

## **COVER LETTER**

8 November 2021

Dear Sir/Madam,

### **INVITATION TO QUOTE (“ITQ”) FOR SUPPLY AND DELIVERY FOR 70 UNITS OF MICROSCOPES**

The Visitor in Singapore of The Christian Brothers’ Schools, who is the owner of St. Joseph’s Institution (the “School”) would like to invite you to quote for the provision of the above-mentioned goods and services. The scope and details of the requirements are set out in Annex C of this ITQ.

2. The documents enclosed in this Invitation include:
  - a) Annex A Instructions to Suppliers for ITQ
  - b) Annex B Quotation Conditions of Contract (QCOC)
  - c) Annex C Requirement Specifications
  - d) Annex D Price Proposal Form
3. Submit all Proposals, including Annex D (Price Proposal Form) and the documents listed in Section D of Annex C (Requirement Specifications of Suppliers) of this ITQ, electronically through email (**procurement@sjj.edu.sg**) by the stated date and time. The School will not accept late submissions or submissions submitted through other means.
4. All Proposals shall comply with the terms and conditions as set out in the Instructions to Suppliers. The School further reserves the right to accept such portion of each Proposal as the School may decide.
5. Direct all queries with regard to this ITQ to the contact persons given at Annex C.

Yours faithfully

Lawrence Ong  
Laboratory Technician

**INSTRUCTIONS TO SUPPLIERS FOR INVITATION TO QUOTE (“ITQ”)**

**1. DEFINITIONS**

1.1 Unless the context otherwise requires, the terms referred to in these Instructions to Suppliers shall have the same meaning as that used in the Quotation Conditions of Contract set out in Annex B of this ITQ. Additionally, the following definitions shall apply unless the context otherwise requires:

- (a) “Supplier” means a person or its permitted assigns and successors submitting a Proposal in response to this ITQ offering to provide the Goods or Services, and shall be deemed to include two or more persons if appropriate.
- (b) “Proposal” means a Supplier’s quotation in response to this ITQ.
- (c) “Requirement Specifications” means the Requirement Specifications set out in Annex C of this ITQ.

1.2 Words importing the singular only shall also include the plural and vice versa where the context so requires.

1.3 The headings in these Instructions to Suppliers are for convenience of reference only and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction of these Instructions to Suppliers.

**2. SUBMISSION OF PROPOSAL**

2.1 Unless otherwise specified by the School, Suppliers shall submit their complete Proposal through email, including all documents as may be required in the Requirement Specifications as attachments.

2.2 All Proposals shall be submitted before the closing date and time of this ITQ as stated in the corresponding notice.

2.3 Validity Period: Proposals shall remain valid for acceptance for the period stated in the notice on upon the closing date of this ITQ and during such further period as may afterwards be agreed to separately in writing by the Supplier at the request of the School.

**3. COMPLIANCE WITH INSTRUCTIONS**

3.1 Any Proposal which is not submitted according to the instructions contained and in the form(s) prescribed in this Invitation to Quote is liable to be rejected.

3.2 The Supplier’s Proposal shall include at least one offer which:

- (i) Is submitted according to the instructions contained and in the form(s) prescribed in this Invitation to Quote; and
- (ii) Does not attempt to vary any provision of and which fully complies with this Invitation to Quote.

3.3 Subject to compliance with clause 3.2, the Supplier may submit alternative Proposal(s) which include qualifications or variations to any provision of this Invitation to Quote or which do not fully comply with the Requirement Specifications.

3.4 Failure to comply with clause 3.2(i), may render the Offer (including all alternative offers) liable to be rejected.

#### **4. CONTRACT RATE**

4.1 The rates quoted in the Price Proposal Form set out in Annex D of this ITQ shall be deemed to include, but not be limited to, the Supplier's overheads (including but not limited to travelling expenses, transport expenses, employment expenses, tools, plant and cartage) and profits, the costs of complying with all relevant laws and regulatory requirements, all administrative costs, and the supply of all Goods or Services and all necessary materials, spares and labour. The Supplier shall factor into the Contract Rate all reasonable risks and expenses.

