

Date: 07 April 2025

## INVITATION TO TENDER

To the Tenderers,

### INVITATION TO TENDER: ENGAGEMENT OF CIVIL & STRUCTURAL CONSULTANT FOR BUILDING STRUCTURE ASSESSMENT AT 9 SHENTON WAY

Tenderers are hereby invited for the engagement of Civil & Structure Consultant to provide Professional Engineer (PE) assessment of existing building structure using available drawings and survey of existing building structure at 9 Shenton Way.

Proposals for the goods and/or services described in detail in the Work Specifications and on the terms and conditions set out in the Invitation to Tender (“ITT”) as a whole.

This invitation comprises the following documents:

- The Covering Letter
- Section A: Work Specifications
- Section B: General Requirement Specifications
- Conflict of Interest Declaration (For Tenderers)

Tenderers who wish to seek clarifications on the ITT shall submit their written request no later than 3 workings days prior to the closing of the ITT to Keleen Ng ([kyng@sco.com.sg](mailto:kyng@sco.com.sg)).

Subsequently, proposals must be submitted by the closing date: 23:59 hours (Singapore time) on Monday, 28 April 2025.

We look forward to receiving your proposal.

Yours faithfully,



Jacelyn Chay  
Head  
(Finance & Accounts Management)

Patron  
Mr Lee Hsien Loong  
Senior Minister

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Mr Ng Siew Quan

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## **Section A: Work Specifications**



### **1.0 GENERAL**

- 1.1 The purpose of this Invitation to Tender (ITT) is to engage Civil & Structure Consultant to provide PE assessment of existing building structure using available drawings and survey of existing building structure at 9 Shenton Way.
- 1.2 For this purpose, Consultant is expected to have undertaken similar services and/or completed project of review of building structure in the past five (5) years.
- 1.3 The assessment and condition survey covering related to structural element at 9 Shenton Way (9SW), including assessing, reviewing, validating the conditions and functionality of the Building Structures and making recommendations complying to prevailing building codes, fire codes, statutory regulations, guidelines, conservation and green mark scheme.
- 1.4 Consultant shall perform the service according to the practice of their profession and shall exercise all reasonable skill, care and diligence in the performance of the Services and execute his responsibilities in accordance with recognized and prevailing professional and technical standards.
- 1.5 Consultant shall also provide all the expert advice and skills which are required during the performance of this consultancy services.
- 1.6 Prior to commencement of the Services, the Consultant shall submit an organisation chart with qualifications of the proposed personnel who will be assigned for this work including the name of the designated Lead who shall be wholly responsible for liaising with the Company, planning, co-ordination, reporting, supervising and implementing the Works.
- 1.7 The Company will provide Consultant data and information and aid as shall reasonably be required for the Consultant to carry out the Services. All information issued to the Consultant shall be used solely by the Consultant for the purpose of executing his duties, obligations and responsibilities listed under this Contract. There is Layout Plans for Consultants to use and Structural Drawings for 9SW as obtained from BCA. Consultant is required to review and established the existing structural floor loadings for the buildings' levels.
- 1.8 Consultant shall treat such acquired information as strictly confidential and shall not publish or communicate in any form at any time to any party or person without the prior written approval of the Company.
- 1.9 Consultant is required to sign a Non-Disclosure Agreement (NDA) with the Company before when the Consultant accepts the Letter of Award and before commencement of the works provided by the Company.

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## 2.0 CONFIGURATION & FLOOR AREAS

The building levels and floor areas for 9SW are as follows: -

- #01 ~ 558.9976m<sup>2</sup>
- #02 ~ 530.4764m<sup>2</sup>

## 3.0 SCOPE OF WORKS & SCHEDULE

3.1 Consultant shall survey, review and assess the existing #01 and #02 of 9SW buildings structural conditions and provide the Company with the below deliverables with Consultants PE endorsements:

3.1.1 Conduct Survey, Assessment and Validation of the existing Building floor Loadings via Desk Top Analysis and Studies

3.1.2 Conduct on Site Investigation, Review and Assessments including Actual Testing to conclude the floor loadings

3.2 Consultant shall commence the Services as notified by the Company in the Letter of Acceptance and complete the Services within the specified timeline indicated in the following Table 1.

3.3 Commencement date shall be notified by the Company via the Letter of Acceptance and the Consultant shall begin the Works accordingly without delay on the commencement date. Consultant shall be fully responsible for taking all the implications and allow for all provisions necessary for the proper execution of the Works.

