

REQUIREMENT SPECIFICATIONS FOR THE DESIGN & SUPPLY OF ART PIECES

1. We are pleased to invite you to submit an offer for the requirements stated as follows:

Section A: Contact Details	
Contact Information 1:	Name: Michael Ee Designation: Art Teacher Contact No: 6250 0022 (extension 223) Email: michael.ee@sjj.edu.sg
Section B: Requirement Specifications	
Description	Design and Supply of 5 Art Pieces
Objectives & Outcomes	<ol style="list-style-type: none"> 1. The School will commission a series of artwork to commemorate SJJ's 170th Anniversary in 2022. 2. These art pieces are meant to: <ol style="list-style-type: none"> a) Portray the history of the school by capturing the significant SJJ experiences to promote understanding and appreciation of the school's heritage and culture. b) Depict the significant moments in our Founder, St. John Baptist De La Salle's life.
Target Group	Students, staff, parents and visitors to the school
Scope of Requirements	<p><u>Concept, Design & Layout</u></p> <p>General Scope:</p> <p>The Contractor shall conceptualise a series of 5 pieces of artwork to be placed around the School's premises that is aligned to the objectives and content provided.</p> <p>Each piece is estimated to be between 5 metres (length) and 3 metres (height).</p> <p>Please refer to <u>Annex A</u> for the detailed design brief.</p> <p>If there is a need for the Contractor to utilise existing resources from the School's collection while conceptualising the art pieces, the following conditions shall govern the Contractor's use of the Resources. This could include artefacts, photographs, documents, audio-visual records, digital/online records and physical artefacts (collectively, "the Resources").</p> <ol style="list-style-type: none"> (a) A list of the existing resources shall be provided to the Contractor after the award of the ITQ. (b) The Resources shall remain the property of the School and title to the resources shall not pass to the Contractor at any time. All intellectual property rights in and to the Resources shall not pass to the Contractor by reason of this Contract. (c) The Contractor shall only use the Resources for the purpose of performing its obligations under this Contract and any other purposes as may be directed by the School in writing ("Authorised Purpose"). (d) The Contractor shall be responsible for the care and maintenance of all and any of the Resources, and shall take reasonable care of the Resources.

	<p>(e) The Contractor shall procure and ensure that its employees, servants, sub-contractors or agents (the “Contractor Parties”) shall: (a) only use the Resources for the Authorised Purpose, (b) not duplicate, adapt or transfer the Resources into any other format without the written consent of School except in performing the Contractor’s obligations under the Contract, and (c) take reasonable care in handling and maintaining the Resources.</p> <p>(f) The Contractor shall return to the School, or if so directed by School delete all copies and records of, the Resources after the completion of the Contract.</p> <p>(g) The Contractor shall be liable for, and shall reimburse the School on demand for, any loss or damage to the Resources arising from the Contractor’s acts or failures, or the acts or failures of the Contractor Parties, to take reasonable care of the Resources, unless the Contractor can show that it is not due to the negligence, unlawful or wrongful action or omission, fraud, bad faith, wilful misconduct or breach of any duty of any of the Contractor Parties.</p>
<p>Design and Production Work</p>	<p>The Contractor who is awarded the contract shall provide up to 3 design concepts, based on the requirements set out in this document and contents provided by School, for selection.</p> <p>Based on the final chosen design concept, the Contractor shall commence on the actual artworks.</p>
<p>Intellectual Property (IP)</p>	<p>Nothing in this Contract shall affect any person’s right to own or license Background IP. The Contractor shall not deal with any Background IP belonging to the School in any manner other than for the purposes of fulfilling its obligations under this Contract.</p> <p>All Foreground IP created by the Contractor, its subcontractor or supplier shall vest in the School. The Contractor shall, by way of present assignment of future IP, do all things necessary to ensure that all Foreground IP is assigned to the School absolutely. The Contractor shall do all such things and to sign and execute all such documents as may reasonably be required in order to perfect, protect or enforce any of the Foreground IP assigned and granted to the School.</p> <p>The Contractor shall obtain for and grant to the School and its agent, free of any additional charge, a Singapore, perpetual, non- exclusive licence, to use all Background IP owned by or licensed to the Contractor, its subcontractor or supplier.</p> <p>If the Contractor, its subcontractor or supplier intends to sell or transfer their Background IP, the Contractor shall ensure that the purchaser of the Background IP and every successor in title to the interest in the Background IP has prior written notice of the licence that the Contractor, its subcontractor or supplier has granted to the School.</p> <p>If any licence granted or obtained for Background IP is registrable under any IP registration system in Singapore, the Contractor shall:</p> <p>a) register the licence under the IP registration system in Singapore; and</p> <p>b) deliver copies of documentary proof of such licence registration to the School as soon as possible.</p>

