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1. DEFINITIONS

1.1 In these Conditions of Contract, unless the context otherwise requires:

- (a) **“Authority”** means Health Sciences Authority.
- (b) **“Contract”** means the resulting contract between the Authority and the Contractor for the provision of the Goods and Services as a result of the Authority’s acceptance of the Contractor’s Tender Offer which terms and conditions are contained in the following:
 - (i) the Covering Letter;
 - (ii) the Instructions to Tenderers;
 - (iii) the Contractor's Tender Offer;
 - (iv) these Conditions of Contract;
 - (v) the Requirement Specifications;
 - (vi) the Letter of Acceptance;
 - (vii) any Purchase Orders issued by the Authority to the Contractor;
 - (viii) any correspondence exchanged between the Authority and the Contractor which is agreed to by the Authority in writing as amplifying or modifying the Invitation to Tender or the Contractor’s Tender Offer; and
 - (ix) any formal agreement executed between the Parties,including all schedules and annexes to such documents as relevant.
- (c) **“Contract Price”** means the aggregate Tender Price for Goods and Services required under the Contract.
- (d) **“Contractor”** means a successful Tenderer whose Tender Offer has been accepted by the Authority.
- (e) **“Control”** means, with respect to a person (i) the right to exercise, directly or indirectly, at least 50 per cent of the voting rights attributable to the shares of the controlled person or (ii) the possession, directly or indirectly, of the power to direct or cause the direction of the management or policies of such person.
- (f) **“Government Furnished Equipment”** or **“GFE”** means the items which the Authority provides or is required to provide pursuant to the Contract.
- (g) **“Goods”** means all goods proposed in the Contractor’s Tender Offer as being capable of meeting or exceeding the Requirement Specifications and accepted in the Letter of Acceptance which the Contractor is required to supply under the Contract, including technical documentation, parts or units thereof.
- (h) **“GST”** means goods and services tax charged under the GST Act.

- (i) **"GST Act"** means the Goods and Services Tax Act (Cap. 117A).
- (j) **"Invitation to Tender"** means the invitation to participate in the tender for the supply of Goods and Services and comprises all the tender documents forwarded to the Tenderer, inclusive of the Covering Letter, Form of Tender, Instructions to Tenderers, Conditions of Contract, Requirement Specifications, Guidelines for Tender, Evaluation Criteria and any other documents and forms enclosed.
- (k) **"Letter of Acceptance"** means the letter issued by the Authority accepting the Contractor's Tender Offer.
- (l) **"Parties"** means the Authority and the Contractor, and **"Party"** means any one of them.
- (m) **"Price Schedule"** means the schedule of prices for Goods and Services proposed in the Contractor's Tender Offer and accepted in the Letter of Acceptance.
- (n) **"Purchase Order"** means an order issued by the Authority, making reference to the Contract, to purchase the Goods and/or Services.
- (o) **"Requirement Specifications"** means the specifications set out in Part 3 of the Invitation to Tender and any amendments or additions to the aforesaid as may be mutually agreed in writing between the Parties from time to time.
- (p) **"S\$"** means the lawful currency of Singapore.
- (q) **"Services"** means the services proposed in the Contractor's Tender Offer as being capable of meeting or exceeding the Requirement Specifications and accepted in the Letter of Acceptance which the Contractor is required to provide under the Contract.
- (r) **"Subcontractor"** means any person, firm or company engaged by the Contractor to perform any part or parts of the Contractor's obligations and includes the Subcontractor's duly appointed representatives, successors and permitted assignees and the Subcontractor's subcontractor.
- (s) **"Tender Offer"** means the offer submitted by the Tenderer to provide Goods and Services to the Authority in response to the Invitation to Tender, and other documents submitted by the Tenderer and accepted in writing by the Authority as modifying such offer submitted by the Tenderer.
- (t) **"Tender Price"** in respect of any of the Goods or Services, means the sum specified in the Price Schedule (as may be varied in accordance with the Contract) for the provision of such Goods or Services under the Contract.
- (u) **"Tenderer"** means a person or its permitted assigns and successors offering to provide the Goods and Services pursuant to the Invitation to Tender, and shall be deemed to include two or more persons if appropriate.
- (v) **"Working Day"** means a day which is not a Saturday, Sunday or a public holiday in Singapore.