3.4 For the #01 and #02 of 9 SW buildings institution, the milestone activities and delivery dates are as listed in Table 1 as below: -

Table 1: 9SW Milestone and Delivery for #01 and #02

#	Milestone & Delivery Phases	Completion Date
#01 & #02	<u>Stage A</u> Survey, Assessment and Validation of the existing Building floor Loadings via Desk Top Analysis and Studies by using structural drawings as obtained from BCA	Within Three (3) calendar <b>weeks</b> from commencement date stated in Letter of Acceptance
	<u>Stage B</u> Conduct on Site Investigation, Review and Assessments including all necessary Actual Testing to conclude the floor loading	Within Three (3) calendar <b>months</b> from commencement date stated in Letter of Acceptance

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3.5 Pursuant to Clause 6 of the Conditions of Contract, the Consultant shall provide implementation plan/programme incorporating services to be executed by Consultant reflecting milestones and activities for the Services involved. The Consultant shall use his best endeavours to maintain where possible the timelines/period stipulated for the completion of the Services as set out in Table 1 Stage A and Stage B and approved in the implementation plan/programme notwithstanding delays caused by reasons beyond the Consultant.

3.6 Consultant shall closely monitor the programme and notify the Company wherever there are possible delays and their likely effect on the overall completion of the Services. Consultant shall propose recovery actions to be implemented to mitigate the delays and recover to match the original schedule.

#### 4.0 SCOPE OF CONSULTANCY SERVICES

4.1 Consultancy for Building Structure Appraisal and Survey Assessment Services shall be listed in the following clauses and those further stated in the Clause 3.0: Table 1.

4.2 Consultant shall perform the service according to the practice of their profession and shall exercise all reasonable skill, care and diligence in the performance of the Services and execute his responsibilities in accordance with recognized professional and technical standards. The Consultant shall in all professional matters act as a faithful adviser to SCO and in so far as any of its duties are discretionary, act fairly as between the Company and third parties.

4.3 Consultant shall ensure that the Services to be performed are in full compliance with all relevant legislation (e.g. the Professional Engineers Act,) and all subsidiary legislation made thereunder.

4.4 Consultant shall provide all the expert technical advice and skills which are required during the performance of this consultancy services including other professional advice associated for museum and monument preservation requirements.

4.5 Consultant shall indemnify and hold harmless the Company against any and all claims, damages, expenses or costs (including asserted by third parties) arising directly or indirectly from his acts, errors or omissions and the acts, errors or omissions of its servants, agents or employees.

4.6 Consultant shall be liable for any violation of legal provisions or rights of third parties in respect of patents, copyrights or other intellectual property rights introduced into documents prepared by him or otherwise used in the course of providing the Services and shall indemnify the Company against any claims for infringement or alleged infringement of the same.

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- 4.7 Brief description of the Services is given for guidance to the Consultant. It does not purport to identify the full details of the various structure elements installed. The onus is on the Consultant to assess and examine the building, work locations and existing services equipment and plant to obtain for himself all information that are necessary for preparing his tender. No extra claims arising out of lack of clarity or availability of information will be entertained.
- 4.8 Scope of building structure elements assessment and survey services to be provided shall include but not limited to the general structure envelope of the institution, its foundation, sub-structure element, superstructure element, roofing, retaining or slope protection structures, safety barriers erected at the buildings
- 4.9 Where required, procurement of all existing structural data, information and other aspects to determine their condition, function ability of these systems and consider information gathered by other relevant tests and investigative studies carried out for this study and make a detailed recommendation with justifications on future tests that may be needed. Such costs will be reimbursed by the Company.
- 4.10 Conduct all necessary non-destructive tests, measurement, calculation or monitoring works on the structure elements in the respective buildings
- 4.11 Prepare all the necessary drawings and specifications for the purpose of the above survey and site investigation works.
- 4.12 Conduct all necessary meetings and interviews with the Company to understand existing and future pre-requisites, operating conditions and other necessary information needed for this survey works.
- 4.13 Make necessary consultations with all relevant governing authorities for compliance and technical requirement imposed thereof which affect Consultant's recommendation in the survey works.
- 4.14 Prepare cost estimate to the recommended replacement works or repairs to identified deficiencies in the building services condition or reinforcement to existing structure elements to support the buildings operation conditions and future needs. Such cost estimate shall comply with prevailing building codes, statutory regulations, guidelines and in compliance with BCA green mark scheme
- 4.15 Consultant must take into consideration the conservation and monument requirements for the buildings to be studied and comply with current standards, guidelines, codes of practices, statutory requirements and green mark scheme.
- 4.16 Make necessary presentation to the Company Senior Management for all proposals made.

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- 4.17 Review and make changes/modifications to the report from comments received from SCO in connection with the Assessment and Condition Survey Report.
- 4.18 Consultant should be based in Singapore throughout the entire duration of the project. The Company will not bear any extra costs for the expenses of any travel or related expenses incurred by the Consultant. The Consultant is advised that it shall be deemed to be his sole responsibility to ascertain for himself the nature and extent of this project that is required for the due and faithful completion of each and every aspect of the project contained in this contract to the satisfaction of the Company. No claims for extras in consequence of any alleged ignorance in any aspect would be entertained.

