and the awarded tenderer must be familiar and complied with in this tender executed by Singapore Korean International School.

**Construction Name:**

Proposed New Erection of 2-Storey School Building Consisting of Kindergarten and Teaching Facilities within Existing School Complex of Singapore Korean International School

**Tender Submission Location :**

Singapore Korean International School, 71 Bukit Tinggi Road Singapore 289759

| Date  | Procedure              | Remarks  |
|---|------------------------|--|
| 2021. 5. 10.(Mon)   | Tender Notice          | Tender Deposit/Drawings Access Period:<br>2021.5.10. (Mon) 16:00~ 2021.5.18.(Tue)10:00   |
| 2021. 5. 11.(Tue) 9:00 ~<br>2021. 5. 18.(Tue) 11:00<br>(*Submission Time: 9:00 - 16:00) | Tender<br>Submission   | No submission on 13 May (Thu) due to it being a Public Holiday.  |
| 2021. 5. 18.(Tue) 14:00   | Execution of<br>Tender | Will draw 4 tender prices and the estimated price is their average. Refer to Clause 6.3.   |
| 2021.5.19.(Wed) ~ 2021.5.20.(Thu)   | Tender Evaluation      | - Based on Qualification Criteria which are specified in the Tender Notice<br>- The tender will be awarded to the tenderer who bids a higher price than the tender limit but lesser than the estimated price |
| 2021.5.21.(Fri)   | Award of Tender        |  |

**2021. 5. 10.**

**Singapore Korean International School**

# Construction Tender Notice

Singapore Korean International School Tender Notice Issue No. 2021 - 14

The school would like to make a tender notice as follows:

2021. 5. 10 .

## 1. Construction Overview

1.1. Tender Location : Singapore Korean International School

1.2. Construction Name : Proposed New Erection of 2-Storey School Building  
Consisting of Kindergarten and Teaching Facilities  
within Existing School Complex of Singapore Korean  
International School

1.3. Construction Place : 71 Bukit Tinggi Road Singapore 289759

1.4. Construction Period : 365 Days from the commencement date of  
construction (excluding mobilisation period  
of 4 weeks)

### 1.5. Construction Information

1.5.1. Scope of Construction Work: Demolition of existing  
Kindergarten, Construction of 2-Storey School Building and Roof  
Terrace; SGFA of approximately 4,000m<sup>2</sup> (GFA, 2,218.55m<sup>2</sup>) with  
all necessary authority clearances, Temporary Occupational Permit  
(TOP) and Certificate of Statutory Completion (CSC)

1.5.2. Including but not limited to: General Construction Works,  
Mechanical & Electrical Works (includes security),  
Telecommunications, Elevator Works, ACMV, Fire Protection,  
Landscape and other supplementary construction works

1.6. Base Amount : **S\$5,657,244 (Including 7% GST)** Tender **MUST**  
submit his tender price below this amount in order to be considered for further  
evaluation.

## 2. Awarding of Tender and Contract Method

### 2.1. The awarding of construction tender is subject to evaluation.

※ Please include the Bill of Quantities(BOQ) required for evaluation in the tender and submit it.

※ The bill of quantities needed for this construction will be available after accessing the drawings electronically, hence please take note while submitting the tender bid.

### 2.2. This is a general competitive tender for those eligible to participate in the tender.

### 2.3. This construction is subject to total bid amount.

### 2.4. The tender price shall be based on the Singapore currency (SGD) and is applicable to the completion of the tender bid and the conclusion of the contract.

### 2.5. Joint contract is not allowed.

## 3. Tender Participation Criteria

### 3.1. This construction tender is open to those who are eligible to participate.

### 3.2. The tender participation criteria will be applicable as at on the tender notice date (2021.5.10.)

### 3.3. There must be no reasons for disqualification in the following standard required for construction.

#### <Construction Performance Standards>

1. Construction companies in Singapore who are qualified GB2 or higher, or companies in Singapore that are registered or qualified to carry out construction under the Korean Law.

2. A company which has not been subject to sanctions, such as fines, for the past three years (a company which has not received various violations in the confirmation of credential information) and not listed under the list of companies in the Business Under Surveillance (BUS) programme that are published in the MOM website.