- 1.2 Words importing the singular only shall also include the plural and vice versa where the context requires.
- 1.3 The headings are for convenience of reference only and shall not be taken into consideration for the purpose of interpretation.
- 1.4 References to a person include any company, limited liability partnership, partnership, business trust, unincorporated association or government agency (whether or not having separate legal personality).
- 1.5 Unless a contrary intention appears, a reference in the Contract to “including” shall not be construed restrictively but shall mean “including without prejudice to the generality of the foregoing” and “including but without limitation”.
- 1.6 Unless otherwise provided, any reference to any legislation shall be deemed a reference to such legislation as amended or revised from time to time and be deemed to include any subsidiary legislation made under such legislation.
- 1.7 In the Contract, “month” means calendar month and “day” means calendar day.
- 1.8 For the purposes of computing time, unless the contrary intention appears, a period of days from the happening of an event or the doing of any act or thing shall be deemed to be exclusive of the day on which the event happens or the act or thing is done.

2. CLAUSE REFERENCES

- 2.1 All references to clauses in these Conditions of Contract or any other document, unless otherwise expressly stated, are references to clauses numbered in these Conditions of Contract or the document in which the reference appears respectively.

3. SCOPE OF CONTRACT

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

4. DELIVERY AND PERFORMANCE

- 4.1 The Contractor shall, unless otherwise specified by the Authority prior to delivery or performance, deliver the Goods and perform the Services at the time(s) and place(s) and in the manner specified in the Contract. The Contractor shall obtain a receipt therefor from the Authority. The issue of such receipt shall in no way relieve the Contractor from its obligations under Clause 6 to replace defective or damaged Goods and re-perform deficient Services.

5. CARE AND DILIGENCE

- 5.1 The Contractor shall with due care and diligence carry out its obligations to the Authority under the Contract.
- 5.2 The Contractor acknowledges and accepts that the Authority relies on the skill and judgment of the Contractor and also upon the accuracy of all representations and

statements made and advice given by the Contractor in the delivery of the Goods and provision of the Services under the Contract.

6. REMOVAL AND REPLACEMENT

6.1 The Authority may reject any Goods that are found on delivery, or upon installation where installation is required, to be:

- (a) damaged or defective;
- (b) incorrect or not in accordance with the Contract; or
- (c) not newly manufactured or of unsatisfactory quality or not fit for the ordinary uses contemplated by the Authority,

(collectively, the “**Rejected Goods**”), and the Contractor shall:

- (i) provide a replacement for the Rejected Goods immediately at the Contractor’s own expense; and
- (ii) collect the Rejected Goods at the Contractor’s own expense within seven (7) days from the date of notification by the Authority and failing which, the Authority shall have the right:
 - (A) to claim from the Contractor storage charges and other expenses incurred in relation to the Rejected Goods until collection by the Contractor or disposal in accordance with sub-clause (B) below, whichever is earlier; and
 - (B) if the Rejected Goods are not collected after **one (1)** month from the date of notification by the Authority, to dispose of the Rejected Goods in any way the Authority deems fit and claim all expenses incurred thereby from the Contractor,

and the Authority shall be entitled to claim from the Contractor all costs and damages incurred by the Authority as a result of the Rejected Goods.

6.2 The Authority may reject any Services that are not performed in accordance with the Contract or with reasonable care, skill and diligence, and if so required by the Authority, the Contractor shall re-perform such rejected Services at the Contractor’s own expense.

6.3 Where any Goods or Services are rejected by the Authority pursuant to Clause 6.1 or Clause 6.2 or pursuant to any other provision of law, the Contractor shall be deemed to have completely failed to:

- (a) deliver such Goods or perform such services relating to the delivery or installation of such Rejected Goods; and
- (b) perform such Services,

as the case may be.

- 6.4 Notwithstanding anything to the contrary, the risk of loss, damage or deterioration of Rejected Goods (whether rejected pursuant to this Clause 6 or otherwise) shall be borne by the Contractor at all times and possession shall be deemed to have never passed to the Authority.