#### **5. GOODS AND SERVICES TAX**

5.1 The Supplier shall include in the rates quoted in the Price Proposal Form set out in Annex D of this ITQ the GST chargeable for the supply of Goods or Services required in this ITQ. All rates quoted shall include both pre-GST and GST.

5.2 If the successful Supplier is a taxable person under the GST Act, the School shall reimburse it for the GST charged on the supply of Goods and Services provided pursuant to this ITQ.

5.3 The Supplier shall declare its GST status in its Proposal. The Supplier shall clearly indicate whether it is, or will be, a taxable person under the GST Act. The Supplier shall, if applicable, furnish its GST registration number to the School.

5.4 A Supplier who declared itself to be a non-taxable person under the GST Act but who becomes a taxable person at any time thereafter shall forthwith inform the School of its change in GST status. The Supplier shall be entitled to reimbursement from the School of any GST charged on the supply of Goods or Services made by it after its change in GST status.

#### **6. ACCEPTANCE OF PROPOSAL**

6.1 The School reserves the right to accept **the whole or any part(s)** of a Supplier's Proposal as it may decide in its absolute discretion, provided that the School shall not exercise this right to 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.

6.2 The School shall be under no obligation to accept the lowest priced or any Proposal.

6.3 The issuance by the School of a Letter of Acceptance or Purchase Order accepting the Supplier's Proposal or part of that Proposal shall create a binding contract (to the extent accepted by the School) between the School and such Supplier. The Quotation Conditions of Contract set out in Annex B of this ITQ shall apply to such contract.

**7. NOTIFICATION**

7.1 Notification will not necessarily be sent to unsuccessful Suppliers by the School.

**8. CORRIGENDA**

8.1 The School reserves the right to amend any terms in, or to issue supplementary terms to, this ITQ at any time prior to the closing date and time of this ITQ.

**9. OWNERSHIP OF DOCUMENTS**

9.1 All documents submitted by the Supplier in response to this ITQ shall become the property of the School. However, intellectual property in the information contained in the Proposal submitted by the Supplier shall remain vested in the Supplier. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Supplier and the School.

**10. THE AUTHORITY'S CLARIFICATIONS OF THE SUPPLIER'S PROPOSAL**

10.1 In the event that the School seeks clarification on any aspect of the Supplier's Proposal, the Supplier shall provide full and comprehensive responses within three (3) working days of notification.

**11. EXPENSE OF SUPPLIER**

11.1 In no case will any expense incurred by the Supplier in the preparation or submission of its Proposal or subsequent clarifications be borne by the School.

**12. DISCLAIMER**

12.1 This ITQ may not contain all information, which Suppliers may require. Suppliers should therefore make their own inquiries and seek such clarifications they think necessary. The School shall not be liable to any Supplier for any information in this ITQ which is incomplete or inaccurate.

**13. APPLICABLE LAW**

13.1 All Proposals submitted pursuant to this ITQ and any resultant contracts shall be governed by the laws of the Republic of Singapore.

Should your offer be accepted, the Terms and Conditions as set out in this Section shall govern the Contract between the School and your company.

**1. DEFINITIONS**

In this Conditions, unless the context otherwise requires:

- (a) "School" means The Visitor in Singapore of The Christian Brothers' Schools, who is the owner of St. Joseph's Institution, and includes any person authorised by the School to act on its behalf.
- (b) "Contract" includes the School's ITQ Message, the Contractor's Proposal or offer, these Conditions of Contract, the specifications and samples, Letter of Acceptance/Purchase Order, or any Orders issued by the School to the Contractor for the supply of the Goods and/or performance of Services.
- (c) "Contract Price" means the price quoted in the Price Proposal Form set out in Annex D of this ITQ, exclusive of the Singapore Goods and Services Tax payable to the Contractor for the full and proper performance by the Contractor of his part of the Contract as determined under the provisions of the Contract and in law.
- (d) "Contractor" means the successful supplier who has been awarded the Contract by the School.
- (e) "Goods" means all goods, including parts or units thereof, which the Contractor is required to supply under the Contract.
- (f) "Services" means the work which the Contractor is required to perform under the Contract.

