

Date: 22 April 2025

INVITATION TO TENDER

To the Tenderers,

INVITATION TO TENDER: COMMERCIAL SPACES FOR LEASE AT THE SINGAPORE CONFERENCE HALL

An invitation is extended to interested parties to submit proposals for leasing commercial spaces within the Singapore Conference Hall at 7 Shenton Way Singapore 068810.

Units Available:

1. Singapore Conference Hall Outdoor Refreshment Area (ORA)
Availability: 01 July 2025 (for a period of three years with an option to renew another six years [3+3+3])
2. Singapore Conference Hall #02-01
Availability: 01 December 2025 (for a period of three (3) years with an option to renew another six (6) years [3+3+3])

Location: 7 Shenton Way Singapore Conference Hall Singapore 068810

This invitation comprises the following documents:

- The Covering Letter
- Requirements for Submission of Proposal
- Floor Plans
- Conflict of Interest Declaration (For Tenderers)
- Letter of Intent

Interested tenants must sign up for the mandatory site visit by emailing kyng@sco.com.sg to make an appointment during office hours.

Interested tenants who wish to seek clarifications shall submit their written request no later than 3 working days prior to the closing date to Keleen Ng (kyng@sco.com.sg).

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何伟山先生

Subsequently, proposals must be submitted by the closing date: 23:59 hours (Singapore time) on Thursday, 22 May 2025.

We look forward to receiving your proposal.

Yours faithfully,



Jacelyn Chay
Head
(Finance & Accounts Management)

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REQUIREMENTS FOR SUBMISSION OF PROPOSAL

The premises listed shall be available for submission of proposal by prospects and prospects shall be deemed to have done the necessary due diligence upon submission of proposal.

The premises shall be leased out in their original bare/current (“as is where is”) condition at the discretion of SCO and in the current/previous approved usage. Prospects are advised to exercise due diligence and carry out their checks on current approved usage, enhancement and/or applications including Change of use, etc required for the proposed business operations and all costs borne fully by the prospects. No maintenance, renovation or rectification works will be carried out by SCO.

Leased Area	Estimated Area	Preferred Usage	Guide Rent	Estimated Service Charge	Lease Term
			(per month)	(per month)	
Singapore Conference Hall Outdoor Refreshment Area (ORA)	272.19m ² / 2929.829ft ²	F&B	\$8,500.00	NA	3 years with option to extend for another 6 years (3 + 3 + 3)
Singapore Conference Hall #02-01	535.544m ² / 5764.548ft ²	Commercial School	\$25,000.00	\$535.50	3 years with option to extend for another 6 years (3 + 3 + 3)
				(\$1.00/m ²)	

Site viewing is **MANDATORY** for submission to be considered. Prospects are required to register their interest by emailing kyng@sco.com.sg to make an appointment during office hours.

INFORMATION:

- Where the tenderer's proposal/proposed usage differs from the above, SCO reserves the right to exclude the respective submission/proposal from further assessment/evaluation. Tenderers' proposed use /concepts are subject to URA's guidelines if they fall within the usage category.
- Service Charge is subject to changes from time to time.
- Electricity Account Management Fees may be applicable at such other rates as may be prescribed by the SCO's Appointed Electricity Retailer and determined by the capacity of the distribution board/s in the premises.

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4. *The Tenant shall pay all charges (including any taxes imposed now or in the future) in respect of utilities, including but not limited to gas, water, electricity, water borne sewerage system (if any) imposed by the utility supplier or other Authorities in respect of the said premises.*
5. *Options to renew (if any) are at the discretion of SCO and subject to subsequent approvals by other relevant authorities, at prevailing market rent to be determined during renewal.*
6. *All floor areas stated herein are estimated figures only.*
7. *Requests for use/access to additional space/facilities shall be submitted to SCO for prior approval. Fees and all other charges relating to the request may apply.*
8. *Proposals will be evaluated based on (1) Design Concept; (2) Offered Rent; (3) Financial Record; (4) Experience (Track Record), Company Profile, Market Reputation.*

**** Tender Interview/s may be conducted via online TEAMS or Face-to-Face Meeting. More information will be furnished in due course.**

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SUBMISSION DETAILS:

Kindly be informed that the following documents shall be required to be submitted in full. Prospects may submit any information over and above the required as they shall deem necessary.

Documents to be submitted and attention to SCO via Email:

1. Letter of Intent (printed on the prospect's company letterhead).

***Do not** amend any terms and conditions on the letter of intent.

2. Intent deposit via PAYNOW equivalent to nett offered rent per month stated in the Letter of Intent.
(Payable to 'Singapore Chinese Orchestra Company Limited' UEN: **199603271D**).