7. ACCEPTANCE

- 7.1 The Contractor shall conduct all tests in accordance with the manufacturer's specifications and such other tests as may be determined by the Authority (such tests collectively, the "**Acceptance Tests**") to verify and demonstrate that the Goods and Services (including any replacement and repaired Goods and any re-performed Services) meet the Requirement Specifications.
- 7.2 The Contractor shall notify the Authority about the Acceptance Tests at least **one (1)** month prior to the date scheduled for the Acceptance Tests. The Contractor shall submit the proposed test plan to the Authority for approval at least **one (1)** month prior to the date scheduled for the Acceptance Tests.
- 7.3 The Authority shall have the right to attend and scrutinise the conduct of each Acceptance Test. If the Contractor has given notice to the Authority in accordance with Clause 7.2, and the Authority does not appoint any representative to attend the Acceptance Tests prior to the date scheduled for the Acceptance Tests, the Contractor shall have the right to proceed with the Acceptance Tests without a representative of the Authority being present.
- 7.4 The results of the Acceptance Tests shall be properly documented by the Contractor (the "**Acceptance Tests Report**") and submitted to the Authority within five (5) days after the conduct of the Acceptance Tests.
- 7.5 The Contractor shall provide all necessary labour, facilities and equipment required and bear all costs for the performance of the Acceptance Tests.
- 7.6 Where the Contract allows or provides that the Acceptance Tests are to be conducted at the Contractor's premises, the Contractor shall at no cost to the Authority provide administrative support such as office facilities and local transport to:
- (a) the Authority's representatives attending the Acceptance Tests; and
 - (b) any Authority's representatives stationed at the Contractor's premises for purposes pertaining to the Contract.
- 7.7 The Authority shall not be under any obligation to accept any Goods or Services which have not satisfactorily passed the Acceptance Tests. In the event that any deficiencies in the Goods or Services become evident, the Contractor shall immediately, at the Authority's option, replace the Goods or re-perform the Services or perform remedial or corrective action. The cost of the replacement, re-performance, remedial or corrective action shall be borne by the Contractor.

8. WARRANTY

- 8.1 In the Contract, "**Warranty Period**" in respect of Goods or Services, means the period as indicated in the Requirement Specification commencing on the date of Acceptance

of such Goods or Services by the Authority in accordance with the provisions of the Contract, unless otherwise agreed in writing by the Parties.

8.2 Where during the Warranty Period, any Goods are found to:

- (a) be defective in design, materials or workmanship; or
- (b) be not in accordance with the Contract; or
- (c) having been installed, operated, stored and maintained in accordance with the written instructions of the Contractor, fail to function properly or fail to meet any Requirement Specifications or specifications published by the Contractor as applicable to the Goods,

(the “**Defective Goods**”),

then unless the Contractor can show that the foregoing is caused solely by improper use or mishandling by the Authority, the Contractor shall, at its own expense (including transportation costs), at the option and written notification of the Authority, replace, rectify or completely repair the Defective Goods and deliver the replaced/repared Goods to the Authority within three (3) months from the date of receipt by the Contractor of the Defective Goods. The Warranty Period shall be extended, from the date of original expiry of the Warranty Period, by a period equivalent to the period commencing on the date of the said notification to the date of Acceptance of the repaired/replaced Goods by the Authority. In the event that the remaining Warranty Period (after such extension) as at the date of such Acceptance is less than **three (3)** months, the Warranty Period shall be extended such that the date of expiry of the Warranty Period falls **three (3)** months after the date of such Acceptance.

8.3 If any Service performed is found during the Warranty Period to be deficient, the Contractor shall at the written notification of the Authority, complete the re-performance of the same, at the expense of the Contractor within **seven (7)** days from the date of the Authority’s notification. Any replacement, the Warranty Period for the re-performed Service shall be extended, from the date of original expiry of the Warranty Period, by a period equivalent to the period commencing on the date of the said notification to the date of completion of the re-performed Service. In the event that the Warranty Period (after such extension) remaining at the date of such completion is less than one month, the Warranty Period shall be extended such that the date of expiry of the Warranty Period falls **three (3)** months after the date of such completion of the re-performed Service.

8.4 The Authority’s rights and remedies under this Clause 7 are independent of and without prejudice to any other rights and remedies of the Authority.

9. TITLE AND RISK

9.1 The risk of loss or damage to the Goods or any documentation delivered pursuant to the Contract shall pass upon receipt of the Goods or documentation by the Authority. Title to the Goods shall pass from the Contractor to the Authority upon Acceptance.

9.2 Risk of loss or damage to the Goods shall be borne by the Contractor from the time the Goods are received by the Contractor for the purpose of modification, replacement, repair or rectification until the modified, repaired, replaced or rectified Goods are received by the Authority.

