

## FORM OF TENDER

To:  
Dean & CEO  
Civil Service College (“the College”)  
31 North Buona Vista Road  
Singapore 275983

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

Address:

**TENDER NO: \_\_\_\_\_**  
**TENDER FOR THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE NEW WEBSITE FOR CIVIL SERVICE COLLEGE**

1 We, \_\_\_\_\_<sup>2</sup> (Name(s) in Block Letters) hereby offer and undertake on the acceptance of this tender to supply goods and services as specified in the Requirement Specifications including Annexes and Schedules, Instructions to Tenderer and Conditions of Contract.

2 Our Tender is fully consistent with and does not contradict or derogate from anything in the Instructions to Tenderer and Conditions of Contract or downgrade anything in your Requirement Specifications. You are entitled to reject our tender if it is inconsistent with or contradict or derogate from anything in the Instructions to Tenderer and Conditions of Contract or downgrade anything in the Requirement Specifications including Annexes and Schedules.

3 We undertake that we shall as and when required by you to execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed upon between the College and us. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.

4 OUR OFFER IS VALID FOR NINETY (90) CALENDAR DAYS FROM THE CLOSING DATE OF THIS TENDER.

5 We agree that as and when requested by the College we shall extend the validity of this offer for one or more periods not exceeding in total three (3) calendar months.

6 Our price (herein referred to as "the Contract Price") for the goods and services to be supplied by us is Singapore Dollars \_\_\_\_\_ (S\$ \_\_\_\_\_) for Development, Installation, Testing, Implementation and System Warranty of the new CSC Website and Year 1 to 4 Annual System Maintenance & Support.

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<sup>1</sup> If the tender is submitted by a consortium, each member of the consortium shall be named.

<sup>2</sup> If the tender is submitted by a consortium, the Lead Member of the consortium shall submit the tender 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, receive instruction, give any information, accept any contract and act for and on behalf of all the members of the consortium. For example, paragraph 1 in this Form of Tender should read “We, (Name of Lead Member), acting for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) ...”

7 A breakdown of the Contract Price for the goods and services is given in the Cost Schedules attached hereto.

8 We agree to be bound to the prices stated in the Cost Schedules for the whole Contract Period.

9 We are registered/not registered\* with \_\_\_\_\_(Name of Government Registration Authority) under the following supply category/head(s) as specified in the Invitation to Tender:

Supply Category/Head	Financial Category	Expiry

(If the tender is submitted by a consortium, the registration status of every member in the consortium must be listed.)

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

11 We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of \_\_\_\_\_<sup>3</sup> (Insert Name of firm, company or consortium).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Tenderer's (as \*Principal/Agent)  
Company or Business Registration No<sup>4</sup>:

Tenderer's official  
Stamp<sup>4</sup>:

Authorised Signature<sup>4</sup>  
Name :  
Designation :

(\*Delete whichever is not applicable)

**NOTICE** : This Form duly completed MUST accompany every Tender Proposal. Any change to its wordings may render the Tender liable to DISQUALIFICATION.

<sup>3</sup> If the tender is submitted by a consortium, the tender shall be submitted by the Lead Member on behalf of all members of the consortium. Each member of the consortium shall be listed. For example, "... for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) ..."

<sup>4</sup> The Lead Member's registration number, official stamp and authorised signature must be provided.