Please indicate "Rental for ORA" or "Rental for #02-01" for the bank transfer reference

3. The amount will be reimbursed for any unsuccessful tender.
4. Latest Business registration profile with ACRA AND Questnet report on:
 - a. **Enhanced Individual Search** for sole proprietor.
 - b. **Enhanced Corporate Search** for company.

5. Business operations experience and preceding **3 years of audited financial records OR last 2 years of Notice of Assessment for sole proprietor.**
6. Proposed business trade and concept.
7. Brief of business proposal [Concept to include i) photo examples ii) services/products offered to include price list, etc/course fees etc.].
8. Proposed design/layout plan/renovation details including works schedule, etc.
9. Requests for use/access to additional space/facilities (for supplementary uses, if any).

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Things to Note:

1. The premises shall be leased out in their original bare/current (“as is where is”) condition at the discretion of SCO and in the current/previous usage. Any enhancements, additions and/or applications including Change of Use with URA, Fire Safety Bureau clearance, appointment for Qualified Person (QP)/Licensed Plumber/Licensed Electrical Worker (LEW) etc required for the fit out works proposed shall be carried out and kept strictly and confined to within the demarcated area. All related costs including installation, renovation, upgrading etc. are to be borne by the Successful Tenderer/s and copies of all the certifications and approved as-built drawings are to be submitted to SCO upon completion of fit out. All works, concepts, proposals, designs, pricing proposed by the Successful Tenderer/s for the Demised Premises shall be subject to the prior written approvals of SCO and/or its representative’s, all relevant government agencies, and competent authorities. The Successful Tenderer/s shall be responsible for obtaining all such approvals at his own cost and expense and shall furnish evidence of such approvals and copies of all the certifications and approved as-built drawings to SCO and/or its representatives.
2. SCO may also require the Successful Tenderer/s to engage SCO’s appointed LEW in relation to any electricity related works i.e. power upgrade etc. and all related costs to be borne by the Successful Tenderer/s and subject to SCO’s final approval.
3. Any proposed fit out, enhancements or additions which may include plumbing & sanitary, sewerage etc are to be submitted to SCO for final approval and all related costs including installation, renovation, upgrading, vetting fees, engaging Licensed Plumber etc. are to be borne by the Successful Tenderer/s.

4. The Successful Tenderer/s shall apply to the relevant authorities for installation of electricity and water meters and all related costs are to be borne by the Successful Tenderer/s. Prior to commencement of fit out works, SCO may require the Successful Tenderer/s to install temporary meters for calculation of utility usage and/or charge a fixed utility rate in lieu of a temporary utility meter/s.
5. Shop Signage or advertisements of any kind shall be submitted to SCO for prior approval. Fees may apply.
6. The Successful Tenderer shall ensure that there shall be no third-party advertisement/branding allowed on the Premises at any time (including without limitation to façade of the Demised Premises, on all furniture, fixtures or fittings). Promotional signs (e.g. lunch menu promotions; course fee promotions etc), directional signs or any signs other than the main Signage of the establishment shall be kept within boundary and may be subject to monthly fees, as prescribed by the Landlord.
7. The Successful Tenderer/s shall make the following payments (where applicable) upon signing the Letter of Acceptance and/or Tenancy Agreement:
 - a. Security deposit equivalent to 3 months of Rent and Service Charge
 - b. First month advance Rent and Service Charge
 - c. Renovation deposit
 - d. Stamp Duty
8. All rates are subject to prevailing GST and any other taxes, fees and charges which may apply.
9. The rent-free fitting-up period shall be for the period of fitting up of the Demised Premises, capped at the maximum of one (1) month and must be utilized by the Tenant within 6 months from the date of commencement of the Term. For the avoidance of doubt, during this fitting-up period, the Tenant shall not commence any business. Rent free may be prorated accordingly. It shall be processed only after the completion of such works and SCO and/or its representative's review of completed documents. The approved fit-out documents are to be duly endorsed by the relevant certified technical professionals at the Tenant's own cost.
10. There is no rent-free provided for reinstatement works of the Demised Premises. Reinstatement works & its related costs are to be planned for, carried out and completed within the Tenancy Term. Rent and all other charges remain payable until the expiry of the term.