10. CONTRACTOR'S PERSONNEL

- 10.1 The Contractor shall provide all necessary personnel with adequate skills and required professional certification (where applicable) for the performance of the Contract. Upon request by the Authority, the Contractor shall provide evidence of certification and competency of the personnel assigned.
- 10.2 If required by the Authority, the Contractor shall provide to the Authority the names and particulars (in such form as may be required by the Authority) of the personnel provided by the Contractor to perform the Contract.
- 10.3 The personnel provided by the Contractor to perform the Contract shall be subject to the Authority's approval. Where the Contractor has proposed such personnel in its Tender Offer, the Authority's acceptance of the Contractor's Tender Offer shall not constitute its approval of such personnel.
- 10.4 The Authority shall not be obliged to provide any reasons for objecting to any of the Contractor's personnel. If the Authority objects by notice in writing to any personnel provided by the Contractor to perform the Contract, the Contractor shall remove such person immediately and furnish a suitable and adequate replacement at no additional expense to the Authority within **three (3)** days.
- 10.5 The Contractor undertakes not to change its personnel approved under this Clause 10 without the Authority's consent, whose consent shall not be unreasonably withheld. All new or replacement personnel shall also be subject to the approval of the Authority. The Contractor shall not reduce the quality of its personnel if this may adversely affect the performance of the Contract, including the quality of the Services.

11. PAYMENT

- 11.1 The Contractor shall invoice the Authority in accordance with Clause 11.4 after Acceptance by the Authority of all the Goods and Services.
- 11.2 Against compliance with Clause 11.1, the Authority shall pay the Contractor within **thirty (30)** days from the date of the invoice by Interbank GIRO or such other mode of payment as the Authority and the Contractor may agree. The Contractor shall provide the Authority with the relevant bank account details for the purpose of such Interbank GIRO payment within **thirty (30)** days after the date of the Letter of Acceptance.
- 11.3 No payment shall be considered as evidence of the quality of the Goods or Services to which such payments relate or a waiver of any default on the part of the Contractor in the performance of its obligations, nor shall it relieve the Contractor from its other obligations under the Contract.
- 11.4 If requested by the Authority, the Contractor shall submit to the Authority invoices through the electronic invoicing system maintained by the Authority and such other documents through such means and in such format as may be specified by the Authority for the purposes of making payment.
- 11.5 The Authority shall not be required to pay for expenses or cost of whatever nature other than those expressly set out in the Contract or otherwise expressly agreed to in writing by the Authority.

- 11.6 The Contract Price is exclusive of any GST chargeable on the supply of goods and services to the Authority by the Contractor under the Contract. If the Contractor is a taxable person under the GST Act, the Authority shall reimburse the Contractor for any such GST charged on the supply by the Contractor of goods or services under the Contract.
- 11.7 Any invoice or other request for payment of monies due to the Contractor under the Contract shall, if he is a taxable person for the purpose of the GST Act, be in the same form and contain the same information as if it were a tax invoice for the purposes of the regulations made under the GST Act.

12. TAXES, FEES AND DUTIES

- 12.1 The Contractor shall be responsible for all corporate and personal income taxes, customs fees, duties, fines, levies, assessments and other taxes payable by the Contractor or its employees in carrying out its obligations under the Contract.
- 12.2 If the Authority receives a request from the tax authorities or otherwise decides to pay on behalf of the Contractor or the Contractor's employees, or to withhold payments from the Contractor in order that the Authority may subsequently so pay, any of the abovementioned taxes, fees, duties, fines, levies and assessments ("**Taxes**"), the Contractor hereby agrees that the Authority may deduct such Taxes from payment due to the Contractor and forward the balance to the Contractor without any obligation to gross up such payment or pay the Contractor any amount so withheld.
- 12.3 For the avoidance of doubt, in the event that withholding taxes are imposed by the tax authorities on any payments due under the Contract, the Contractor shall bear all such withholding taxes and the Authority may deduct such taxes from payment due to the Contractor and forward the balance to the Contractor without any obligation to gross up such payment or pay the Contractor any amount so withheld.

13. DELAY IN DELIVERY AND PERFORMANCE

- 13.1 If the Contractor fails to deliver any Goods or complete the performance of any Services by the date(s) specified in the Contract, the Authority shall have the right (in addition to and without prejudice to all other rights or remedies available, including the Authority's right to terminate the Contract pursuant to Clause 18.1) to do one or more of the following:
- (a) cancel all or any such Goods or Services from the Contract without compensation and obtain them (the "**Replacement Goods and Services**") from other sources and all increased costs thereby incurred shall be borne by the Contractor provided that the quantity of the Replacement Goods and Services so obtained shall not exceed the quantity stated in the Contract.

