

**INVITATION TO TENDER FOR THE PROVISION OF HALAL AND/OR NON-HALAL CATERING AND OTHER FOOD RELATED SERVICES AT SAF YACHT CLUB AT 43 ADMIRALTY ROAD WEST FOR A CONTRACT PERIOD OF 2 YEARS WITH AN OPTION TO EXTEND UP TO 2 YEARS ON ANNUAL BASIS**

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## **PART A**

### **INSTRUCTION TO TENDER**

#### 1 Introduction

This tender is to invite Caterers to supply Halal and/or Non-Halal Catering Services for events held at SAF YACHT CLUB according to the Specifications and under the General Terms and Conditions as set out in the Tender Document.

#### 2 Acceptance of Offer

The Employer shall be under no obligation to accept the lowest, the whole or any tender.

The SAF YACHT CLUB also reserves the right to award by item, or part thereof, groups of items, or part thereof, or all items of the tender, to make awards to one or more tenderers; to reject any and all tenders in whole or part; to waive technical requirements, defects, irregularities and omissions if, in its judgment, the best interests of the SAF YACHT CLUB will be served.

The issuance by the Employer of a Letter of Acceptance accepting the Tenderer's Tender offer or part of the Tender Offer shall create a binding contract (to the extent accepted by the Employer) between the Employer and such Tenderer. The Conditions of Contract shall apply to such contract.

The Letter of Acceptance may be issued;

- A. Through Email to the successful Tenderer; or
- B. To the successful Tenderer's address as given in its Tender Offer by hand or by post

Such issuance of the Letter of Acceptance through GeBIZ, by hand or post shall be deemed effective communication of acceptance.

Notwithstanding the issuance of the Letter of Acceptance, the Employer may at its discretion requires the Tenderer to sign a formal agreement in respect of the Contract and the Tenderer shall do so without unnecessary delay. In the event that the Tender Offer is submitted by a duly authorized agent, the formal agreement is to be executed by his principal

## PART B

### CONDITIONS OF CONTRACT

#### 1. Scope of Contract

- 1.1. The work to be carried out under this Contract comprises the supply of Catering Services at SAF Yacht Club. Details of scope of work and requirements are spelt in **Annex B**.
- 1.2. The successful Vendor shall commence mobilisation and from the date of Award and supply everything necessary i.e., labour, materials, transport, tools for the proper execution of the works described by or referred to in the Specifications and to these Conditions to the satisfaction of the Superintending Officer.
- 1.3. The Vendors shall be deemed to have carefully examined these Conditions, Specifications and Schedules, which will be an integral part of this contract documentation. If he has any doubt as to the meaning and intent of the Contents of all the documents, he shall before submitting his tender set forth the particulars thereof and submit them to the Superintending Officer in writing in order that such doubts may be clarified. No claim will be entertained due to lack of or incompleteness of any information.
- 1.4. The Vendor may not evade or seek extra payments for obvious requirements owing to any omission or discrepancy in the Specifications.

#### 2. Definitions

- 2.1 The following words shall have the meanings assigned to them hereunder:

“The Employer  
or EMPLOYER” shall mean the SAF Yacht Club.

“The Vendor” shall mean the person or persons, partnership,  
firm or company who’s tender for the works  
have been accepted and who has signed this Contract and  
shall include his or their heirs, successors and duly  
appointed representatives.

“The Superintending  
Officer” shall mean the Employer’s GM/Maintenance &  
Manager or his duly appointed representative.

“The Purchase Order” shall mean the purchases described in the Specifications and  
obligations to be performed under this Contract.

“The Site” shall mean the premises and/or other places  
on, under, into or through which the work is to  
be executed under the Contract or any adjacent

premises which may be allotted or used for the purposes of carrying out the Works.

“Approved” or  
“Directed”

shall mean approved or directed as the case may be in writing by the Superintending Officer.

- 2.2 Words importing the singular only shall also include the plural and vice-versa where the context requires.
- 2.3 Words importing the masculine genders shall also include the feminine and neutral genders where the context requires.

3. Site Conditions

The Vendor shall, before tendering, visit the site to ascertain for himself the existing conditions and the space available. Failure to do so will in no way relieve the Vendor of the responsibility for the full execution of the works.

4. Price Variations

All prices shall be quoted on a firm basis. No price variations will be allowed. Price shall be in Singapore dollars.

