

27 October 2025

TO THE TENDERER

Dear Sir/Madam

TENDER REFERENCE: 25/0029

TERM CONTRACT FOR PROVISION OF LANDSCAPE MAINTENANCE SERVICES FOR SINGAPORE SPORTS SCHOOL LTD FOR A PERIOD OF TWO (2) YEARS AND SIX (6) MONTHS FROM THE DATE OF AWARD

CLOSING DATE: 28 NOVEMBER 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 Briefing

2 The tender briefing will be conducted on **30 October 2025 (Thursday) at 1400 hours** at Singapore Sports School, AVA Theatre at level 3 of School Block, 1 Champions Way Singapore 737913.

3 Attendance of the tender briefing is **compulsory** for participation in this Invitation to Tender.

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 goods/services in accordance with the Tender Documents must be submitted by **28 November 2025 (Friday) at 1300 Hours** sharp. Late submission will **NOT** be accepted.

7 The following documents need to be submitted as part of your tender offer:

- 7.1 Part 4 – Form of Tender;
- 7.2 Part 6 – Information to be submitted by Tenderers;
- 7.3 Part 7 - Statement of Compliance;
- 7.4 The Tenderer's proposal to include but not limited to:
 - i. Tenderers' understanding of the School's operation and how the landscaping maintenance services can be implemented without any disruption to the School's operation;
 - ii. Tenderers' competency to identify any safety hazards and precautionary measures including and not limited to the following landscape maintenance services to:
 - (a) Grass Areas
 - (b) Trees
 - (c) Shrubs, Hedges, Groundcovers and Potted Plants
 - (d) Community Garden, Therapeutic Garden and Fishpond
 - (e) Indoor Plants
- 7.5 Relevant qualification, experience, role, credentials, licences of lead personnel and project team members;
- 7.6 Relevant completed and ongoing track records and project references in providing landscape maintenance services of similar nature and complexity to educational institutions/sports complex/boarding house in the last three (3) years from the closing date of the tender;
- 7.7 Suitable solutions in the aspect of either method of approach and/or equipment/ technology/ automation. Tenderers must illustrate that the

solutions either (1) increase productivity in the project; and/or (2) effective usage of automation where applicable and thus optimize manpower and time required to complete the work. Proposed solutions shall be implemented by the contractor upon award of the contract;

- 7.8 Documentation for the register on Landscape Company Registration Scheme (LCR) for two (2) consecutive cycles (i.e. current and preceding) or have received an exemption letter issued by the Ministry of Manpower;
- 7.9 Declaration on Progressive Wage Mark eligibility under Annex I of Part 2 – Conditions of Contract;
- 7.10 Confidentiality & Data Protection Undertaking under Annex II of Part 2 – Conditions of Contract
- 7.11 Any other additional information that is relevant to the proposal.

Enquiries

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

- 8.1 Administrative related: Colin Soh
Manager, Procurement
Telephone: 67618667
Email: colin_soh@sportsschool.edu.sg

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 1 – Instructions to Tenderers;
 - 10.3 Part 2 – Conditions of Contract;
 - 10.4 Part 3 – Requirement Specifications;
 - 10.5 Part 4 – Form of Tender;
 - 10.6 Part 5 – Schedule of Rates;
 - 10.7 Part 6 - Information to be submitted by Tenderers; and
 - 10.8 Part 7 – Statement of Compliance.