

**PART 4  
FORM OF TENDER**

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PART 4 FORM OF TENDER

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To : Singapore Sports School Ltd  
1 Champions Way  
Singapore 737913

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From:

Name(s) of Tenderer(s) <sup>1</sup>: \_\_\_\_\_

Address of Tenderer(s): \_\_\_\_\_

Contact Person and Email Address: \_\_\_\_\_

Tel No/DID No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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**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**

1 We offer and undertake on your acceptance of this Tender Offer to supply goods and services as specified in the Requirements Specifications in accordance with the Instructions to Tenderers in your Invitation to Tender and the terms and conditions as agreed upon between you and us.

2 Our Tender Offer is fully consistent with Clause 4 (Compliance with Instructions) of the Instructions to Tenderers.

3 Where required by you, we shall execute a formal agreement in the appropriate form incorporating the terms and conditions as agreed upon between you and us. Until the said formal agreement is executed, this Tender Offer together with your written acceptance, shall constitute a binding agreement between us.

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<sup>1</sup> If the Tender Offer is submitted by a consortium, each member of the consortium shall be named. The Lead Member of the consortium shall submit the Tender Offer on behalf of the consortium members. Documentary proof must be provided that the Lead Member is authorised by all members of the consortium to submit, sign the Tender Offer, receive instructions, give any information, accept any contract and act for and on behalf of all the members of the consortium. Each member of the consortium shall be listed. For example, the Name(s) of Tenderer(s) field should read "[Name of Lead Member], acting in its own name and in the name and for and on behalf of [Name(s) of other Consortium Member(s)]".

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4 OUR OFFER IS VALID FOR the Validity Period as specified in the Invitation to Tender and for any such extension of the period as may be agreed in writing by the Tenderer at the request of the School.

5 Our price (herein referred to as "the Contract Price") for the goods and services to be supplied by us is tabulated in Part 5 – Schedule of Tender.

6 We further undertake to give you any further information which you may require.

7 We understand that you are not bound to accept the lowest or any Tender Offer you may receive. The undersigned, confirm, after personal scrutiny that the documents used by the undersigned compiling this Invitation to Tender are true copies of the documents included in the Tender Document.

8 We undertake if our Tender Offer is accepted to commence the delivery of the goods and services on the date or dates specified in the Letter of Acceptance/Purchase Order.

9 We warrant, represent and declare that we have the power to enter into, perform and deliver, and have taken all necessary action to authorise our entry into, performance and delivery of, the binding agreement upon your written acceptance of our Tender Offer.

10 We declare that neither we and any of our partners/directors and first-level sub-contractor(s) have been debarred or currently under investigation for debarment from participating in any public sector contracts.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Tenderer's (as \*Principal/Agent)  
Company or Business Registration No:

Tenderer's official Stamp<sup>2</sup>:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorised Signature<sup>2</sup>

\_\_\_\_\_  
Name & Designation

(\*Delete whichever is not applicable)

\_\_\_\_\_  
<sup>2</sup> The Lead Member's registration number, official stamp and authorised signature must be provided.

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**PARTICULARS OF TENDERER**

<b>Name of Tenderer:</b>
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**DETAILS OF COMPANY'S SHARE OWNERSHIP**

The Tenderer is required to indicate the name and address of any person, company or corporation which owns, whether directly or indirectly, **at least 50%** of the total number of shares in the Tenderer.

Name of Person, Company or Corporation	Address	Share Holding		
		Quantity	Percentage	Class

**CONTACT PERSON**

Name(s): \_\_\_\_\_

DID No: \_\_\_\_\_

HP No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Email : \_\_\_\_\_