	<p>For the purposes of this Clause, the following terms shall be defined as follows:</p> <p>(a) “Background IP” means IP which is created prior to or independently of this Contract.</p> <p>(b) “Foreground IP” means IP which results from or is generated pursuant to or for the purpose of this Contract.</p> <p>(c) “IP” means intellectual property and shall include patents, copyright and industrial design.</p>															
<p>Project Time Line</p>	<p>Project shall commence upon issuance of Letter of Acceptance (LOA) via GeBIZ.</p> <p>Bidders may counter propose minor changes to the timeline below, whilst adhering to the completion deadline.</p> <table border="1" data-bbox="437 701 1385 1122"> <thead> <tr> <th data-bbox="437 701 517 748">S/N</th> <th data-bbox="517 701 916 748">Project Milestones</th> <th data-bbox="916 701 1385 748">Estimated Completion Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="437 748 517 837">1</td> <td data-bbox="517 748 916 837">Submission of up to 3 design concepts</td> <td data-bbox="916 748 1385 837">[8] weeks after issuance of Letter of Acceptance</td> </tr> <tr> <td data-bbox="437 837 517 927">2</td> <td data-bbox="517 837 916 927">Confirmation of final design concept</td> <td data-bbox="916 837 1385 927">[16] weeks after issuance of Letter of Acceptance</td> </tr> <tr> <td data-bbox="437 927 517 1016">3</td> <td data-bbox="517 927 916 1016">Approval for commencement of work</td> <td data-bbox="916 927 1385 1016">[18] weeks after issuance of Letter of Acceptance</td> </tr> <tr> <td data-bbox="437 1016 517 1122">4</td> <td data-bbox="517 1016 916 1122">Completion of works (Installation of Artworks at sites)</td> <td data-bbox="916 1016 1385 1122">[26] weeks after issuance of Letter of Acceptance</td> </tr> </tbody> </table>	S/N	Project Milestones	Estimated Completion Timeline	1	Submission of up to 3 design concepts	[8] weeks after issuance of Letter of Acceptance	2	Confirmation of final design concept	[16] weeks after issuance of Letter of Acceptance	3	Approval for commencement of work	[18] weeks after issuance of Letter of Acceptance	4	Completion of works (Installation of Artworks at sites)	[26] weeks after issuance of Letter of Acceptance
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<p>Location and Venue</p>	<p>Please refer to Annex A (detailed design brief)</p>															
<p>Mandatory Site Visit</p>	<p>Interested suppliers are to attend a mandatory site visit prior to submission of the bids.</p> <p>Details of the site visit are:</p> <p style="padding-left: 40px;">Date: 22 July 2021</p> <p style="padding-left: 40px;">Time: 10am</p> <p style="padding-left: 40px;">Reporting Venue: SJI Administration Office</p> <p style="padding-left: 40px;">School Address: 38 Malcolm Road, Singapore 308274</p> <p>Please register for the site visit by emailing the following details to Mr. Michael Ee @ michael.ee@sj.edu.sg (email) by 19 July 2021</p> <p style="padding-left: 40px;">Name of Company:</p> <p style="padding-left: 40px;">Name of Representative(s):</p> <p style="padding-left: 40px;">Contact Number(s):</p> <ul style="list-style-type: none"> • Suppliers will be allocated time to take necessary measurements during the site visit. • Representatives are advised to be punctual as latecomers will not be entertained. 															

	<ul style="list-style-type: none"> Please note that any requests for alternative dates for the site visit will not be entertained. Bidders who fail to attend the site visit shall be disqualified. 												
Track Record	Suppliers should have at least 1 years of experience in the creative/media/art/design industry. Please list down the completion of similar projects in the industry for the last 1 year.												
Submission of Documents	<p>Suppliers shall submit the following data or documents together with their proposals for evaluation.</p> <ol style="list-style-type: none"> <u>Proposal</u> A design proposal limited to one A4-sized paper with a description of the design concept and type of material/medium used for each art piece. No detailed artwork is required at this stage. <u>Price Schedule</u> Supplier shall submit the Price Schedule duly completed in Appendix A or submit equivalent price information in their proposal. <u>Artist/Designer Profile and Track Record</u> Supplier shall submit the artist's/designer's profile and track record, including portfolio (photos) of similar projects, testimonials, feedback, awards and references (to provide references for verification) for at least the stated number of years in similar projects, in Appendix B - Table 1. <u>Project Timeline</u> Supplier shall submit a project timeline for the installation phase commencing from the acceptance of the design to completion of works. 												
Section C: Evaluation Criteria													
Critical Evaluation Criteria	Bidders must have attended the mandatory site visit.												
Other Evaluation Criteria	<table border="1"> <thead> <tr> <th>Item</th> <th>Criteria</th> <th>Weightings</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price</td> <td>35%</td> </tr> <tr> <td>2</td> <td>Quality of proposed concept plan <ul style="list-style-type: none"> Clarity of proposed outline, relevance and alignment with School's objectives and needs. </td> <td>35%</td> </tr> <tr> <td>3</td> <td>Artist/Designer profile and track record <ul style="list-style-type: none"> Artist's/Designer's background, understanding of the school and portfolio of similar projects in the past years </td> <td>30%</td> </tr> </tbody> </table>	Item	Criteria	Weightings	1	Price	35%	2	Quality of proposed concept plan <ul style="list-style-type: none"> Clarity of proposed outline, relevance and alignment with School's objectives and needs. 	35%	3	Artist/Designer profile and track record <ul style="list-style-type: none"> Artist's/Designer's background, understanding of the school and portfolio of similar projects in the past years 	30%
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Section D: Instructions to Supplier													
Closing date and time for the submission of proposals	<p>The closing date and time are as stated below: Closing Date 29 July 2021 Closing Time 1100hrs Via email : michael.ee@sjl.edu.sg</p>												
Validity period of proposals	The validity of a supplier's proposal (including that supplier's price proposal): 60 days												