5. Notices and Fees

The Vendor shall comply with and give all notices required by any written law, regulations and by-laws of any local authority and/or public service company or authority relating to the works or with whose system the same are or will be connected and he shall pay and indemnify the Employer against any fees or charges demandable by law there under in respect of the works.

6. Sub-Contracting

Except where otherwise provided in the contract, the Vendor shall not sub-contract any part of the work in this contract without the prior written consent of the Superintending Officer and such consent if given, shall not relieve the Vendor from any liability or obligation under the contract and he shall be responsible and deemed liable for the acts, defaults and neglects of any approved Sub-Vendor, his agents, servants or workmen as fully as they were the acts, defaults, or neglects of the Vendor, his agents, servants or workmen.

7. Supervision

The works shall be carried out under the general supervision of the Vendor's project manager with minimum input from Employer as far as possible i.e. Vendor must be fully competent in the scope of works that is spelt out in this contract.

8. Reporting procedures

Any change of instructions to be received by the Vendor would be further communicated verbally through the telephone or in writing.

9. Vendor's Workmen

The Vendor shall provide and employ sufficient skilled or semi-skilled workmen to ensure the proper and efficient execution of the work in this Contract. Non-citizens employed shall be in possession of the necessary Work Permits, etc to allow them to work in Singapore with the scope of works that is specified.

The Vendor, if required by the Superintending Officer, shall furnish a list of all his employees and workmen employed on the works and shall state all their nationalities.

All workmen employed shall wear attire bearing the company's name and identification tags complete with photographs, name and identification number or permit number.

The Vendor is required to exercise firm control over the conduct of his agents, servants and workmen and of his sub-Vendors, their agents, servants and workmen while engaged in the execution of the works. The Superintending Officer shall be at the liberty to object to, and require the Vendor to remove forth-with from the areas any person employed by the Vendor who, in the opinion of the Superintending Officer, has misbehaved himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Superintending Officer to be undesirable. Any person so removed from the work shall be replaced as soon as practicable by a competent substitute approved by the Superintending Officer.

The Vendor shall allow in the contract for any additional expenses, which may be incurred due to the hours, which his employees may be asked to work

10. Liquidated Damages

If the Vendor fails to complete the work by the dates stipulated by the Superintending Officer, or in the Work Order or as stated in the tender specifications, the rates specified below may be imposed as agreed liquidated damages per final and/or complete order for every day the work remains incomplete. Such liquidated sums may be deducted from payments due to the Vendor or security deposit retained by the Employer.

|  |   |
|--|---|
| <b>Value of Works</b>                        | <b>Liquidated Damages per final and/or complete order for every day the work remains incomplete (including Sundays and Public Holidays)</b> |
| 200% of final and /or complete order charges |   |

11. Superintending Officer's Instruction

The Superintending Officer shall issue oral or written instructions which the Vendor shall forthwith carry out. Any oral instruction shall be confirmed in writing by the Superintending Officer.

Failure of the Vendor to comply with the instructions within the time as specifically given in the instructions will give the Superintending Officer the right to appoint others to rectify or complete the works at the cost of the Vendor without vitiating and invalidating the contract in any way and/or relieving the Vendor of his responsibility and guarantee.

12. Variation

The Superintending Officer may, without vitiating or invalidating the Contract, order the Vendor to add, omit or change work of any kind necessary. The value of all such variations shall be mutually agreed before commencement of work.

No work shall be done until a variation order or authorization in writing is received from the Superintending Officer.

13. Working Hours/Overtime

It is imperative that the **Vendor allows provision for work during Saturday, Sunday and Public Holidays**. This is important as certain works would need to be carried out during these periods. Notwithstanding the Superintending Officer's consent, the Vendor shall not be entitled to any claim for overtime work.

14. Right to Order and Execute Specialized Work from Other Vendors

The Employer reserves the right to commission works or services which in its opinion are deemed to be of a specialized nature, through any other Vendors or Caterers specialized in this nature of work. Vendors or Caterers so nominated will be issued with Work Orders directly by the Employer and will execute these works under the Superintending Officer's instructions and supervision.

15. Safety Measures & Compliance to ISO 14001

The Vendor shall comply with all statute and written law for the time being in force including the Workplace Safety & Health Act Factories Act and any other prevailing rules, regulations and By-Laws made inclusive of the compliance of ISO14001 where applicable.

It shall be the duty of the Vendor to comply with such requirements of the Regulations as may affect him or any person or persons employed by him and as relate to any work, act or operation performed or to be performed by them. The Vendor shall not permit an employee to do anything not in accordance with the generally accepted principles of sound and safe practice.