14. COMPLIANCE WITH LAW

- 14.1 The Contractor shall, at its own costs, obtain and maintain all licences, permits, certifications and regulatory authorisations without any restriction or qualification whatsoever so as to enable the Contractor to fulfil all its obligations under the Contract.

- 14.2 The Contractor shall, in performing its obligations under the Contract, comply with all applicable laws and shall keep the Authority indemnified against all penalties and liabilities of every kind for the breach of any such laws.

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17. GIFTS, INDUCEMENTS AND REWARDS

- 17.1 The Authority shall be entitled to immediately terminate or rescind the Contract and recover from the Contractor the amount of any loss resulting from such termination or rescission if:

- (a) any Contractor Representative has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for:
 - (i) doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or performance of the Contract; or
 - (ii) showing favour or disfavour to any person in relation to any contract with the Authority; or
- (b) any Contractor Representative has engaged in any activity or conduct that has resulted or will result in a violation of any Anti-Corruption Laws.

- 17.2 In this Clause 17:

“Anti-Corruption Laws” means:

- (a) Chapter IX of the Penal Code (Cap. 224);
- (b) the Prevention of Corruption Act (Cap. 241); and
- (c) any other applicable law including any foreign law which:
 - (i) prohibits the conferring of any gift, payment or other benefit on any person or any officer, employee, agent or adviser of such person; or
 - (ii) is broadly equivalent to the laws set out in paragraphs (a) or (b) or which has as its objective the prevention of corruption.

“Contractor Representative” means any of the following:

- (a) the Contractor;
- (b) any person employed by the Contractor; or
- (c) any person acting on behalf of the Contractor (whether with or without the knowledge of the Contractor).

18. TERMINATION

- 18.1 If the Contractor is in breach of any of its obligations under the Contract and:
- (a) the Contractor fails to remedy the breach within **thirty (30)** days from a written notice from the Authority to do so; or
 - (b) the breach is not capable of being remedied within a reasonable time,
- the Authority shall have the right (in addition to and without prejudice to all other rights or remedies available, including the right to claim damages) to terminate the Contract with immediate effect by written notice.
- 18.2 If any of the following events occur, the Authority shall be entitled to terminate the Contract with immediate effect by written notice to the Contractor, and the Contractor shall have no claim for any damages or compensation:
- (a) the Contractor becomes insolvent;
 - (b) where the Contractor is a company, a receiver or liquidator is appointed over any undertaking or property of the Contractor or an order is made or a resolution is passed for winding-up or dissolution without winding-up (other than for the purpose of amalgamation or reconstruction) of the Contractor;
 - (c) where the Contractor is a partnership, the Contractor is dissolved or has a bankruptcy order made against it;
 - (d) where the Contractor is an individual, the Contractor becomes bankrupt or dies;
 - (e) legal proceedings alleging insolvency are brought against the Contractor; or
 - (f) the Contractor enters into any composition or arrangements with creditors.
- 18.3 If the Contract is terminated, the following shall apply:
- (a) termination shall be without prejudice to any rights and obligations of either Party which has accrued prior to such termination and any obligation which expressly or by implication is intended to come into or continue in force on or after such termination;
 - (b) the Contractor shall forthwith refund to the Authority all amounts paid to the Contractor under the Contract, less the price of the Goods and Services which have been accepted by the Authority as at the date of termination;
 - (c) the Contractor shall immediately deliver property belonging to or provided by the Authority pursuant to the Contract and all deliverables prepared by the Contractor for the Contract (including works-in-progress if so requested by the Authority); and
 - (d) in the event of a termination pursuant to Clause 18.1 or 18.2, the Authority shall, at its sole discretion, have the right to engage another person to provide the remaining Goods and Services to be provided under the Contract, and any additional costs and expenses incurred shall be paid by the Contractor, and the Contractor shall give reasonable assistance to the incoming contractors.

- 18.4 Nothing in this Clause 0 shall be deemed to prejudice any other rights or remedies available to the Authority against the Contractor for any breach of the Contractor's obligations whether under the Contract or at law or in equity.