## 5.0 PE ENDORSEMENT AND CONFIRMATIONS

- 5.1 Consultant shall provide all necessary PE endorsement, certification including technical specialists endorsement like Licensed Surveyors for all works requiring such confirmation and complying with authority's requirements.
- 5.2 All required PE endorsement or technical specialist certification shall be deemed to be included in the Consultancy services fee.
- 5.3 Consultant is expected to provide a comprehensive report for #01 & #02, 9SW and each of the stages in Clause 3. All reports will be collated and combined into a single report at the end of the 2 stages and this final report which shall be endorsed by PE and shall include but not limited to the following contents,
- I. Introduction
  - II. Desk Top assessment Survey Concept, Assessment, Validation of the existing floor loadings and Endorsement of PE for the existing buildings floor loadings
  - III. Technical – Test Report, Monitoring Findings & other reports, etc., where applicable and affirmation of the floor loadings after all the required tests on site are done.
  - IV. Key Observations and Improvements where applicable
  - V. Overall Summary and Conclusions

## 6.0 PAYMENT SCHEDULE

- 6.1 Payments to Consultant shall be made upon the achievement of payment milestones and delivery of goods by the Company as set out Clauses 3 and 4 in Conditions of Contract respectively.

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## 7.0 LIST OF CONTACT PERSONS

The contact person(s) for this contract from the Company are: -

- Collin Tan – 96715940
- Eugene Lim – 87499042

## 8.0 SALIENT NOTES

8.1 The Company Salient Notes have been appended under Appendix A for Consultant attention. Consultant shall refer and make all necessary consideration and provision which Consultant deemed necessary for his proper execution and completion of the Services/Works.

## 9.0 EVALUATION CRITERIA

Evaluation Criteria	Weightage
<b>Contract Price</b> - Competitiveness of Contract Sum	40%
<b>Project Timeline</b> - Able to comply with given project timeline as specified in the Tender Specifications	40%
<b>Project References and Certifications</b> - Last 5 years Project References - Relevant Professional Certifications & Qualifications	10%
<b>Compliance with Tender Specifications</b> - Comply with all tender specifications	10%
<b>Total Score:</b>	<b>100%</b>

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10. **\*\*E-Submission of Tender\*\***

- (a) The complete set of tender documents issued by the Company shall be duly completed **And** endorsed and any other documents or materials required to be completed or furnished by the Tenderer in accordance with the requirements set forth in these tender documents. **Every PDF or Word Document must be encrypted with password and shall be email to:**

SCO E-Tender ([tender@sco.com.sg](mailto:tender@sco.com.sg))

**For files exceeding 10MB, please either split them into smaller, clearly named files or upload them to OneDrive.**

**IMPORTANT NOTES:**

The password should be sending in a separate email without the documents to:

**Ms Jacelyn Chay** ([wechay@sco.com.sg](mailto:wechay@sco.com.sg))

- (b) When forwarding tenders, the Tenderer shall specify clearly on the Email the following:
- i) **Subject: Tender No. SCO/P/TENDER/2025-05 and**
  - ii) **Take note of the closing date of the tender.**

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## Section B: General Requirement Specifications

### Appendix A – Institutions Salient Notes



#### 1. GENERAL

For execution of Services at respective Institutions, Consultant shall observe and comply with the following:

The environment, health and safety requirements and prior to any commencement of works, conduct a Risk Assessment (RA) Analysis accordingly to the new Workplace Safety and Health (Risk Management) regulations from Ministry of Manpower. A certified copy of the RA Analysis shall be submitted to NHB.

For security reasons, Consultant shall provide the Company with particulars of his personnel engaged from time to time:

Name  
Address  
Identity Card Number & Citizenship  
Age & Gender  
Work Permit (if applicable)

Consultant shall provide his staff with identification badges/passes bearing the photographs of the personnel and the names of both the personnel and the name of Consultant. All personnel working in the contracted areas shall wear such badges/passes at all times.

The Company shall reserve the absolute right to instruct the Consultant to remove any of his personnel who in its opinion is considered to be undesirable or unfit for employment in the buildings or compound for security reason

If Consultant, his servant, employee, sub-consultant, his agent or assignee of this contract damaged any part of the building, building system services in the course of performing the Services under the contract, Consultant shall notify the Company immediately of such damages.

Particular care should also be taken by Consultant not to damage or destroy any plants/flower and contents such as furniture, equipment and others installed in the premises during the course of performing the Services. Consultant shall make good all work disturbed at his own cost and to the satisfaction of the Company if there is a need to gain access above the suspended ceiling boards.