The Vendor is deemed to have allowed for all costs of safety provisions and any additional costs, which may arise by way of any amendment to the relevant Regulations, to be deducted from any money or monies due to the Vendor.

## 16. Determination of Contract

16.1. If the Vendor shall make default in any one or more of the following respects, that is to say:

- (a) If he without reasonable cause wholly suspends the carrying out of the works before completion thereof, or
- (b) If he fails to proceed regularly and diligently with the works, or
- (c) If he refuses or persistently neglects to comply with written instructions from the Superintending Officer to remove defective work or improper material,
- (d) If he is in breach of any of the terms and/or conditions of the contract, the Employer may without prejudice to any other rights or remedies thereupon by notice sent by registered post determine the employment of the Vendor under this Contract, provided that notice in pursuance of this Clause shall not be given unreasonably.

16.2. In the event of the Vendor becoming bankrupt or making a composition or arrangement with his creditors or having a winding up order or (except for purposes of reconstruction) a resolution for voluntary winding up passed or receiver or manager of his business or undertaking duly appointed, or possession taken, by or on behalf of the holders of any debentures secured by a floating charge, of any property comprised in or subject to the floating charge, the employment of the Vendor under this Contract shall be forthwith automatically determined but the said employment may be reinstated and continued if the Employer and the Vendor, his trustee in bankruptcy liquidator receiver or manager as the case may be shall so agree.

16.3. In the event of the employment of the Vendor being determined as aforesaid and so long as it has not been reinstated and continued, the following shall be the respective rights and duties of the Employer and the Vendor:- The Employer may employ and pay other persons to carry out and complete the works and he or they may enter upon the works and use all plants, tools, equipment, goods and materials intended for, delivered to and placed on or adjacent to the works, and may purchase all materials and goods necessary for the carrying out and completion of the works.

- (a) The Vendor shall as and when required in writing by the Superintending Officer to do so (but not before) remove from the works any temporary buildings, plants, tools, equipment, goods and materials belonging to or hired by him. If within a reasonable time after any requirement has been made the Vendor has not complied therewith, then the Employer may but without being held responsible for any loss or damage, remove

and sell any such property of the Vendor, holding the proceeds less all costs incurred to the credit of the Vendor.

- (b) The Vendor shall allow or pay to the Employer in the manner hereinafter appearing the amount of any direct loss and/or damage caused to the Employer by the determination. Until after the completion of the works under paragraph (a) of this sub-clause the Employer shall not be bound by any provision of this Contract to make any further payment to the Vendor, but upon such completion and the verification within a reasonable time of the accounts thereafter the Superintending Officer shall certify the amount of expenses properly incurred by the Employer and the amount of any direct loss and/or damage caused to the Employer by the determination, and if such amounts when added to the monies paid to the Vendor before the date of determination exceed the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Vendor; and if the said amount when added to the said monies be less than the said total amount, the difference shall be a debt payable by the Employer to the Vendor.

17. Insurance

Before the commencement of the works, the Vendor shall, at his own expense, insure against all loss or damages from whatever cause for which he is responsible under the terms and conditions of the contract. Such insurance shall be effected with an insurance company approved by the Employer and shall be maintained throughout the duration of the contract. All insurance policies (including receipts) so taken up shall be deposited with the Superintending Officer.

18. Damage to Persons and Property

18.1. Injury to Persons - The Vendor shall be liable for and indemnify the Employer against any liability loss, claim or proceeding, whatsoever, arising by virtue of any statute or at any common law, in respect of personal injury to, or death of any person whomsoever, arising out of, or in the course of, or caused by the execution of the work in this contract.

15.2. Injury to Property - The Vendor shall be liable for and shall indemnify the Employer against any liability loss, claim or proceeding in respect of any injury or damage whatsoever to any property, real or personal arising out of, or in the course of, or any reasons of the execution of the work in this contract.

19. Workmen's Compensation

Before the commencement of any work under this Contract, the Vendor shall, at his own expense, obtain a policy or policies of insurance indemnifying the Vendor and the Employer, from all liabilities arising out of claims by the workmen employed in and for the performance of this contract, for payment or compensation under or by virtue of the Workmen's Compensation Act and under or by virtue of the Common Law and from all costs, expenses incidental or consequential thereto.



20. Failure to Insure

If the Vendor shall fail to effect and keep in force the insurance policies referred to, the Employer shall have the right to effect and keep in force any insurance and recover the amount so paid by the Employer from the Vendor by way of deductions from any money or monies due to the Vendor.