**2. SCOPE OF CONTRACT**

- 2.1 The Contractor shall carry out and complete the supply of all items of Goods and perform Services in accordance with the Contract. Unless otherwise stated in the Contract, all Goods shall be new and unused.

**3. DELIVERY**

- 3.1 The Contractor shall deliver the Goods and perform the Services by the Delivery/Performance Date and in the manner specified in the Contract. The Contractor shall obtain a receipt therefore from the School. The issue of such receipt shall in no way relieve the Contractor from his responsibility for replacing defective or damaged Goods or for rectifying deficient Services under Clause 4 hereof.

#### 4. WARRANTY

4.1 The Warranty Period shall commence on the date of receipt of the Goods and on the date of acceptance of the Services in Singapore. The length of the Warranty Period shall be twelve (12) months or such period as agreed in writing.

4.2 Where during the Warranty Period, any Good(s) is found to be:

- (a) Defective in design, materials or workmanship; or
- (b) Not in accordance with the Contract or any specifications incorporated in the Contract by written agreement; or
- (c) Having been installed, operated, stored and maintained in accordance with the written instructions of the Contractor, fails to function properly or fails to meet any performance guarantees or specifications published by the Contractor as applicable to the Good(s);

then unless it is shown that the foregoing is caused solely by improper use or mishandling by the School, the Contractor shall, at its own expense (including transportation costs), at the written notification of the School, replace, rectify or completely repair the damaged or defective Good(s). The Contractor may, in lieu thereof, elect to replace the damaged or defective Good(s).

4.3 If any Service performed is found during the Warranty Period to be deficient, the Contractor shall at the written notification of the School, rectify the same, at the expense of the Contractor within **thirty (30) days of receipt of the School's written notification or within such time as mutually agreed in writing between parties.**

#### 5. PAYMENT

5.1 Within thirty (30) days from the date of invoice or date of receipt of invoice of any Goods delivered and Services performed in accordance with Clause 3.1 of the Contract and upon presentation by the Contractor of his bills in accordance with such means and in such format as may be specified by the School and the School's receipt as referred to in Clause 3.1 of the Contract, the School will make payment to the Contractor of the full value of all Goods so delivered and Services so performed provided that no payment shall be considered as evidence of the quality of any Goods and Services to which such payments relates nor shall it relieve the Contractor from his responsibilities under Clause 4 hereof.

5.2 Where delivery is by consignments, payment will be made within 30 days after delivery of each consignment and the receipt of the documents referred to in Clause 3.1.

**6. RIGHTS OF THIRD PARTIES**

6.1 A person who is not a party to this Contract shall have no right under the Contracts (Rights of Third Parties) Act to enforce any of its terms.

**7. SUB-CONTRACTING AND ASSIGNING**

7.1 The Contractor shall not sub-contract or assign the Contract without the prior written consent of the School.

**8. SUSPENSION OR TERMINATION**

8.1 The School shall, after giving seven (7) days prior written notice to the Contractor, have the right to suspend or terminate the Contract if the School is affected by any state of war, Act of God or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension or termination save that the School shall pay the Contractor the price of the Goods delivered or Services performed and accepted by the School as at the date of written notice of termination or suspension. The School shall have title to such Goods delivered and accepted. The Contractor shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by the School to the Contractor by reason of this Clause.

8.2 If the Contractor is in breach of any of its contractual obligations under the Contract and:

- (a) where the breach is capable of remedy, the Contractor does not remedy the breach within seven (7) days of being served with a written notice from the School to do so; or
- (b) the breach is, in the opinion of the School, not capable of being remedied within a reasonable time,

The School shall have the right (in addition to and without prejudice to all other rights or remedies available, including the right to claim damages) to terminate the Contract with immediate effect by written notice.

