

24 September 2025

TO THE TENDERER

Dear Sir/Madam

**TENDER REFERENCE: 25/0019**

**PROVISION OF MICROSOFT 365 SOFTWARE LICENCES FOR SINGAPORE SPORTS SCHOOL LTD  
FOR A PERIOD OF THREE YEARS FROM 16 DECEMBER 2025**

**CLOSING DATE: 24 OCTOBER 2025 (FRIDAY) 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 goods and/or services mentioned above.

**Tender Specifications**

2 The scope and nature of this tender are specified in Part 3 of the Invitation to Tender.

**Eligibility and Evaluation Criteria**

3 Your Tender will be evaluated based on the Eligibility and Evaluation Criteria in Part 3 of the Invitation to Tender.

**Submission of Tender**

4 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 24 October 2025 (Friday) before 1300 hours. Late submission will **NOT** be accepted.

5 The following documents need to be submitted as part of the tender offer:

- 5.1 Part 4 – Form of Tender;
- 5.2 Part 5 – Schedule of Tender;
- 5.3 Part 6 – Statement of Compliance;

- 5.4 Declaration on Progressive Wage Mark eligibility under Annex I of Part 2 – Conditions of Contract;
- 5.5 Confidentiality & Data Protection Undertaking under Annex II of Part 2 – Conditions of Contract;
- 5.6 Supporting document that the Tenderer is a Principal Provider or an Authorised Reseller to provide the above listed software licenses subscriptions; and
- 5.7 Any other additional information that is relevant to and/or required for the proposal.

### **Enquiries**

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

Lee Li Lian  
Senior Manager, Procurement  
Email: lee\_li\_lian@sportsschool.edu.sg

### **Corrigendum**

- 7 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**

- 8 This Invitation to Tender includes the following documents:
- 8.1 Invitation to Tender cover letter;
  - 8.2 Part 1 – Instructions to Tenderers;
  - 8.3 Part 2 – Conditions of Contract;
  - 8.4 Part 3 – Requirement Specifications;
  - 8.5 Part 4 – Form of Tender;
  - 8.6 Part 5 – Schedule of Tender; and
  - 8.7 Part 6 – Statement of Compliance.