21. Notices

Notices shall be deemed to have been served upon the Vendor if sent by registered post to the addresses stated in the contract unless otherwise notified in writing.

22. Payment

Payment shall be made on completion and upon receipt of an Invoice, in duplicate from the Vendor, and subject to the work being satisfactorily performed and certified by the Superintending Officer.

23. Labour Legislation

The Vendor shall observe and comply with all regulations relating to the labour laws and the Industrial Relations Act, now and thereafter in force and shall pay all fees, charges etc, connected with the compliance of the same.

24. Disputes Resolution

24.1. Mediation

(a) Notwithstanding anything in this Agreement, in the event of any dispute, claim, question or disagreement arising out of or relating to this Agreement, or the breach thereof no party shall proceed to litigation or any other form of dispute resolution UNLESS the parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of Singapore Mediation Centre.

(b) A party who receives a notice from the other party shall consent and participate in the mediation process in accordance with the rules.

(c) Failure to comply with the rule shall be deemed to be a breach of contract.

24.2. Arbitration

Should any dispute or difference arises between the Employer and the Vendor concerning the construction of the contract or any matter contained thereunder, or to the rights and liabilities of both parties under this contract, then either party shall give to the other notice in writing of such dispute or difference and such dispute shall be referred to the arbitration and final decision of a person nominated and appointed by Agreement between the Employer and the Vendor. This clause shall be deemed to be a submission to arbitration, within the meaning of the Arbitration Act (Chap. 16) or any statutory modification or re-enactment thereof for the time being in force.

25. Other Vendors

The Employer reserves the right to employ or otherwise engage any person or persons to carry out on-site, work which does not form any part of the works, whether or not information with respect to such work is provided in the Contract. Every person so employed shall be deemed to be a person for whom the Employer is responsible and not to be a sub-Vendor. The Vendor shall permit the execution of any work by any such person employed or engaged by the Employer. For the avoidance of doubt, any properly authorized authority or statutory boards who may be employed in the execution on or near the Site of any work not in the Contract shall not be regarded as Vendors of the Employer and shall not be deemed to be a person for whom the Employer is responsible.

26. Stamp Duty/Contract Agreement

The Vendor shall bear all costs for stamp duty and contract agreement.

## **PART C**

### **EVALUATION CRITERIA**

1. Evaluation will be based on the ability of the tenderer to meet the specifications outlined in Annex A.
2. In addition, other factors including pricing, financial solvency, prior experience and delivery requirements will also be taken into consideration.

**PART D**

**FORM OF TENDER**

**TENDER FOR THE PROVISION OF HALAL AND/OR NON-HALAL CATERING AND OTHER FOOD RELATED SERVICES AT SAF YACHT CLUB AT 43 ADMIRALTY ROAD WEST FOR A CONTRACT PERIOD OF 2 YEARS WITH AN OPTION TO EXTEND UP TO 2 YEARS ON ANNUAL BASIS**

REF: SAFYC/Catering Services/04- 2022

To: SAF YACHT CLUB  
43 Admiralty Road West, Singapore 759962

Dear Tenderer

Having examined the Tender Documents comprising:

- a. Conditions of Tender
- b. Conditions of Contract
- c. Evaluation Criteria

for the execution of the above-named Works, we, the undersigned, offer to execute and complete (to the extent provided for in the Contract) the Works therein in conformity with the Conditions of Tender, Conditions of Contract, Requirement Specifications and Drawings for the Sum of:

S\$ \_\_\_\_\_ (in figures before GST)

We undertake if our tender is accepted to commence the Works on the date and dates specified in the Authority's Letter of Acceptance and if there is no such date then as soon as is reasonably possible after the receipt of an order to that effect from the Authority and to complete the whole of the Works comprised within the Contract Period of **24 months**.

In consideration of your considering this Tender, we agreed to abide by this Tender for the period of **24 months** from the closing date of this Tender, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We agree that as and when requested by the Authority, we shall extend the validity of this offer for one or more periods not exceeding in total 48 calendar months.

Unless and until a formal Agreement is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest of any tender you may receive.