19. FORCE MAJEURE

- 19.1 Neither Party shall be liable for any failure to perform its obligations under the Contract if the failure results from events which are beyond its reasonable control ("**Force Majeure Event**") provided always that whenever possible the affected Party will resume that obligation as soon as the factor or event occasioning the failure ceases or abates. For purposes of the Contract, "**Force Majeure Event**" shall include acts of God, acts of civil or military authority, civil disturbance, wars, strikes, fires and other catastrophes.
- 19.2 If the effect of any Force Majeure Event continues for a period exceeding **thirty (30)** days, the Authority may at any time thereafter give notice to the Contractor to terminate the Contract with immediate effect without being liable to the Contractor in damages or compensation.
- 19.3 If a Force Majeure Event occurs, the Contractor or the Authority (as the case may be) shall for the duration of such Force Majeure Event be relieved of any obligation under the Contract as is affected by the Force Majeure Event except that the provisions of the Contract shall remain in force with regard to all other obligations under the Contract which are not affected by the Force Majeure Event.
- 19.4 Failure of the Contractor's Subcontractors or suppliers to perform their obligations shall not be regarded as events beyond the control of the Contractor.

20. CORRESPONDENCE

- 20.1 Subject to Clause 20.2, any notice, request, waiver, consent or approval ("**Notice**") shall be in writing and shall be deemed to have been duly given or made when it is delivered by hand or by prepaid registered post or fax to the Party as follows:
- (a) in the case of the Contractor, the address and fax number set out in the Tender Offer; and
 - (b) in the case of the Authority, the following address and fax number:

Health Sciences Authority
11 Outram Road
Singapore 169078
Fax number: 6213 0749
- 20.2 Any Notice may be made by the Authority to the Contractor by electronic mail or other electronic means and shall be deemed to have been duly given or made when it is sent to the Contractor's electronic mail address set out in the Tender Offer.
- 20.3 Either Party may change its address, fax number and (in the case of the Contractor) electronic mail address referred to above by giving the other Party written notice of the change.

21. LANGUAGE

- 21.1 All data, documents, descriptions, diagrams, books, catalogues, instructions, markings for the Goods and correspondence shall be written in readily comprehensible English language.
- 21.2 The personnel of the Contractor and any Subcontractor shall be proficient in both written and spoken English for the purpose of performing the Contractor's obligations under the Contract.

22. CONSORTIUM

- 22.1 As used in the Contract, "**Consortium**" means an unincorporated joint venture through the medium of a consortium or a partnership.

Joint and Several Responsibility

- 22.2 Each member of the Consortium shall be jointly and severally responsible to the Authority for the due performance of the Contract.

Addition of members to Consortium

- 22.3 Any introduction of, or changes to, Consortium membership must be approved in writing by the Authority.

- 22.4 Should additional member(s) be added to the Consortium at any time with the approval of the Authority pursuant to Clause 22.3, he or they shall be deemed to be included in the expression "the Contractor".

Withdrawal from Consortium

- 22.5 If any member of the Consortium withdraws from the Consortium, goes into liquidation, is wound up or ceases to exist in accordance with the laws of the country of incorporation:

- (a) the Contract shall continue and not be terminated, and
- (b) the remaining member(s) of the Consortium shall be obliged to carry out and complete the Contract.

23. SUB-CONTRACT, TRANSFER AND ASSIGNMENT

- 23.1 The Contractor shall not, without the prior written consent of the Authority, sub-contract its obligations, or transfer or assign the benefit of the whole or any part of the Contract.
- 23.2 The Contractor shall be responsible for the acts, defaults, negligence and omissions of any Subcontractor, their agents, servants or workmen.
- 23.3 Where sub-contracting is allowed in the contract, the Contractor must ensure that their first-level sub-contractors are not debarred from participating in Government contracts at the time when the Authority approves the appointment of the sub-contractors.

24. DEFAULT INTEREST

- 24.1 If the Contractor defaults in the payment when due of any sum payable under the Contract its liability shall be increased to include interest on such sum from the date when such payment is due until the date of actual payment (after as well as before judgment). The interest shall be calculated on a daily basis at a rate per annum of 5.5%.

25. REMEDIES

- 25.1 The rights and remedies of a Party under the Contract are cumulative and are without prejudice and in addition to any rights or remedies such Party may have at law or in equity. No exercise by a Party of any one right or remedy under the Contract, or at law or in equity shall operate so as to hinder or prevent the exercise by it of any other right or remedy under the Contract, at law or in equity.