※ Korean Government Standards

A Singaporean company that has all registration and qualifications as a construction company (or civil engineering construction company), electrical company, telecommunications company, fire protection company, and elevator installation company according to laws and regulations.

Or, a Singaporean company with no grounds for disqualification for performing construction that has the same qualification conditions for construction work (or civil engineering construction work) equivalent to the above.

⇒ For construction industry license (technical competence, manpower and capital), only certifications issued by national certification bodies (Korea, Singapore) are recognized (Korean standards are attached separately).

※ Singapore Government Standards

A construction company in Singapore that has GB2 license or higher. Sub-contractors under the main construction company will have to possess relevant specialist builder licenses.

3.4. Companies that want to participate in the bidding must submit various registration certificates, performance verification documents, credentials verifications, tender participation application form, and the tender bid from **11 May 2021 (Monday), 09:00hrs, but not later than 18 May 2021 (Tuesday), 11:00hrs.**

3.4.0. For evaluation of contract performance later (see Tender Evaluation Criteria and distribution limits, Section 7), Default Probability (DP) credit rating, Company organisation chart, proposed project team organisation chart & CV, Bizsafe certification, awards, should be submitted as part of the tender submission.

※ All documents should be "Certified Original", stamped (with the

official stamp and signature to be used for all tender documents)  
and submitted.

3.4.1. Submitted documents that does not meet the tender eligibility criteria (3.2,3.3 Tender Participation Criteria) (including incomplete submission) will be disqualified.

3.4.2. The companies that have met the submission requirements will be notified.

3.5. If one of the representatives of one company concurrently serves as the representative of another company, and if these companies participate in the tender at the same time, the same person will be considered to have submitted two tenders and all will be treated as invalid tenders.

Accordingly, in the case of a company with multiple representatives, all representatives must be registered in the tender application form, otherwise it is the reason for "invalid tender" under Article 44 of the Enforcement Rules of the National Contract Act.

3.6. In addition, the reasons and judgments for "invalid tender" are handled in accordance with the National Contract Act.

#### **4. Tender Deposit and Tender Information**

4.1. This construction tender can only be participated by accessing the drawings electronically without on-site explanation/introduction.

4.1.1. The drawing plans and documents can only be accessed and downloaded electronically.

4.1.2. Drawings Electronic Access Period : 2021.5.10.(Mon)16:00 ~ 2021.5.18.(Tue) 10:00

4.1.3. Website: <http://ftp1.e9ap.com:8080/>

4.1.4. Only those who have agreed to the Security Memorandum and submitted the Tender Deposit will be provided with the login information to access the drawing plans and documents.

Tender Deposit is Singapore Dollars: **S\$7,700 (Singapore**

**Dollars: Seven Thousand Seven Hundred Only)** inclusive of 7% GST in the form of a crossed cheque from a licensed bank having a place of business in Singapore and made out to **SKIS Ltd.**

※ Note: Tender shall be submitted with [Form 10]Security Memorandum at the same time together to SKIS Administration Office

4.1.5. The tender deposit shall be refunded without interest to each unsuccessful Tenderer, subject to:

- The receipt of a bona-fide Tender; and
- Full compliance with all provisions in these Conditions of Tender.

In the case of the successful Tenderer, the tender deposit shall be retained in full to defray the costs of the tender and contract documentation.

## **5. Tender Bond**

5.1. Tenderer shall be required to undertake that in the event the awarded tenderer fails to enter into a contract for any reason, 2.5% of the tender amount shall be payable to SKIS Ltd (Refer to Tender Participation Application Form).

## **6. Submission of Tender Documents**

**6.1. Tender Documents Submission Period : 2021.5.11.(Tue) 9:00 ~ 2021.5.18.(Tue) 11:00**

※ Any Tender delivered or received after 2021.5.18.(Friday) 11:00 arising from whatever cause shall be disqualified and will not be considered. There shall be no submission on Saturday and Sunday and Public Holidays. The identity of the Tenderer must not be revealed on the envelope containing the tender submission.