Our Tender is fully consistent with and does not contradict or derogate from anything in the Conditions of Tender and Conditions of Contract or downgrade anything in your Requirement Specifications. You are entitled to reject our Tender if it is inconsistent with or contradict or derogate from anything in the Conditions of Tender and Conditions of Contract or downgrade anything in your Requirement Specifications. We understand that any change to the wordings to this Form may render the Tender liable to **DISQUALIFICATION**.

|  |  |
|--|--|
| <p>_____<br/><b>Signature of Tenderer</b></p> <p>_____<br/><b>Name &amp; Designation of Tenderer duly authorized to sign tender for and on behalf of the company</b></p> <p>Contact No.: _____</p> | <p>_____<br/><b>Name of Company</b></p> <p>_____<br/><b>Service Address, Tel &amp; Fax No. of Company</b></p> <p>Date: _____</p> |
| <p>_____<br/><b>Signature of Witness</b></p> <p>_____<br/><b>Name &amp; Designation of Witness</b></p>   | <p>_____<br/><b>Address of Witness</b></p> <p>Date: _____</p>  |

*\*Delete where applicable*

## PART E

### PARTICULARS OF FIRM

#### NOTES:

All forms must be fully completed (additional sheets may be used, if necessary) and to be endorsed by the Signature of the Tenderer and accompanied by the Company's official stamp.

#### 1. REGISTRATION

Name of Firm : \_\_\_\_\_  
(Register of Company/Business Names)

Address : \_\_\_\_\_  
\_\_\_\_\_

Telephone No : \_\_\_\_\_

Registration No : \_\_\_\_\_

Type of Company : Public/Private Limited/Partnership/Sole Proprietorship\*

#### 2. OWNERSHIP STATUS OF TENDERER

In Pursuant of the Conditions of Tendering on Tender Information, the Tenderer shall provide full information on:

- (a) name and address of any person, company or corporation which owns, whether directly or indirectly, at least 50% of the total number of shares in the Tenderer;
- (b) the number, percentage and class of shares held by such person/s, company or corporation.

| Name of Shareholder/Company | Address | No. of Shares | % of Shares | Class of Shares |
|-----------------------------|---------|---------------|-------------|-----------------|
|                             |         |               |             |                 |

*\*Delete where applicable*

**3. PAID UP CAPITAL/CAPITAL SET ASIDE/SUPPLEMENTARY INFORMATION**

For this purpose, the interested Tenderer shall complete the accompanying table on “Brief Details of Financial Position”.

In addition, copies of the following shall be submitted:

- (a) Brief particulars of the firm from the Registry of Companies and Businesses’ Instant Information Services.
- (b) Certificate of Incorporation of Private Company.
- (c) Audited Financial Reports for the last three (3) years. This report should include The Directors Report, Balance sheet, Profit and Loss Account, Trading Account, Sources and Application of Funds and Notes to Accounts.

**BRIEF DETAILS OF FINANCIAL POSITION**

| S/N | Financial Date   | Year |      |      |
|-----|--|------|------|------|
|     |  | 2019 | 2020 | 2021 |
| 1.  | Paid up capital and inappropriate profit/loss.                           |      |      |      |
| 2.  | Long-term assets comprising fixed assets and other long-term investment. |      |      |      |
| 3.  | Long-term liabilities comprising equity capital, long term loan, etc.    |      |      |      |
| 4.  | Current assets.  |      |      |      |
| 5.  | Stocks, work-in process and finished goods stock.                        |      |      |      |
| 6.  | Current liabilities.   |      |      |      |
| 7.  | Gross profit.  |      |      |      |
| 8.  | Net profit after tax.  |      |      |      |
| 9.  | Gross sales/turnover   |      |      |      |

*\*Delete where applicable*

4. NAME OF FIRM'S BANKER/S AND ADDRESS:

| Name of Firm's Bankers | Address |
|------------------------|---------|
|                        |         |
|                        |         |
|                        |         |

Bank & Account Number: \_\_\_\_\_

5. ADDITIONAL INFORMATION REQUIRED FROM OVERSEAS APPLICANTS

(a) Local Representative

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No : \_\_\_\_\_

(b) Intention to establish a local office in Republic of Singapore: Yes/No\*

(c) Name of Local Banker

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No : \_\_\_\_\_

*\*Delete where applicable*

**6. PERSON/S EMPOWERED TO ACT ON BEHALF OF FIRM**

| Name | NRIC/Passport No.<br>(last 4 digit) | Designation | Specimen<br>Signature |
|------|-------------------------------------|-------------|-----------------------|
|      |                                     |             |                       |
|      |                                     |             |                       |
|      |                                     |             |                       |
|      |                                     |             |                       |

**7. DETAILS OF RECENT SIMILAR CONTRACT/S CARRIED OUT BY FIRM (LAST 3 YEARS)**

| Description of Job | Commencement<br>Date | Completion<br>Date | Value of<br>Contract | Name of Client |
|--------------------|----------------------|--------------------|----------------------|----------------|
|                    |                      |                    |                      |                |

*\*Delete where applicable*

**8. ANY OTHER INFORMATION:**

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**9. DECLARATION**

I/We\* declare that the above statements are correct and you are authorized to make all investigations which you deemed necessary.