8.3 If any of the following events occur, the School shall be entitled to terminate the Contract with immediate effect by written notice to the Contractor, and the Contractor shall have no claim for any damages or compensation:

- (a) where the Contractor is a company, a receiver or liquidator is appointed over any undertaking or property of the Contractor or an order is made or a resolution is passed for winding-up or dissolution without winding-up (other than for the purpose of amalgamation or reconstruction) of the Contractor;
- (b) where the Contractor is a partnership, the Contractor is dissolved or has a bankruptcy order made against it;
- (c) where the Contractor is an individual, the Contractor becomes bankrupt or dies; or

(d) Legal proceedings alleging insolvency are brought against the Contractor.

## **9. GIFTS, INDUCEMENTS AND REWARDS**

9.1 The School may terminate the Contract and recover from the Contractor the amount of any loss resulting from such termination, if the Contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the Contract with the School or for showing or forbearing to show favour to any person in relation to any Contract with the School, or if the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor) or if in relation to any Contract with the School the Contractor or any person employed by him or acting on his behalf shall have committed any offence under Chapter IX of the Penal Code or Prevention of Corruption Act or shall have abetted or attempted to commit such an offence or shall have given any fee or reward the receipt of which is an offence under Chapter IX of the Penal Code or the Prevention of Corruption Act.

## **10. CONFIDENTIALITY AND SECURITY**

10.1 Except with the written consent of the School, the Contractor shall:

- a) Treat as strictly confidential and not disclose any Confidential Information to any person other than employees, servants and agents of the Contractor or its subcontractors on a need-to-know basis for the purposes of performing the Contractor's obligations under the Contract; and
- b) Only use the Confidential Information for the sole purpose of performing the Contractor's obligations under the Contract and shall not use it for any other purpose.

10.2 The Contractor shall take all reasonable precautions in dealing with Confidential Information to prevent any unauthorised person from having access to such Confidential Information. The Contractor shall procure that all its employees, servants and agents and those of its subcontractors and agents to whom Confidential Information is to be made available observe the obligations contained in this Clause 10.

10.3 The Contractor shall not publish or release, nor shall it allow or suffer the publication or release of, any news item, article, publication, advertisement, prepared speech or any other information or material pertaining to any part of the obligations to be performed under the Contract in any media without the prior written consent of the School.



- 10.4 For the purposes of this Clause 10, “Confidential Information” means any information received or obtained as a result of entering into the Contract (or any agreement entered into pursuant to the Contract), including:
- a) information which relates to the School;
  - b) information which relates to the existence and the provisions of the Contract or of any agreement entered into pursuant to the Contract; or
  - c) any analyses, compilations, notes, studies, memoranda or other documents derived from, containing or reflecting such information,
  - d) but does not include information that is: or has become public knowledge otherwise than through breach of agreement or other legal obligation or through the default or negligence of the Contractor, its employees, servants, agents or subcontractors;
  - e) lawfully in the possession of the Contractor or already known to the Contractor on a non-confidential basis prior to the Contractor receiving or obtaining such information as a result of entering into the Contract, as evidenced by written records; or
  - f) independently developed by the Contractor.
- 10.5 The Contractor shall not be liable for disclosure of Confidential Information in the event and to the extent any Confidential Information is required to be disclosed by the Contractor pursuant to any applicable law, regulations or directives of any relevant government, statutory or regulatory body (including stock exchange) or pursuant to any legal process issued by any court or tribunal of competent jurisdiction in accordance with the provisions of the Contract, provided the Contractor shall, to the extent practicably possible and permissible by law or regulations, give the School prompt and prior notice of any such requirement and shall cooperate with the School to limit the scope of such disclosure to the maximum extent legally possible.
- 10.6 The Contractor shall indemnify the School for all the costs and expenses of enforcing Clauses 10.1, 10.2, and 10.3 against the Contractor, including the costs of any court proceedings and the costs and expenses (including the time expended by management personnel and other personnel to deal with the unauthorised disclosure of Confidential Information) of measures taken or to be taken to deal with the unauthorised disclosure of Confidential Information.
- 10.7 The Contractor shall immediately notify the School where the Contractor becomes aware of any breach of this Clause 10 by its employees, servants, agents or subcontractors and cooperate with the School to limit the extent and impact of such breach.
- 10.8 This Clause 10 shall survive the termination or expiry of the Contract.