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11. The prospect is deemed to have read and accepted the marketing materials and shall ensure that all the information and particulars provided in respect of its submissions are true, accurate and complete.
12. Any Tenderers found to be in breach, termination/abandonment of contracts, providing false information and withdrawals of offers after the Closing Date of the Tender/Marketing may be subject to forfeiture of deposits, penalties and/or debarment actions from future government tenders.
13. In the event that SCO seeks clarification upon any aspect of the proposal, the prospect shall provide full and comprehensive response within three (3) working days of SCO and/or the representative's notification.
14. SCO reserves the right (i) to allocate the appropriate scoring for any missing information which are required in the evaluation assessment (ii) to reject any submissions that are incomplete or not in accordance with the above submission instructions and/or with SCO's clarifications (iii) not to accept any submission from prospects who have not attended the mandatory site viewing.
15. SCO is not bound to release/provide the reasons for the award/no award of the marketing to any tenderer/s. SCO also reserves the right (i) to award in phases (ii) not to award the premises if the proposals submitted are not acceptable/suitable and does not bind itself to accept the highest or any bid. In no case will any Tenderer be allowed to claim against SCO for any expense incurred by him in the preparation of his tender/offer/proposals.
16. All information is subject to change as may be approved. While every reasonable care has been taken in providing this information, SCO make no representation as to the truth, accuracy or completeness of the information and cannot be held responsible for any inaccuracies, omissions or loss arising from or in reliance to the information communicated, herein and part thereof.

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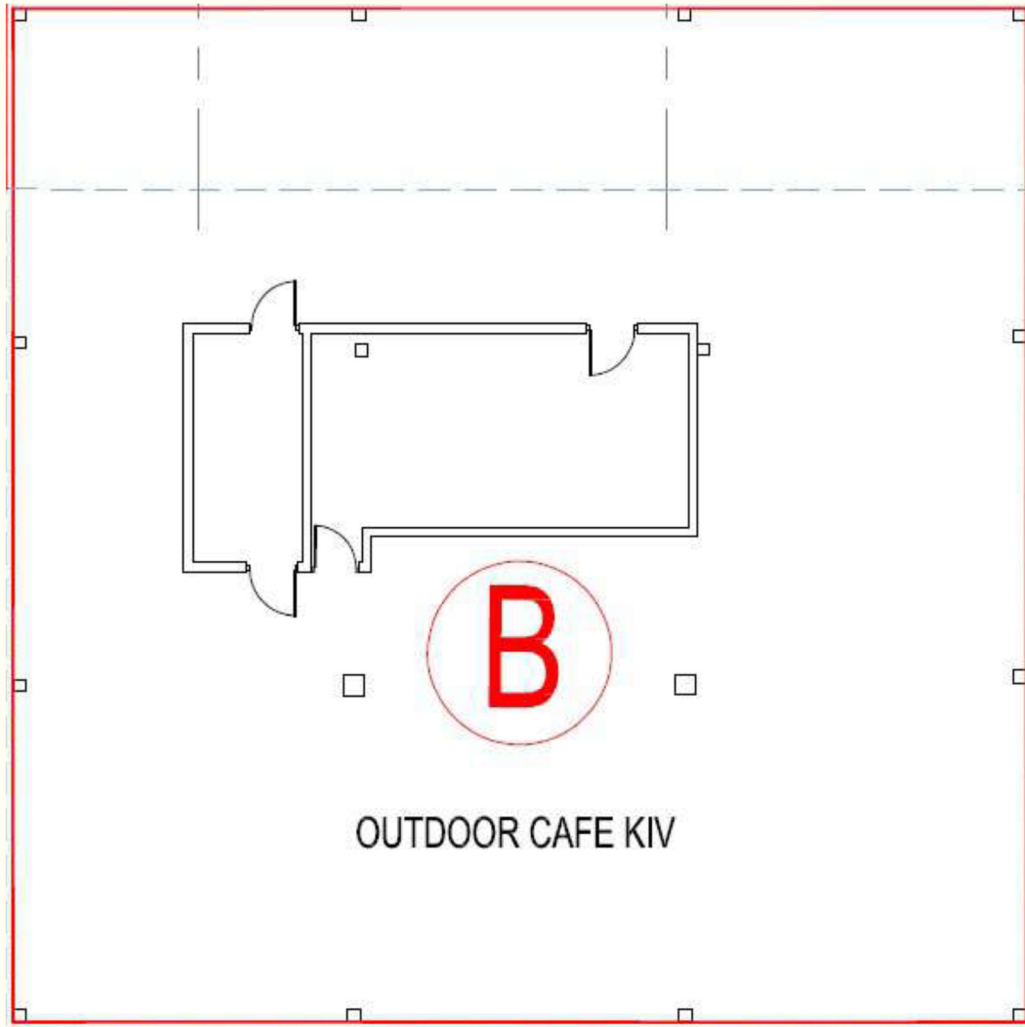
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Outdoor Refreshment Area Floor Plan



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#02-01 Floor Plan



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Evaluation Criteria

Evaluation Criteria	Weightage
Proposed Rental Amount - Competitiveness of proposed rental rate vs market rate	50%
Proposal Quality - Submission of proposed business trade and concept - Brief of business proposal	30%
Company Profile - Submission of all relevant documents e.g ACRA - Business operations experience - Preceding 3 years of audited financial record - Last 2 years of Notice of Assessment (Sole Proprietor)	10%
Compliance with Tender Specifications - Comply with all tender requirements	10%
Total Score:	100%

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****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)

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)

- (b) When forwarding tenders, the Tenderer shall specify clearly on the Email the following:
- i) **Subject: Tender No. SCO/P/TENDER/2025-08 and**
 - ii) **Take note of the closing date of the tender.**

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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.

