

14 March 2025

Dear Sir/Madam

TENDER REFERENCE: 24/0054

You are invited by the Singapore Sports School Ltd (hereinafter referred to as the “School”) to tender for the **DESIGN, DEVELOPMENT, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF AN INTEGRATED SOFTWARE AS A SERVICE SYSTEM FOR FINANCE, HUMAN RESOURCE AND PROCUREMENT FOR SINGAPORE SPORTS SCHOOL LIMITED FOR A PERIOD OF THREE YEARS WITH OPTION TO EXTEND FOR TWO ADDITIONAL YEARS**, according to the Invitation to Tender.

2 This Invitation to Tender contains the following:

Covering Letter with the following prescribed form

- Annex I (Undertaking Safeguard Confidential Information)

Part 1

Section A – Instructions for Tenders

Section B – Conditions of Contract

Part 2

Requirements Specification

Annex A to Requirements Specification

Part 3 – Eligibility and Evaluation Criteria

Part 4 – Form of Tender

Part 5 – Cost Schedule

Part 6 – Information and Documents to be Submitted

3 Your Tender Offer must be submitted in accordance with Part 1, Section A (Instructions for Tenders). Submission will **not** be accepted after the Closing Date and Time.

4 Tenderers are to attend a compulsory tender briefing:

Date: 25 March 2025 (Tuesday)

Time: 1430 hours

Venue: General Office, Singapore Sports School Ltd

5 The maximum attendees for the tender briefing are four (4) persons. Tenderers must send their RSVPs via email with the Subject “[**TENDER REFERENCE: 24/0054**]**TENDER BRIEFING – <Firm Name>**” by 24 March 2025 (Monday) at 1700 hours. The email shall include:

- Full name of attendee(s)
- Designation of attendee(s)
- Contact Information (email address and mobile number)
- Signed copy of Annex I (Undertaking Safeguard Confidential Information)

The RSVPs shall be sent to Mr Colin Soh (**colin_soh@sportsschool.edu.sg**) and **submit_your_tender@sportsschool.edu.sg**

6 All clarification regarding the Invitation to Tender should be made in writing **via email** and directed to Lee Li Lian (**lee_li_lian@sportsschool.edu.sg**).

7 The deadline for clarification is seven (7) days before the Tender Closing Date and Time. Clarification via telephone will **not** be entertained.

Yours faithfully,

LEE LI LIAN

SENIOR PROCUREMENT MANAGER

SINGAPORE SPORTS SCHOOL LTD

Note: This is an electronic document. No signature is required.

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