\_\_\_\_\_  
Name of Proprietor  
Managing Director / General Manager

\_\_\_\_\_  
Signature

NRIC/Passport No: \_\_\_\_\_  
(Last 4 digit)

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Stamp

*\*Delete where applicable*

## ANNEX B

### SCOPE OF REQUIREMENT

#### OBJECTIVE OF SOR

1. SAFYC requires the service of a company to supply the below F&B requirements for SAFYC-Sembawang, 43, Admiralty Road West.
2. The quotation should include the below list of items/works/services to be completed and/or delivered.
3. The broad timeline is as follows:
  - a. Tender from **18 October 2022**
  - b. Tender closed on **6 November 2022 12pm**
  - c. Tender evaluation and award by December 2022
  - d. Delivery from January 2023 onwards

#### 4. Scope of Work

To be one of the preferred Halal and/or Non-Halal caterer of SAF Yacht Club for any cuisine required

#### 5. Specification

The specifications are as follows: (interested parties that are unable to provide for certain cuisines should indicate “N.A” under annex A)

1. Please provide a quotation based on the following cuisines with service staff for Communal, Platted Setup and Bento (excluding Western Menu to be fully platted):

| S/N | Items  | Quantity     |
|-----|--|--------------|
| 1   | Chinese Banquet Menu (8-Course) with option of Service Staff             | MOQ: 100 PAX |
| 2   | Malay Buffet & Plated Menu (8/10/12-Course) with option of Service Staff | MOQ: 100 PAX |
| 3   | International Menu (8/10/12/14-Course) with option of Service Staff      | MOQ: 20 PAX  |
| 4   | Western Menu (3/4-Course) with option of Service Staff                   | MOQ: 20 PAX  |
| 5   | Tea break Menu (3 – 6 Course)  | MOQ: 20 PAX  |
| 6   | BBQ Menu with and without Live Station                                   | MOQ: 20 PAX  |
| 7   | Lunch / Dinner Menu Bento Sets (6 dishes+ carbs)                         | MOQ: 20 PAX  |
| 8   | Alcoholic Drinks (Beer, Wine, Champagne)                                 | MOQ: 20 PAX  |

## **6. License**

The Contractor shall have valid licences issued by the relevant government agencies to prepare food and serve drinks. The Tenderer shall indicate in Annex A the license number(s) and date of expiry it has obtained.

## **7. Halal Certification**

a) Tenderers with halal-certified food preparation areas kitchens shall indicate in Annex A its licence and validity of its halal certification.

### ***Additional Requirements***

b) The Contractor shall provide a variety of cuisines for sit-down / plated meals, buffet meals and Bento including but not limited to vegetarian and halal selections as requested by the Customers. The Contractor shall also provide beverage selections from a variety of hot, cold and non-alcoholic beverages.

Subject to Safe Management Measures outlined by STB, MTH, ESG and MOH under the current COVID-19 situation.

c) Where the Contractor's kitchen is not able to provide vegetarian or special dietary requirements for the Customer's event, the Contractor shall provide the Customer with its approved third (3rd) party caterer meals serving vegetarian and other special dietary requirements at no additional cost.

d) The Contractor shall provide adequate service staff at all meal functions, for example but not limited to replace fresh sets of cutlery and plates for sit-down / plated meals promptly.

## **8. Food Quality at Venues Providing Food to the Events**

a) The Contractor shall practice a high standard of personal and food hygiene in the kitchen premises. The Contractor shall ensure that all food supplied are hygienically prepared, wholesome, of satisfactory quality, free of contamination and in all respects fit for human consumption. The Contractor shall comply fully with all prevailing laws and regulations (such as but not limited to the Environmental Public Health Act and Sale of Food Act) relating to the license, food handlers' requirements, food hygiene requirements, requirements relating to preparation or handling of food items, requirements on equipment including utensils as well as any other requirements which the Employer may announce either specifically to the Contractor or generally to the public.

b) The Contractor shall be fully responsible for the quality of all the food supplied and shall ensure that it is in a position to control the quality of the food.

c) The Authority shall have the right to inspect the Contractor's operations and any licence and certificate as may be required for the provision of Services hereunder from time to time.

d) The Contractor shall bring in a mobile kitchen should any cooking be required in the course of catering for the events. SAFYC do not allow open fire cooking on its premises (with the exception of a mobile kitchen).