Patron
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Senior Minister

Chairman
Mr Ng Siew Quan

Honorary Chairmen
Mr Chew Keng Juea
Mr Robin Hu Yee Cheng
Mr Patrick Lee Kwok Kie

Deputy Chairman
Mr Wu Hsioh Kwang

Directors
Mr Chan Kok Hua
A/P Chan Tze Law
A/P Eugene Dairianathan
Ms Han Yong May
Mdm Heng Boey Hong
Mr Ho Tong Yen
Mr Lam Kun Kin
Mr Lee Boon Teck
Mr Lee Woon Shiu
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Mr William Ong Boon Hwee
Mr Jeya Poh Wan Suppiah
Mr Eric James Watson

Executive Director
Mr Terence Ho

赞助人
李显龙先生
国务资政

主席
吴绍均先生

名誉主席
周景锐先生
胡以晨先生
李国基先生

副主席
吴学光先生

董事
曾国和先生
陈子乐副教授
A/P Eugene Dairianathan
韩咏梅女士
王梅凤女士
何东雁先生
林文坚先生
李文德先生
李文修先生
刘荣忠先生
王文辉先生
Mr Jeya Poh Wan Suppiah
Mr Eric James Watson

行政总监
何伟山先生

Section A: Tenderer Information	
Name of Company:	
Address:	
Contact Person:	
Contact Numbers:	
Email:	
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:	
Section D: Your Declaration	
<p>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.</p> <p>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.</p>	
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)

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行政总监
何伟山先生

LETTER OF INTENT

To: Singapore Chinese Orchestra Company Limited (SCO)

1. In consideration of SCO permitting us to participate in the bid for the tenancy of the premises at [] (“**Premises**”) for a period of 3 years with an option to renew for another 6 years (3 + 3), we hereby undertake and agree:
 - a. To pay SCO a deposit (“**Deposit**”) of \$[] being the equivalent of one (1) month’s net rental, less any GST and service charge payable.
2. If SCO accepts our bid and agrees to allocate to us the Premises, we hereby undertake and agree:
 - a. that the Deposit shall be retained by SCO towards payment of rent for the first month of tenancy. Any other applicable taxes, fees and/or charges such as GST and service charge payable by us for the first month of tenancy shall be paid immediately upon signing the Tenancy Agreement or within such other period as may be granted by SCO in its absolute discretion.
 - b. To accept the Premises on a “as it where is basis” within 6 months of the tender closing date or as otherwise determined and informed by SCO.
 - c. That the monthly rental for the Premises payable by us (**exclusive** of GST and service charge) shall be [\$].
 - d. That any and all other charges necessary for our use of the Premises (as determined by SCO in its absolute discretion) including but not limited to the following shall be payable by us:
 - Service charge
 - Signage
 - Billboard
 - Print Advertisement
 - Usage of areas other than the subject premises (Subject to SCO’s approval)
 - e. That the determination of the area of the Premises by SCO’s surveyor shall be final, binding and conclusive.
 - f. To execute all legal documents including but not limited to the Tenancy Agreement within 14 days from the date of SCO’s letter informing us that the legal documents, including but not limited to the Tenancy Agreement, are ready for execution.
 - g. To use the Premises only for the purpose as a [] (Proposed Trade) and to be responsible for obtaining all necessary approvals, permits, and the like for the proposed trade and use at our own cost.
 - h. To comply with the terms and conditions as may be stipulated in the legal documents referred to in paragraph 2e. including but not limited to the Tenancy Agreement (specimen attached).

- i. Participation in SCO's Initiatives - To accept that we shall participate in any marketing programmes, promotional and such other activities that may require expansion of classes / services that would incorporate potential future initiatives with SCO for the promotion of Chinese Orchestra, upon terms to be mutually agreed between the parties.
3. Without prejudice to any other rights and remedies available to SCO, in the event that (i) we withdraw our offer before an award is made, whether or not such award is made to us; and/or (ii) we fail to observe or perform our obligations under paragraph 2 of this Letter, SCO may, in its sole and absolute discretion:
 - a. forfeit or retain for its own benefit the Deposit; and/or
 - b. debar us from participating in future Tenders.

Authorized Signatory

Date

Name

Designation

For and on behalf of

(Company)

(Company Registration No)