## **11. PROTECTION OF PERSONAL DATA**

- 11.1 The Contractor shall comply, and shall ensure that all of its employees, agents and subcontractors comply, at its own costs, with all of its obligations under the Personal Data Protection Act which arise in connection with this Contract.
- 11.2 The Contractor shall take all reasonable measures to ensure that Personal Data held in connection with this Contract is protected against loss, and against unauthorised access, use, modification, disclosure or other misuse, and that only authorised personnel have access to the Personal Data.
- 11.3 The Contractor shall use, and shall ensure that all of its employees, agents and subcontractors use, any Personal Data held in connection with this Contract only for the purposes of fulfilling its obligations under this Contract.
- 11.4 The Contractor shall immediately notify the School when it becomes aware that a disclosure of Personal Data may be required by law and cooperate at its own costs with the School's reasonable requests and directions.
- 11.5 The Contractor shall not cause or permit Personal Data obtained or held in connection with this Contract to be transferred outside Singapore, or allow parties outside Singapore to have access to it, without the prior written consent of the School.
- 11.6 The Contractor shall ensure that all Personal Data obtained or held in connection with this Contract and any copies thereof, regardless of the medium of storage, and which is no longer necessary for the purposes of its performance of this Contract, is destroyed or returned to the School within 7 calendar days. Any Personal Data that is retained by the Contractor after the Personal Data is no longer necessary for the purposes of its performance of this Contract, or without the written authorisation of the School, is a breach of this Contract.
- 11.7 Termination or expiry of this Contract for whatever cause shall not put an end to the obligations imposed on the Contractor and its employees, servants, agents and subcontractors under this Clause 11.
- 11.8 In the event of any breach by the Contractor or its employees, servants, agents or subcontractors of this Clause 11, the School is entitled to terminate this Contract forthwith without being liable to the Contractor for any damages or compensation.
- 11.9 The Contractor shall hold the School harmless and indemnified against all actions, claims and demands, and all related costs and expenses, arising from any act, omission or negligence on the part of the Contractor, its subcontractors, employees or agents in relation to the handling of Personal Data obtained and/or held in connection with this Contract.

11.10 Without prejudice to any other rights or remedies which the School may have, the Contractor agrees that monetary damages is not a sufficient remedy for any breach of this Clause 11 and the School shall be entitled to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction for any actual or threatened breach of this Clause 11.

11.11 For the purposes of this Clause 11, the term "Personal Data" shall mean data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which the Contractor has or is likely to have access.

## **12. GOVERNMENT REGULATIONS**

12.1 The Contractor shall comply with all the requirements of all relevant local authorities constituted under any written law for the time being in force.

12.2 The Contractor shall at its own costs, obtain and maintain all licenses and authorisations required without any restrictions or qualifications whatsoever so as to enable the Contractor to fulfil all its obligations under the Contract.

## **13. SET-OFF**

13.1 Whenever under the Contract any sum of money (including liquidated damages and any other damages) shall be recoverable from or payable by the Contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other agreement with the School.

## **14. VARIATION**

14.1 No variation whether oral or otherwise in the terms of this Contract shall apply thereto unless such variation shall have first been expressly accepted in writing by the Contractor and the authorised contract signatory of the School.

## **15. APPLICABLE LAW**

15.1 The Contract shall be subject to, governed by and interpreted in accordance with the Laws of the Republic of Singapore for every purpose and the parties agree to submit to the exclusive jurisdiction of the courts of the Republic of Singapore.