## **9. SUBMISSION OF DOCUMENTS**

Interested suppliers shall submit the following documents for evaluation purpose:

- a. Quotation, including all costs associated with the deliverables must be included and specified.
- b. Compliance to Healthier Catering Policy Menu Guidelines Declaration Form as per **Annex B2**

c. Track Record of Company in providing Catered F&B Services of similar scale

10. Any clarification to the above scope of requirements, please contact SAFYC’s representative – Adeline Koh at 6351 9167 or Anne Tablan @ 6351 9164 or email [events@safyc.org.sg](mailto:events@safyc.org.sg) with Subject Matter: **Catering Tender**

**ANNEX B1**

**HEALTHIER CATERING GUIDELINES**

| <b>Menu Guidelines</b>  |  |
|---|--|
| <b>1) Healthier beverages</b>   | Caterer must offer plain water as the default beverage item.<br>Caterer offering coffee and tea must have syrup/sugar served on the side, not pre-added.   |
| <b>2) Healthier ingredients (See Note 1: whole-grains Note 2: healthier oils)</b> | Caterer must include whole-grains in all staple options and use healthier cooking oils for all cooking and food preparation.<br>Menus should reflect that healthier cooking oils have been used.   |
| <b>3) Fresh fruits</b>  | Caterer must include fresh fruits as an option for all menus. <ul style="list-style-type: none"> <li>• For menus which do not have the ‘Dessert and Fruits’ category, caterers are required to offer the option to substitute any of the item within the buffet with fresh fruit.</li> <li>• For menus with ‘Dessert and Fruits’ category, fresh fruits must be an option offered.</li> </ul>  |
| <b>4) Deep-fried menu items</b>   | Caterer must limit deep fried items to no more than the following: <ol style="list-style-type: none"> <li>a. No deep fried item allowed for menu orders with <math>\leq 3</math> items;</li> <li>b. 1 item for menu orders with 4-8 items (including dessert, excluding drinks); 2 items for menu orders with <math>\geq 9</math> items (including dessert, excluding drinks);</li> <li>c. All deep-fried items must be clearly labelled (e.g. “DF”) on the menu.</li> </ol> |
| <b>Publicity Guidelines</b>   |  |
| <b>Buffet line</b>  | Caterer should display the Health Promotion Board’s healthier ingredients visual identifier (downloadable at <a href="https://www.hpb.gov.sg/healthy-living/food-beverage/wog-healthier-catering-policy/about-the-healthier-catering-policy">https://www.hpb.gov.sg/healthy-living/food-beverage/wog-healthier-catering-policy/about-the-healthier-catering-policy</a> ) prominently at the buffet line.   |

Notes:

Note 1: All staples listed within the “Rice and Noodle” category must be made of whole-grains and must

be aligned with HPB's Healthier Choice Symbol (HCS) nutritional guidelines ([www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-\(april-2017\).pdf?sfvrsn=9d81ea72\\_0](http://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017).pdf?sfvrsn=9d81ea72_0)). Where there is no "Rice and Noodle" category available (e.g. refreshment menus), staples equivalent listed within "Snack and Pastry/Appetisers" (e.g. bun, bread, pizza) must be made of whole-grains and meet corresponding HCS nutritional guidelines.

Note 2: Healthier oil refers to HCS oils and other plant based oils (e.g. olive, canola, peanut, soybean and sunflower oil) containing 35% or less saturated fats.

