

FORM OF TENDER

To : Nanyang Technological University
NTU Shared Services
Level 5, Student Services Centre
42 Nanyang Avenue
Singapore 639815

Name(s) of Tenderer(s)¹ : _____

Address : _____

TENDER NO.: CEE/003/19(OT)

1. We, _____²Name(s) in Block Letters) hereby offer and undertake on the acceptance of this Tender to supply goods and services as specified in the Requirements Specifications of your Invitation to Tender and under the Instructions to Tenderer and Conditions of Contract of your Invitation to Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything under the Instructions to Tender and Conditions of Contract of your Invitation to Tender 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 under the Instructions to Tenderer and Conditions of Contract of your Invitation to Tender or downgrade anything in your Requirement Specifications.
3. We undertake that we shall as and when required by you to execute with you a formal Agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed upon between the University and us. Until the said Agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
4. OUR OFFER IS VALID FOR 90 DAYS FROM THE CLOSING DATE OF THIS TENDER.

¹ If the tender is submitted by a consortium, each member of the consortium shall be named.

² If the tender is submitted by a consortium, the Lead Member of the consortium shall submit the tender on behalf of the consortium members. Documentary proof must be provided that the Lead Member is authorized by all members of the consortium to submit, sign the tender, receive instruction, given any information, accept any contract and act for and on behalf of all the members of the consortium. For example, paragraph 1 in this Form of Tender should read "We, (Name of Lead Member), acting for and on behalf of (Name of 1st Member), (Name of 2nd Member) and (etc – List out Names of remaining Members) ... "

5. We agree that as and when requested by the University we shall extend the validity of this offer for one or more periods not exceeding in total 90 days.
6. Our price (herein referred to as “the Contract Price”) for the goods and services to be supplied by us is _____.
7. A breakdown of the Contract Price for the goods and services is given in the priced schedule attached hereto.
8. We are registered/not registered* with _____ (Name of Government Registration Authority) under the following supply category/head(s) as specified in the Invitation to Tender:-

Supply Category/Head	Financial Category	Expiry

(If the tender is submitted by a consortium, the registration status of every member in the consortium must be listed.)

9. We further undertake to give you any further information which you may require.
10. We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of _____³(Insert Name of firm, company or consortium).

Dated this _____ day of _____, 201____.

Tenderer’s (as *Principal/Agent)
Company or Business Registration No⁴ :

Tenderer’s official
Stamp⁴ :

Authorized Signature⁴

Name :

Designation :

(*Delete whichever is not applicable)

NOTICE - This Form duly completed MUST accompany every Tender Proposal. Any change to its wordings may render the Tender liable to DISQUALIFICATION.

³ If the tender is submitted by a consortium, the tender shall be submitted by the Lead Member on behalf of all members of the consortium. Each member of the consortium shall be listed. For example, “ ... for and on behalf of (Name of 1st Member), (Name of 2nd Member) and (etc – List out Names of remaining Members) ... ”

⁴ The Lead Member’s registration number, official stamp and authorized signature must be provided.

PARTICULARS OF CONTRACTOR

1	Registered Name of Company	_____		
	Registered Address	_____ _____		
	Telephone Number	_____		
	Business Registration No.	_____		
	Date of Incorporation	_____		
	State whether:-			
	Public Limited Co.			
	Private Limited Co.			
	Partnership or			
	Sole Proprietorship	_____		
2	Capital:-	Authorised	_____	
		Paid up	_____	
	If Partnership or Sole Proprietorship, state the Capital Set Aside for Business of this Nature:-			
		Capital Set Aside:-	_____	
3	Name and Address of Bankers	_____ _____ _____		
4	Directors/Partners			
	<u>Name</u>	<u>I/C No.</u>	<u>Position in Firm</u>	<u>Address</u>
	(a) _____	_____	_____	_____
	(b) _____	_____	_____	_____
	(c) _____	_____	_____	_____
	(d) _____	_____	_____	_____
	(e) _____	_____	_____	_____

5 Persons legally empowered to act and sign

<u>Name</u>	<u>I/C No.</u>	<u>Position in Firm</u>	<u>Address</u>
(a) _____	_____	_____	_____
(b) _____	_____	_____	_____
(c) _____	_____	_____	_____
(d) _____	_____	_____	_____
(e) _____	_____	_____	_____

6 I/We am/are registered with:-

The Building and Construction Authority (BCA)	Certificate of Registration No:- _____	Expiry Date:- _____
The Expenditure and Procurement Policies Unit (EPPU)	Certificate of Registration No:- _____	Expiry Date:- _____

Registered Head	Financial Category
_____	_____
_____	_____
_____	_____

GST (Goods & Services Tax) Status

I/We am/are registered/not registered with the Comptroller of GST.

if registered, please state the following:-

GST Registration Number:- _____

Registration date:- _____

Please attach a copy of the GST Registration certificate (if any) when submitting the Tender proposal.

7 List of Debarments(if any)

<u>Name of Authority</u>	<u>Reasons for Debarments</u>	<u>Dates where Debarments was Effective</u>	
		<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8 List of Works executed for private Organization or Public Authorities besides Nanyang Technological University:-

<u>Date of completion/ Acquisition</u>	<u>Nature of Work/ Type of Product</u>	<u>Name of Owner/ Authority/Engineer</u>	<u>Value</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9 List of Regular Staff proposed to carry out the tendered Project and to provide subsequent maintenance support:-

<u>Name</u>	<u>Position in Company/Firm</u>	<u>Experience</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 10 List of name and address of any person, company or corporation that owns, whether directly or indirectly, at least 50% of the total number of shares in the tenderer.

Names	Address	Number of Shares	Percentage of Shares	Class of Shares

I declare that the information contained is in best of my knowledge and belief in all respects true and should there be any false statement I understand that my Firm/Company may be debarred for tendering any University work. I/We enclosed a copy of the certificate of registration with my/our tender submission.

(Please state designation of signatory in Firm/Company)
(i.e. Manager, Managing Director)

Date