15.2 For the avoidance of doubt, until the School issues a Letter of Acceptance, an Order message, or Purchase Order, this document (i) is not a contract and shall in no way be construed as creating any legally binding obligation to purchase any Goods and/or Service from any Supplier; and (ii) shall not be construed as providing or implying that a contract will be entered into with any supplier.

**SUPPLY AND DELIVERY OF 70 UNITS OF MICROSCOPES**

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

<b>Section A: Contact Details</b>	
<b>Contact Information 1:</b>	Name: Mr. Ong Kwee Ching Designation: Laboratory Technician Email Address: lawrenceo@sjj.edu.sg
<b>Contact Information 2:</b>	Name: Ms. Catherine Chow Designation: Administrative Executive Email Address: procurement@sjj.edu.sg
<b>Section B: Requirement Specifications</b>	
<b>ITQ Description:</b>	Supply and delivery of 70 units of microscopes suitable for use at secondary level
<b>Objectives &amp; Outcomes</b>	Replacement of current microscopes due to wear and tear
<b>Scope of Requirements:</b>	<p><b><u>BASE QUOTE</u></b></p> <ol style="list-style-type: none"> <li>1. To provide the price list of at least 3 different models of microscopes with adjustable stage; the school may purchase all or part of the quantity (70 units) from the same model or allocate different quantities to each of the models.</li> <li>2. Aluminium die-casting metal frame</li> <li>3. The microscope must be equipped with eyepiece at 10X magnification with anti-fungus treated.</li> <li>4. 3 achromatic objective magnification lenses at 4X, 10X and 40X with anti-fungus treated</li> <li>5. Condenser with built-in LED illuminator, intensity adjustment</li> <li>6. Ergonomic grips for safety when retrieve from high place.</li> <li>7. Minimum sharp edges.</li> <li>8. Weight must not be heavier than 6kg.</li> <li>9. Stage at least 110mm x 110mm</li> <li>10. Mechanical stage travelling range minimum: 75mm x 30mm with X- and Y-stage control knob</li> <li>11. Front loading specimen holder for one standard slide</li> <li>12. Revolving nosepiece able to house at least 4 objective lenses</li> <li>13. Coaxial coarse and fine focusing knob</li> <li>14. 360 degrees rotatable Locking binocular head</li> <li>15. Interpupillary adjustment from 48 to 75mm for different users.</li> <li>16. Eye-piece graticule of 100 divisions that is compatible with the eye-piece and removable</li> <li>17. Dimension must not be more than 400mm(H) x 400(B) x 200mm(W)</li> <li>18. Easy storage of power cable.</li> <li>19. Power cord</li> <li>20. Plastic dust cover</li> <li>21. At least 1 year warranty of body and parts and free servicing</li> <li>22. Availability of parts for at least 5 years after purchase</li> </ol>

