

27 July 2023

TO THE TENDERER

Dear Sir/Madam

**TENDER REFERENCE: 23/0007**

**TERM CONTRACT FOR SINGAPORE SPORTS SCHOOL LTD FOR (1) PROVISION OF CATERING SERVICES FOR A PERIOD OF THREE YEARS FROM 1 JANUARY 2024 TO 31 DECEMBER 2026 WITH AN OPTION TO EXTEND FOR ANOTHER THREE YEARS AND (2) OPERATION OF CAFÉ CUM BOOKSHOP FOR A PERIOD OF ONE YEAR FROM 1 JANUARY 2024 TO 31 DECEMBER 2024 WITH AN OPTION TO EXTEND ANNUALLY FOR UP TO A MAXIMUM OF FIVE YEARS**

**CLOSING DATE: 4 SEPTEMBER 2023 (MONDAY) at 1300 Hours**

**Invitation to Tender**

1 You are invited by Singapore Sports School Ltd (hereinafter referred to as “the School”) to submit a tender for the supply of services mentioned above.

**Tender Briefing**

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

Date :	2 August 2023 (Wednesday)
Time :	1500 hours
Venue :	Singapore Sports School, General Office, 1 Champions Way Singapore 737913

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

**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 services in accordance with the Tender Documents must be submitted by 4 September 2023 (Monday) at 1300 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 5 – Schedule of Tender;
- 7.3 Part 6 – Statement of Compliance;
- 7.4 Part 8 – Healthier Catering Declaration Form;
- 7.5 Declaration on Progressive Wage Mark eligibility under Annex I of Part 2 – Conditions of Contract;
- 7.6 Confidentiality and Data Protection Undertaking under Annex III of Part 2 – Conditions of Contract;
- 7.7 The Tenderer's business/operational proposal detailing how the provision of catering services shall be provided, including but not limited to:
  - variety, quality and nutritional value of proposed menus;
  - established procedures/processes for menu evaluation;
  - contingency plans;
  - food safety and hygiene;
  - service standards and performance quality;
  - sports nutrition education for student-athletes;
  - food waste management;
  - proposed organisation chart and all key personnel including site team(s) and headquarters support personnel; and
  - performance and quality assurance monitoring systems, etc.;
- 7.8 Relevant experience, track records and project references in the provision of in-house institutional catering services to educational, boarding, sports and relevant

institutions for the past three (3) years, using prescribed form attached in Part 7 – Track Records and References; and

- 7.9 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 Specification related: Lee Siew Yen  
Manager, Boarding and Business  
Telephone: 6761 8622  
Email: leesy@sportsschool.edu.sg
- 8.2 Administrative related: Pei Ling LOY Christine  
Senior Executive, Procurement  
Telephone: 6761 8679  
Email: christine\_loy@sportsschool.edu.sg

### **Non-Registered Contractors**

- 9 Non-registered contractors are advised to apply for registration at the earliest opportunity directly with the registration authority. If by the closing date of tender, the registration is still pending, a copy of the receipt for registration fee issued by the registration authority should be enclosed in the Tender Offer.

### **Corrigendum**

- 10 If there is any change or amendment of information to the tender before the closing date, notification will be given through the publication of the Corrigendum to the Tender Notice via email. Tenderers are advised to check the Tender Notice to ensure that the Corrigendum if any, has not been missed before submitting their Tender Offer.

**Enclosed Documents**

- 11 This Invitation to Tender includes the following documents:
- 11.1 Invitation to Tender covering letter;
  - 11.2 Part 1 – Instructions to Tenderers;
  - 11.3 Part 2 – Conditions of Contract;
  - 11.4 Part 3 – Requirement Specifications;
  - 11.5 Appendix 1 of Part 3 – Menu Specifications;
  - 11.6 Appendix 2 of Part 3 – Meal Planning Standards for Rally and Roar Cafe;
  - 11.7 Appendix 3 of Part 3 – Hygiene and Housekeeping Checklist;
  - 11.8 Appendix 4 of Part 3 – Operation of Demerit System;
  - 11.9 Part 4 – Form of Tender;
  - 11.10 Part 5 – Schedule of Tender;
  - 11.11 Part 6 – Statement of Compliance;
  - 11.12 Part 7 – Track Records and Project References; and
  - 11.13 Part 8 – Healthier Catering Declaration Form.