Note 3: HPB's healthier catering guidelines can be found at: <https://www.hpb.gov.sg/healthy-living/food-beverage/wog-healthier-catering-policy/about-the-healthier-catering-policy>

## **ANNEX B2**

### **HEALTHIER CATERING DECLARATION FORM**

Please **tick** appropriate check box wherever applicable. If the respective guideline is not applicable, please tick "N/A". For example, packed meals may not include drinks – therefore the requirement for plain water to be provided would not be applicable.

| Category                     | Description   | Yes | No | N/A |
|------------------------------|---|-----|----|-----|
| <b>Lower-Sugar Beverages</b> | Please confirm if plain water is provided in all menus where beverage is included, with no additional charge.   |     |    |     |
|                              | Please confirm if sugar/sugar syrup for coffee and/or tea is served on the side, and not pre-added, in all menus.   |     |    |     |
| <b>Whole-grain staples</b>   | Please confirm if all staples listed within the "Rice and Noodle" category in all menus are made of whole-grains and meet the Healthier Choice Symbol (HCS) nutritional guidelines, which can be found at <a href="http://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017).pdf?sfvrsn=9d81ea72_0">www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017).pdf?sfvrsn=9d81ea72_0</a>  |     |    |     |
|                              | Please confirm that if there is no "Rice and Noodle" category in the menu (e.g. refreshment menus), staples equivalent listed within the "Snack and Pastry/Appetisers" category (e.g. bun, bread, pizza) are made of whole-grains and meet the Healthier Choice Symbol (HCS) nutritional guidelines, which can be found at <a href="http://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017).pdf?sfvrsn=9d81ea72_0">www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017).pdf?sfvrsn=9d81ea72_0</a> |     |    |     |
| <b>Use of Healthier Oil</b>  | Please confirm if healthier oil ( $\leq 35\%$ saturated fats) is/are used in cooking and food preparations for all menus.   |     |    |     |
| <b>Fresh Fruits</b>          | Please confirm if fresh fruits are provided as an option for menus.   |     |    |     |

|                         |  |  |  |  |
|-------------------------|--|--|--|--|
| <b>Deep Fried Foods</b> | Please confirm if the number of deep fried items per menu is: <ul style="list-style-type: none"> <li>a. 0 deep fried items for menu orders with <math>\leq 3</math> food items*</li> <li>b. <math>\leq 1</math> deep fried items for menu orders with 4-8 food items*</li> <li>c. <math>\leq 2</math> deep fried items for menu orders with <math>\geq 9</math> food items*</li> </ul> <p>* Food items include desserts but exclude beverages.</p> |  |  |  |
|-------------------------|--|--|--|--|

\*I/We, the undersigned, hereby confirm that:

1. All the information contained herein and submitted with this Declaration Form is true and accurate. \*I/We undertake to promptly inform and update Health Promotion Board at [WOG Healthier Catering@hpb.gov.sg](mailto:WOG_Healthier_Catering@hpb.gov.sg) of any changes to the information contained herein and submitted with this Declaration Form.
2. \*I/We understand that Health Promotion Board reserves the unconditional right to:
  - (a) require the submission of further information or material to assess this Declaration Form;
  - (b) accept, reject or require amendments to this Declaration form;
  - (c) conduct checks to verify any information submitted in this Declaration form;
  - (d) take action against any inaccurate, untrue, false or misleading information that may be supplied in this Declaration Form or in any submission to Health Promotion Board;
  - (e) change or vary any part of this Declaration Form (including any supporting documents required hereunder)

|                               |
|-------------------------------|
| Signature:                    |
| Name of Catering company:     |
| Name of Authorised Signatory: |
| Designation:                  |
| Date:                         |

## 11. CRITICAL CRITERIA

- a. Supplier shall ensure the completeness of price proposal for Firm/Option Requirement. It is mandatory for Suppliers to complete and submit the price proposal in accordance to the Price Format in Annex A.

## 12. OTHER CRITERIA

a. Suppliers' quotation shall be evaluated based on compliance to requirement specifications as specified in Annex A.

### Notes:

8. The prices quoted above shall be exclusive of GST.
9. This quotation complies with all SAFYC's requirements unless qualified otherwise.
10. All costs associated with the deliverables must be included and specified.
11. No extra cost is to be incurred in addition to the quoted price, inclusive of transport and other charges.
12. SAFYC shall make payment within 30 days upon completion of service and receipt of the invoice upon completion of services. No advance deposit shall be paid.

### Safe Management Measures

The tenderer shall indicate its commitment to upkeep the Safe Management Measures (SMM) outlined by the Singapore Tourism Board ("STB"), Ministry of Trade and Industry ("MTI"), Enterprise Singapore ("ESG"), and Ministry of Health ("MOH") as detailed under the following STB advisories:

- a) SMM Advisory for Hotels:
- b) SMM Advisory for F&B Establishments:
- c) SMM Advisory for MICE Events:

<https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-hotels.html#Hotels>

<https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-food-and-beverage-establishments.html#F&B>

<https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-MICE.html#MICE>