6.2. Tender documents must be submitted in person on that day itself, submission via mail is not allowed. The Tenderer shall submit **2 sets** of hardcopy tender documents with 1 set marked as "Original" and the other marked as "Copy" and scanned copies in a thumbdrive.

**6.2.1. Tender Participation Application Form and Attachments**

※ Forms 1)~7), 9), 13) should be submitted with the forms provided by the school.

**Envelope 1(mandatory for submission and sealed)**

1)[Form 1] 1 copy of the Tender Bid (Price Proposal) only.

※ To be submitted separately and sealed in an envelope.

Will open during the execution of the tender on 18 May 2021 14:00.

**Envelope 2 (all other items)**

2)[Form 2] 1 copy of the Tender Participation Application Form.

3)[Form 3] 1 copy of the Integrity Pact

4)[Form 4] 1 copy of the Collection and Usage of Information Agreement

5)[Form 5] 1 copy of the Commitment Pledge

6)[Form 6] 1 copy of the Construction Performance Overview Sheet

※ Performance verification documents to be attached.

7)[Form 7] 1 copy of the Official Stamp and Signature of Use Document

8) 1 copy of the ACRA Records (To be "Certified Original")

8-1) 1 copy of Goods and Services Tax (GST) certification for  
tenderers who are Goods and Services Tax (GST) registered  
company

9) 1 copy of Credentials Information(By the Certification Authority)

9-1) [Form 9] 1 copy of the Credentials Verification Memorandum

9-2) 1 copy of all Builders' Licences (General and Specialist) i.e.  
including the designated, domestic and nominated subcontractor  
proposed involved.

10) 1 copy of DP Credit Rating Document (By the Relevant Authority)

10-1) 1 set of the Audited Financial Statement for the last 3 years  
(i.e. profit & loss account, balance sheet, cash flow statement,  
credit facility etc.)

11) 1 copy of the BCA contractor's performance report, ISO and bizSAFE  
certificates

11-1) 1 copy of complete litigation check/search from Questnet or  
any other information portal on company status shall be

enclosed

- 11-2) 1 copy of the Construction Programme, the Company's organisation chart, the proposed project organisation chart and CV with work experience of proposed key site personnel
- 11-3) Related Project References (Past and Current) of similar nature for the last 5 years (if any)
- 11-4) BCA,URA,HDB or other Agencies Awards (if any)
- 12) Construction Method Statements to control dust, noise and vibration, and sequence of driveway works to avoid closure of the entire driveway and to minimize inconvenience.
  - 12-1) 1 copy of the Tenderer's safety and housekeeping policies and plans for the Works
- 13)[Form 8] 1 copy of the Tenderer Checklist
  - ※ The tender shall submit a certificate of employment and a letter of attorney when submitting the tender bid.
  - ※ The tender application form must be stamped with an official stamp and submitted.
  - ※ If there are less than 2 bids, another tender may be called.

### 6.3. Estimated price calculation and Tender Limit

- 6.3.1. Four of the 15 multiple reserve prices from the tenderers (created within  $\pm 2\%$  of the base amount) will be randomly drawn and the average will be determined as the estimated price.
- 6.3.2. Tender Limit: 86.745% of the estimated price

## 7. Opening of Tender and Awarding the Tender

- 7.1. The tender submission location will be at the Admin Office of Singapore Korean International School, and after the closing of the tender, the estimated price will be concluded by SKIS and tender envelopes will be opened at 2021.5.18.14:00, which after the awarded tenderer will be selected and announced.



## 7.2. Conclusion and Notice of the Tender Award

7.2.1. According to Article 7, tenderers who have a higher price than the tender limit but lesser than the estimated price will be evaluated according to a set of eligibility criteria, starting from the tenderer who has the lowest price and according to Article 8, the tender will be awarded to the tenderer who has a total score of more than 95 points.

- If there are no bids tendered, there will be no limit on the number of tenderers or the number of times the tender will be called and tenderers may bid directly at the same location, and if there are no successful tenderers, another tender may be called again.

