



24 June 2025

TO THE TENDERER

Dear Sir/Madam

**TENDER REFERENCE: 25/0008**

**DESIGN, SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF NETWORK INFRASTRUCTURE FOR SINGAPORE SPORTS SCHOOL INCLUDING PROVISION OF COMPREHENSIVE NETWORK MAINTENANCE SERVICES FOR A PERIOD OF THREE YEARS FROM DATE OF SUCCESSFUL COMMISSIONING WITH OPTION TO EXTEND FOR TWO ADDITIONAL YEARS**

**CLOSING DATE: 29 July 2025 (Tuesday) at 1300 Hours**

**Invitation to Tender**

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

**Tender Specifications**

- 2 The scope and nature of this tender are specified in the Part 2 Requirement Specifications.

**Eligibility and Evaluation Criteria**

- 3 Your Tender will be evaluated based on the Eligibility and Evaluation Criteria in the Requirements Specification.

**Submission of Tender**

- 4 Tenderers are advised to refer to Paragraph 4 of Part 1A – Instructions to Tenderers for details on submission of tender. Your tender offer for the supply of goods/services in accordance with the Tender Documents must be submitted by 29 July 2025 (Tuesday) at 1300 hours sharp. Late submission will **NOT** be accepted.

- 5 The Tenderer shall complete the prescribed Part 5 – Form of Tender without any alterations and submit the same in strict compliance with the instructions contained in this Invitation to Tender.
6. The Tenderer's Tender Proposal (including without limitation the Cost Schedules) are to be in the formats prescribed in the Guidelines for Tender in Part 3 of this Invitation to Tender and shall be attached to and submitted together with the Tenderer's completed Part 5 – Form of Tender. The Tenderer's Tender shall also strictly follow all the instructions contained in this Invitation to Tender (including without limitation these Instructions to Tenderers, the Requirement Specifications in Part 2, and the Guidelines for Tender in Part 3).

### **Enquiries**

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

7.1 Specification related: Lee Wee Boon  
Assistant Manager, Information Technology  
Telephone: 6761 8640  
Email: lee\_wee\_boon@sportsschool.edu.sg

7.2 Administrative related: Colin Soh  
Manager, Procurement  
Telephone: 6761 8667  
Email: colin\_soh@sportsschool.edu.sg

### **Non-Registered Contractors**

- 8 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**

- 9 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**

- 10      This Invitation to Tender includes the following documents:
- 10.1    Invitation to Tender cover letter;
  - 10.2    Part 1A – Instructions to Tenderers;
  - 10.3    Part 1B – Conditions of Contract;
  - 10.4    Part 1C – Conditions of Software and Hardware Maintenance and Support
  - 10.5    Part 2 – Requirement Specifications;
  - 10.6    Part 2 – Annexes Requirement Specifications;
  - 10.7    Part 3 – Guidelines for Tender;
  - 10.8    Part 3 Annex E – Price Schedules;
  - 10.9    Part 4 – Eligibility and Evaluation Criteria; and
  - 10.10   Part 5 – Form of Tender.