	<b>OPTIONAL QUOTE</b> 23. Provision of 1-year maintenance & repair service for the microscopes from Year 2 of use (after the first year of warranty & free servicing).												
<b>Track Record and/or relevant experience</b>	Suppliers should have at least 3 years of experience in the industry. Please list down the completion of similar projects in the industry for the last 3 years, starting from <b>[1 January 2018]</b> .												
<b>Delivery Timeline:</b>	The Contract shall commence delivery of the goods and/or services within three (3) weeks upon issuance of SJI's Letter of Acceptance/Purchase Order or by 31 <sup>st</sup> December 2021 (whichever is earlier). If unable to do so, the Contractor shall state clearly in the ITQ proposal of the expected delivery timeline.												
<b>Documents</b>	Suppliers are required to attach the following documents when responding to the ITQ to facilitate evaluation:- 1. Information on each model of the microscope; please provide at least 3 different models:- - Brand and country of origin of microscope - Detailed specifications of each model 2. Delivery timeline (in weeks) commencing from SJI's issuance of the Purchase Order; 3. Company Track Record or Relevant Experience; and 4. Completed Annex D Price Schedule Form.												
<b>Section C: Evaluation Criteria</b>													
<b>Critical Evaluation Criteria</b>	Proposals that do not meet the critical evaluation criteria shall be excluded from further evaluation: <ul style="list-style-type: none"> <li>• Technical specifications of each model of the microscope</li> </ul>												
<b>Other Evaluation Criteria</b>	Proposals that fulfil the critical criteria will be further evaluated based on the following evaluation criteria and weightings: <table border="1" data-bbox="443 1339 1442 1720"> <thead> <tr> <th>S/N</th> <th>Criteria</th> <th>Weightings</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price</td> <td>50%</td> </tr> <tr> <td>2</td> <td>Quality and suitability of proposal <ul style="list-style-type: none"> <li>• Relevance and alignment with school's objectives and requirement specifications</li> <li>• Technical specifications of the models offered</li> <li>• Availability and costs of replacement parts (where applicable)</li> </ul> </td> <td>40%</td> </tr> <tr> <td>3</td> <td>Track record or other relevant experience</td> <td>10%</td> </tr> </tbody> </table>	S/N	Criteria	Weightings	1	Price	50%	2	Quality and suitability of proposal <ul style="list-style-type: none"> <li>• Relevance and alignment with school's objectives and requirement specifications</li> <li>• Technical specifications of the models offered</li> <li>• Availability and costs of replacement parts (where applicable)</li> </ul>	40%	3	Track record or other relevant experience	10%
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3	Track record or other relevant experience	10%											
<b>Section D: Instructions to Suppliers</b>													
<b>Closing date and time for the submission of proposals</b>	The closing date and time are as stated below: Closing Date: <b>17 November 2021</b> Closing Time <b>1700 hrs</b> Quotations must be sent via email to: <b>procurement@sj.edu.sg</b> to be considered. The School will not accept late submissions or submissions submitted through other means.												

<b>Validity period of proposals</b>	The validity of a supplier's proposal (including that supplier's price proposal): 60 days
<b>Submission of Price Offers</b>	<ol style="list-style-type: none"> <li>1. Suppliers shall quote based on the Price Schedule Form (per Annex D), exclusive of GST, and indicate if GST is applicable.</li> <li>2. The price offer must include all charges related to the supply and installation (if applicable).</li> </ol>
<b>Payment Mode</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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. Unless otherwise specified, payment shall be 30 days from the date of receipt of the bill/invoice.</li> <li>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.</li> </ol>
<b>For Enquiries</b>	If you need further clarifications, you may contact the officers stated in Section A (Contact Details) above.

**APPENDIX A: TRACK RECORD FORM**

**LIST OF RELEVANT TRACK RECORD IN THE LAST 3 YEARS FROM 1 JANUARY 2018**

Contract No. / Name of Project	Client	Contract Sum	Contract Period		Value of Work Completed

**Price Schedule Form**

1. Name of Company: \_\_\_\_\_
2. Please fill in and submit this Price Schedule Form based on the requirement specifications in Annex C and to provide with all other supporting documents.
3. All amount quoted shall be in Singapore dollar.
4. The price offers are as follows:

S/N	Description	Estimate Quantity	Unit of Measurement	Total Price (excluding GST)	Total Price (including GST)
1	BASE QUOTE: Model 1 Please specific the name of the model	70 units	Per Unit	S\$_____	S\$_____
2	BASE QUOTE: Model 2 Please specific the name of the model	70 units	Per Unit		
3	BASE QUOTE: Model 3 Please specific the name of the model	70 units	Per Unit		
4	OPTIONAL QUOTE/SERVICE Provision of 1-year maintenance & repair service for the microscopes from Year 2 of use (after the first year of warranty & free servicing).	1 set	Lump sum		
5	All other costs, if any, such as dismantling, disposal, set-up and installation		Lump sum		
	GST			S\$_____	NA
	Total amount			S\$_____	S\$_____