### <Tender Evaluation Criteria and Points Distribution Limit>

□ Evaluation Standard : Performance capability of relevant construction  
(30 Points) + Tender Price (70 Points)

(Unit: SGD)

| Category   | Evaluation Field  | Evaluation Items  | Point Limit | Remarks                             |   |
|--|---|---|-------------|-------------------------------------|---|
| Total  |   |   | 100         |                                     |   |
| Performance capability of relevant construction  | Construction Experience   | Construction amount from construction project reference done in Singapore within the last 5 years (single construction performance) * Companies with records of public/institutional projects are more preferred (2 additional points are given within the distribution limit, and the corresponding performance records must be submitted) | 8           | S\$6,000,000                        | 8 |
|  |   |   |             | S\$5,000,000                        | 6 |
|  |   |   |             | S\$4,000,000                        | 4 |
|  |   | Adequacy of detailed Bill of Quantities   | 7           | Excellent                           | 7 |
|  |   |   |             | Average                             | 5 |
|  |   |   |             | Insufficient                        | 3 |
|  | Business Status   | DP credit rating of DP4 or higher (Additional Submission Document DP credit rating report)  | 15          | Deemed as 0 points if not fulfilled |   |
| Tender Price   |   |   | 70          | Refer to the rating formula         |   |
| Others:<br>Disqualification related to the performance of the relevant construction work | Disqualification related to the performance of the relevant construction work | If technician is not in possession under the registration criteria of the relevant industry under the relevant Acts and Subordinate Statutes  | -10         | If fall short in this area -10      |   |

Note 1) Tender Price Rating Formula

- Grade Point (Points) =  $70 - 4 \times \left( \frac{88}{100} - \frac{TenderPrice}{estimatedPrice} \right) \times 100$ 
  - || is an absolute value indication
  - After dividing the tender price by the estimated price, the tender price will be rounded to its fifth decimal place if there is a number below the decimal point.
- If the tender price is less than or equal to 89.25/100 of the estimated price, the score shall be 65 points.
- The lowest rating shall be 2 points.

Note 2) Business Status

- Use the latest credit rating information evaluated by credit information providers in accordance with Article 4 (1) 1 of the Credit Information Use and Protection Act or Article 9-26 of the Capital Markets and Financial Investment Business Act

Note 3) Determining if a technician has met the requirements

- As at the date of the tender notice, certification and information of the technicians of the construction company shall be issued by the relevant associations in accordance with construction related laws and regulations.
- If the technician's holding status as of the date of tender notice falls short of the business registration standard, but meets the business registration standard by the deadline for submitting the bid, it shall be excluded from the deduction.

- 7.2.2. If there are no issues during the tender evaluation, the awarded tenderer will be notified. If the awarded tenderer is found to be ineligible before the signing of the contract, the decision of the awarded tenderer will be forfeited and he or she will be excluded. If the tender becomes valid for two or more tenderers, the tenderers will go through the necessary tender evaluation in the order of the next priority to determine the winning tenderer.
- 7.2.3. After the final evaluation, the awarded tenderer will be notified by Singapore Korean International School.
- 7.2.4. If the prospective tenderer is in legal management or workout status before contract, he or she will be deemed as ineligible.
- 7.2.5. The awarded contractor have to enter into a contract within 10 days after being awarded the tender.

## **8. Subcontract Matters**

- 8.1. The awarded tenderer shall not engage or permit the engagement of any sub-contractor for any part of the Works without prior written consent of SKIS and the Consultants.

## **9. Performance Bond**

- 9.1. The contractor shall provide a Performance Bond equivalent to 10% of the Contract Price in accordance with the specimen attached (Appendix A).

## **10. Others**

- 10.1. The awarded tenderer shall carry out the construction work with the safety of the students as their first priority, and shall consult with the school to ensure that it does not interfere with the curriculum before the construction.
- 10.2. The Employer reserve the rights to omit the Works in whole or parts at any time within the Contract Period. The omission cost for such works shall be based on the itemized prices entered in the Schedule of Works and/or Schedule of Rates.

