

Date: 29 May 2024
To: All Tenderers

COVER LETTER

Request for Quotation to Supply and Install ACMV Chilled Water Piping System at Penguin Cove Level 2 in Bird Paradise

1. You are cordially invited to participate in the above quotation.
2. Manual submissions are not acceptable. All submissions must be via our Sesami e-procurement system.
3. This Request for Quotation(RFQ) includes the following documents:
 - a. This cover letter
 - b. RFQ scope and price template
4. We reserve the right to award based on our evaluation criteria and have no obligation to enter into correspondence with anyone to share the reasons for rejecting the Proposal and/or any other information. We reserve the right to award in part or in whole and may offer certain works or parts of this scope to another Tenderer.
5. Site show:

Date : 4 June 2024

Time : 10 am

Place : West Node, Outside A&W Restaurant

Contact person : Mylasalam

***Compulsory site show**

Attendance of quotation show round / briefing is compulsory. This is a show round of the relevant site/s to provide a better appreciation of our premise and allows Tenderers to clarify their doubts. Failure by the Tenderers to attend compulsory site show will render their quotation invalid.

Please confirm your attendance via email to: Joanne.tan@mandai.com and roslee.mustaffa@mandai.com by 3 June 2024 before 2pm.

All Tenderers are to access the documents via the Sesami system before attending the show round.

6. Tenderers are **strongly advised** to check the SESAMi website (at <https://sg.sesami.net/mandai/login.jsp>) for any Addendum which is issued prior to the Quotation Closing Date.

For quotation clarifications, Tenderers are to post their queries via Sesami Q & A stating the Sesami Quotation Reference Number and Title at least 1 day before the Quotation Closing Date, failing which, the client shall have the discretion to disregard all such queries.

7. If there are bulky or voluminous supporting documents to be submitted, tenderers are to electronically compress / zip the files to be uploaded to Sesami, with each file not more than 10MB.

8. Final Documents for Submission **Checklist:**

Document	Tenderer check
1. RFQ proposal, Contract Sum and Payment Terms	☐
2. Financial Performance Copy of Three (3) Years Latest Audited Financial Statements	☐
3. Company Background - ACRA Bizfile - Company Profile - Organization Structure - Declaration of any current litigation cases	☐
4. Track Record List of Past 2 years and Present Relevant Projects reference and/or testimonial from previous clients with mini \$50K per year of similar nature of works with the following information's: - Project name / location - Client contacts' details for reference check - Contract / Project Amount - Date (period of project / contract) - Performance report / Track records (such as BCA D1/D2 forms) if any	☐
5. Company Certification - ISO Certification - ISO 45001 Certification and/or minimal of BizSAFE Level 3 - Safety Certification - Valid BCA registration for BCA contractors - Work-At-Height Certification of the Workers to be deployed to this project - Sustainability certificate (MSC, ASC, FSC, etc..) - Any others company certifications not mentioned above	☐
6. Sustainability criteria - Sustainability certificate (MSC, ASC, FSC, etc) - Certified sustainable palm oil (RSPO, etc)	☐

- Local produces (local farms, local ingredients, etc) - Eco certificate (energy saving, etc) - Any other	
7. Manpower Resource & Team Experience** - Project Organization Chart + Team Introduction - Summary of key information on Curriculum Vitae of Key / Lead Project Personnel (Project Director / Project Manager / Designers / Artisans etc.) - Manpower Resource Planning Chart - Subcontractor Name List ** personal info to be anonymized, redacted or summarized to limit the personal data collected	☐
8. Project Specific Proposal - Master Construction Programme - Initial Project Schedule - Overall Project Approaches (Site Constraints + Solutions / Site Utilization / Filtration System etc.) - Sequence and Method for Project - Relevant risk assessment report for installation part of the tender - Minimum 3 Key Risks + Risk Identification and Mitigation Plan - Environmental Health and Safety Plan	☐
9. Contract compliance - If tenderer agree to the terms & conditions, please check the box on the right - If tenderer has any disagreement / deviation from the terms & conditions, please attached a separate document detailing the deviation for review.	☐

Please refer to the "Document for Submission (checklist)" to ensure a full set of documents is submitted together with the proposal as failure to submit any relevant document will affect how we assess the Tenderer.

9. Contact person for this RFQ

Technical/Business Contact		Procurement Contact	
Name	Roslee Mustaffa	Name	Joanne Tan
Designation	AM (FM)	Designation	AM (PRD)
Email	Roslee.mustaffa@mandai.com	Email	Joanne.tan@mandai.com
Contact number	86992341	Contact number	63602265

10. Personal data

We recognize the importance of an individual's privacy and personal data, our data protection policy outlines how we manage personal data, and it's available at <https://www.mandai.com/en/saving-wildlife/our-policies/data-protection.html>

In order to comply with personal data regulations, any personal information submitted in response to this tender may be anonymized, redacted or summarized to limit the amount of personal data collected and processes.

Personal data refers to any information that relates to an identifiable individual that may include, but not limited to personal identification number (NRIC), personal home address, resume/C.V., photographs, etc.

The submitted documents and information in response to this quotation/tender is solely for the purpose of evaluating the capabilities and suitability for the services.

For example: Personal data on ACRA Bizfile can be redacted.

Business Profile (Company) of SINGAPORE ZOOLOGICAL GARDENS
(197100104N) Date: 03/01/2013

Officers/Agents				
Name	ID	Nationality	Source of Address	Date of Appointment
Address		Position Held		
Director's Name	8621	SINGAPORE CITIZEN	ACRA	01/08/2010
		DIRECTOR		
Singapore (729826)				

- NRIC – please blank (redact) the 1st few digits, leaving the last 4 digits visible for verification.
- Home address – please leave the postal code visible for verification.

11. Policies

We conduct our businesses based on the policies found on MANDAI.com – [Our Policies](#) page.

12. If you have any access / login issues at e-procurement portal, please contact Sesami at the hotline / email found on the e-procurement portal page <https://sg.sesami.net/mandai/login.jsp> .

RFQ Scope and Price Template

Tenderers are required to quote for the following:

Scope of work: To Supply and Install ACMV Chilled Water Piping System at Penguin Cove Level 2 in Bird Paradise

Item	Specifications	Unit	Rate S(\$)	Total Amount S(\$)
a.	To provide transport, labour, tools and materials to extend existing ACMV Chilled Water Piping System at Penguin Cove, Level 2, ST3 landing area. To supply and install chilled water pipe from Penguin Kitchen to ST3 staircase landing area. (supply and return). Approximate distance from kitchen to ST3 is 25 metres. To include all accessories for the work - Gate valve x 4 nos. - Motorized valve with body x 1 set - Pressure gauge x 2 nos. - Temperature meter x 2 nos. - Y strainer x 1 set Testing and Commissioning	1 set		
b.	To supply and install Chilled Water Cassette Unit Capacity: 24K BTU - Install new drainage pipe to nearest drain line - Testing and Commissioning	1 set		
	Total			

Photos for Reference

S/N	Details	Picture Attachment
	Location: Penguin Cove, Level 2, ST3 Landing Area <u>Job:</u> To Extend ACMV Chilled Water Pipe into this area	