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Consultant is to ensure that all fire access panels, fire hose reel, portable fire extinguishers and air-condition return air grilles etc. in the building are not being obstructed during the process of executing their assessment & survey works.

Any noisy operations or any other operations the Company consider would inconvenience the users and/or the occupants of the Building are to be carried out after obtaining the prior written approval of the Company.

In instances where such approval is obtained, Consultant shall schedule such operations to be carried out before or after the Company's operational hours. Consultant shall inform the Company of date(s) and time(s) of such intended operations at least one (1) week ahead. The provision of such coordination responsibility at such indicated dates and time shall be deemed to be included in Consultant's pricing.

The Company shall reserve right to fix a specific time and day of the week for carrying out any item of the contracted services.

Water and electricity required for the performance of this Service will be provided by The Company at no charge to Consultant. However, Consultant is required to exercise due diligence and effort to prevent abuse to this privilege and to economize in the use of water and electricity and to ensure his servant, employee, sub-consultant, agent or assignee complies strictly with all rules and regulations applicable to the use of the same.

Consultant shall ensure all lights are properly switched off and turn off all taps as soon as their services are completed. The Contractor shall be liable for any cost incurred due to any misuse or abuse by his servant, employee, sub-consultant, his agent or assignee.

Prior to any connection to any power supply, Consultant shall seek clearance and comply with the rules and safety precautions of the Company. Consultant shall be fully liable for any damage to the electrical circuits and other installations.

Consultant when executing their works shall assess, propose and provide appropriate access equipment which will either be metal frame scaffold, boom lift, mobile metal staging and/or scissor lift required to carry out assessment & survey works and all such cost shall be included in his pricing. Erection of timber scaffold is strictly prohibited for this project.

For any scaffolding work and temporary works required, Consultant shall allow for all necessary designs, certification and supervision by a Professional Engineer to comply with the relevant governing Authorities' requirements. All such incidental cost incurred shall be borne by Consultant and included in the pricing.

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If Consultant's work methodology requires any anchoring work, Consultant shall determine the type of anchorage and number of anchor points required for carrying out the works. Consultant shall submit a set of drawings indicating the proposed location of all the anchor points at least three (3) days prior to the installation of any anchor points, Consultant shall indicate such suitable equipment, which is to be approved by the Company. Consultant shall at all times ensure that no damage is caused to the concrete reinforcement bars of the Building

In addition, Consultant shall conduct all such tests for all installed anchor points and approved by the relevant governing authorities. Each anchor shall be tagged in aluminum disc with record of tested dates, the date of next testing, testing body and Consultant's name.

Consultant is to arrange for their own security or security of items stored on site. The Company shall not be liable for any losses or damages to all items stored in the building.

Consultant shall perform the contracted works in a proper manner and with due engineering competency for the satisfactory completion of same; and with all related precautionary measures to safeguard against any damages, obstructions or inconveniences to the existing occupants.

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## Conflict of Interest Declaration (For Tenderers)

This declaration must be completed and signed as part of the Tender. Tenderers will be required to notify SCO of any changes to the content of this Declaration as soon as such information becomes available to them.

Any conflict of interest or potential conflict of interest must be fully disclosed to SCO as soon as the conflict or potential conflict becomes apparent. In the event of any such conflict or potential conflict, SCO at its absolute discretion shall decide on the appropriate course of action and the decision of the SCO will be final and binding in this regard.

A conflict of interest may include any factor, whether arising through personal interest, persons affiliated to the tenderer or SCO, current or prospective contractual obligations or any other activity or association, which could prejudice your firm and its employees or agenda in the delivery, for the sole benefit of SCO, of the service required.

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Section A: Tenderer Information	
<b>Name of Company:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Contact Numbers:</b>	
<b>Email:</b>	
Section B: Conflict of Interest	
a) Are you aware of any conflict of interest which might have an impact on your ability to offer / deliver the services to SCO?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section C: If Yes in Section B, please provide details:**

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**Section D: Your Declaration**

I hereby declare that the above is an accurate and complete declaration of all conflicts of interest on the part of my company in relation to this tender of which I am aware. I undertake to inform SCO of any changes to this declaration or of any other conflicts of interest which may arise during the period of the contract.

I accept that the SCO may take appropriate action in relation to conflicts of interest, and that my firm may be excluded for tendering for a specific contract where the effect of the conflict of interest has not been dealt with to the satisfaction of Purchaser.

**Declaration – I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.**

(Name and Designation of Tenderer)	(Signature and Date)

**Section E: To Be Filled up by SCO  
Review by Procurement – I confirm that I have received this declaration and noted the contents.**

(Name of Head (FAM))	(Signature and Date)