- 10.3. In principle, when the contractor uses electricity, water, etc. in consultation with the school, he/she shall pay the payment to the school, and if there is an unpaid payment by the day before the completion date, the contractor shall offset the completion payment to the contractor.
- 10.4. Those who participate in the tender must check whether the information on the tender application and the information on the corporate registry match exactly before participating in the tender. (representatives, trade names, etc.)
- 10.4.1. If there is a change in the above registration, you must change the details in the tender participation application, and if you participate in the bidding without changing it, it is deemed "invalid tender" under Article 44 of the Enforcement Rules of the National Contract Act.
- 10.5. If the contents on the tender notice and the tender specifications are different, the details specified in the tender notice shall take precedence. If there is any disagreement about the details of the notice, the Employer's interpretation shall be followed. In addition, if the meaning in the tender notice and the attached documents differ in Korean and English, the Korean interpretation will take precedence.
- 10.6. The Employer shall not be responsible or held liable for any expenses incurred by Tenderers in the preparation of their Tenders.
- 10.7. Tenderers shall not make any alterations to any part of the text of the Tender Document. If any alteration, addition or note is made by the tenderer, such alteration, addition or note shall not be of any effect and considered null and void and the original text of the Tender Document shall prevail.
- 10.8. All items which Tenderers consider have no value shall have dashed or other suitable marked placed against them in the "Amount" and

"Unit Rate" columns and any items not priced and without dashes or other suitable marks shall be deemed to be of no value.

Any items not mentioned/described or specified in the tender breakdown of the tender document but indicated in the Architect's Engineer's drawings, such items shall be priced accordingly and to be indicated in the breakdown. Failure to price such item, the Tenderer shall be deemed to be responsible for this negligence and no such memory claims shall be entertained by the Employer.

- 10.9. Should there be any discrepancies between the Tender/Contract Drawings and the Tender Document, the Tender/Contract Drawings shall take precedence. The Contractor should bring the discrepancies to the attention of the Architect/Engineer and there should not be any additional costs/charges involved.
- 10.10. The Tenderer shall note that this is a Firm Priced Contract and no claim whatsoever will be entertained by the Employer for any subsequent increases in basic prices of building materials, labour and goods, etc.
- 10.11. Prior to a formal Agreement being prepared and executed, these Tenders, together with the tenderer's written acceptance of anyone thereof, shall constitute a binding contract between the Employer and Tenderer.
- 10.12. The contractor shall not make changes to the drawings, specifications or any part of the contract without prior approval from the Architect and Employer.
- 10.13. The contractor shall be required to abide to all authority requirements, regulations and guidelines in the execution of the works.
- 10.14. The contractor shall avoid the usage of the existing driveway for delivery or carrying out of works during the peak hours of class commencement and dismissal. Hours are as follows: 08:00 to 09:00

hrs and 15:30 to 16:30 hrs (Mondays to Fridays); 0800 to 0900hrs and 1130 – 1300hrs (Saturdays).

- 10.15. Any query regarding the subject tender shall be in writing. Deadline for submission of tender queries will be on 11 May 2021 (Tuesday) in writing, 15:00pm. All tender queries to be emailed to: East 9 Architects & Planners Pte Ltd, Attention: (Ms Nadia Mustopo/ Mr Gary Kwek, Email: [e9ap090sg-SKIS@e9ap.com](mailto:e9ap090sg-SKIS@e9ap.com))

Cc:

[admin@skis.kr](mailto:admin@skis.kr)

[info@bcmqs.com.sg](mailto:info@bcmqs.com.sg)

[w.wong@wme.global.com](mailto:w.wong@wme.global.com)

[j.feng@wmeglobal.com](mailto:j.feng@wmeglobal.com)

[hs.ng@wmeglobal.com](mailto:hs.ng@wmeglobal.com)

[t.chia@wmeglobal.com](mailto:t.chia@wmeglobal.com)

[sh.lee@wmeglobal.com](mailto:sh.lee@wmeglobal.com)

[x.chen@wmeglobal.com](mailto:x.chen@wmeglobal.com)

[ten@ortusdesign.com.sg](mailto:ten@ortusdesign.com.sg)

[eug@ortusdesign.com.sg](mailto:eug@ortusdesign.com.sg)

**2021. 5. 10.**

**Singapore Korean International School**