Submission of Price Proposals	<p>Interested suppliers shall quote on a per art piece basis (with detailed breakdown to be submitted using the Price Schedule in Appendix A), exclusive of GST, and indicate if GST is applicable.</p> <p>Any proposal submitted after the closing date stated will not be considered.</p>									
Acceptance of Proposal	<ol style="list-style-type: none"> 1. The School reserves the right to accept the whole or any part(s) of the Proposals of one or more Suppliers as the School may decide in its absolute discretion, provided that the School shall not exercise this right to — <ol style="list-style-type: none"> a) accept only certain part(s) of a Supplier's Proposal if the Proposal expressly states that it is subject to the condition that the School accepts the whole Proposal; and b) accept the Proposals of two or more Suppliers unless all of those Proposals do not expressly state that the Proposal is subject to the condition that the School shall not accept, whether in whole or in part, any other Proposal. 2. The School shall be under no obligation to accept the lowest or any Proposal. 3. The issue by the School of a Letter of Acceptance accepting the Supplier's Proposal or part of it shall create a binding Contract on the part of the Supplier to supply to the School the Goods and/or Services. 									
Payment Mode	<ol style="list-style-type: none"> 1. The Contractor is to render progressive bills based on the actual works performed and completed, subject to acceptance of the works by the School for each progress, as follows: <table border="1" data-bbox="435 1093 1358 1379" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Stage</th> <th style="text-align: center;">Description of Services</th> <th style="text-align: center;">Fee Payable (%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>DESIGN PHASE Completion and acceptance of detailed concept and design proposal.</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td>INSTALLATION PHASE Completion and acceptance of works</td> <td style="text-align: center;">70</td> </tr> </tbody> </table> 1. The Contractor shall render a bill to the School only upon full delivery of all goods and services to be provided under the Contract. 2. The Contractor must accept payment through Inter-Bank GIRO, and would be required to set up a vendor record with the School to authorise the School for payment to be made directly to the Contractor's bank account, upon receipt of Letter of Acceptance. 3. Payment for services rendered will be subject to withholding tax (if applicable) in accordance to Singapore tax law. When submitting their proposals, suppliers should declare if they are subject to withholding tax. 	Stage	Description of Services	Fee Payable (%)	1	DESIGN PHASE Completion and acceptance of detailed concept and design proposal.	30	2	INSTALLATION PHASE Completion and acceptance of works	70
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For Enquiries	<p>If you need further clarifications, you may contact the officers stated in Section A (Contact Details) above.</p>									

Price Schedule

Bidders shall price the following items based on the requirement specifications as spelt out in Part 3. The price quoted shall also include all costs of labour, installation and all incidences related to the works for the development of the gallery.

- Name of Company/Person: _____
- Please fill in and submit this Price Schedule with all other supporting documents.
- All amount quoted shall be in Singapore dollars.
- The price offers are as follows:

Item No.	Description	Quantity	Unit of Measurement	Total Price (excluding GST)	Total Price (including GST)
1	[Artwork 1]	1	Piece		
2	[Artwork 2]	1	Piece		
3	[Artwork 3]	1	Piece		
4	[Artwork 4]	1	Piece		
5	[Artwork 5]	1	Piece		

Table 1 – Artist’s/Designer’s Track Records & Design Portfolio (in similar projects in the industry)

Project Description (Highlights of project)	Project Period		Project Value	Name of Organisation Contact Details: 1. Name of Contact Person 2. Email ID if any 3. Contact No. (to include reference, testimonial, if any)
	From (DDMMYYYY)	To (DDMMYYYY)		