26. VARIATION

- 26.1 No variation of the Contract shall be of any force unless agreed upon in writing and signed by the authorised signatories of both Parties.

27. WAIVER

- 27.1 In no event shall any delay, failure or omission on the part of either of the Parties in enforcing any right, power, privilege, claim or remedy ("**Remedy**"), which is conferred under the Contract or at law or in equity, or arises from any breach by the other Party, (a) be deemed to be or be construed as a waiver or variation thereof, or of any other such Remedy, in respect of the particular circumstances in question, or (b) operate so as to bar the enforcement or exercise thereof, or of any other such Remedy in any other instances at any time or times thereafter.
- 27.2 No waiver of any breach of the Contract shall be deemed to be a waiver of any other or of any subsequent breach.
- 27.3 Any waiver granted under the Contract must be in writing and may be given subject to conditions. Such waiver under the Contract shall be effective only in the instance and for the purpose for which it is given.

28. SET-OFF

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

29. ENTIRE AND WHOLE AGREEMENT

- 29.1 The Contract contains the entire and whole agreement between the Parties relating to the subject matter of the Contract.

30. SEVERABILITY

- 30.1 In the event any provision in the Contract is determined to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent it is illegal, invalid or unenforceable, be deemed not to form part of the Contract and the legality, validity and enforceability of the remainder of the Contract shall not be affected.

31. RIGHTS OF THIRD PARTIES

- 31.1 A person who is not a party to the Contract shall have no right under the *Contracts (Rights of Third Parties) Act* to enforce any term of the Contract.

32. SURVIVING PROVISIONS

- 32.1 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract, including Clauses 17 (Gifts, Inducements and Rewards), 18.3 and 18.4 (Termination), 20 (Correspondence), 0 (Default Interest), 25 (Remedies), 26 (Variation), 27 (Waiver), 28 (Set-off), 29 (Entire and Whole Agreement), 30 (Severability), 31 (Rights of Third Parties), 32 (Surviving Provisions), 33 (Governing Law), 33A (Escalation of Disputes), 34 (Mediation), 35 (Dispute Resolution) and 36 (Order of Precedence), shall survive the termination or expiry of the Contract.

33. GOVERNING LAW

- 33.1 The Contract shall be deemed to be made in Singapore and shall be governed by and construed in accordance with the laws of the Republic of Singapore.

33A. ESCALATION OF DISPUTES

- 33A.1 In the event of any dispute, claim, question or disagreement arising out of or relating to the Contract or its subject matter or formation (a “**Dispute**”), no Party shall proceed to mediation or any form of dispute resolution unless the Parties have referred the Dispute to a senior officer of each Party (each, an “**Officer**”) who shall negotiate in good faith with a view to resolution of such Dispute.
- 33A.2 If such Dispute is not resolved by agreement between the Officers within thirty (30) days after the date of referral of the Dispute to the Officers, any Party may proceed to:
- (a) if the Dispute is within the jurisdiction of the Small Claims Tribunals, refer the Dispute to the Small Claims Tribunals; or
 - (b) give the other Party written notice for mediation as contemplated in Clause 34 (Mediation).

34. MEDIATION

- 34.1 Notwithstanding anything in the Contract, in the event of any Dispute and subject to Clauses 33A, 34.3 and 34.4, no Party shall proceed to any form of dispute resolution unless the Parties have made reasonable efforts to resolve the same through

mediation in accordance with the mediation procedure of the Singapore Mediation Centre. The Parties shall be deemed to have made reasonable efforts in accordance with this Clause 34.1 if they have gone through at least one mediation session at the Singapore Mediation Centre.

- 34.2 A Party who receives a written notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Clause 34.
- 34.3 The mediation session is to commence no later than **ninety (90)** days from the date of the written notice of mediation failing which either Party may proceed to dispute resolution.
- 34.4 Clause 34.1 shall not apply to a Dispute referred to the Small Claims Tribunals, provided that:
- (a) the Parties attend a consultation session before a Registrar (where the Parties will be given an opportunity to resolve the Dispute amicably) after a claim is filed with the Small Claims Tribunals; and
 - (b) the proceedings relating to such Dispute are not:
 - (i) discontinued by the Registrar pursuant to Section 17(3) of the Small Claims Tribunal Act; or
 - (ii) transferred out of the Small Claims Tribunals before or pursuant to such consultation session.
- 34.5 Failure to comply with Clause 34.1 or 34.2 shall be deemed to be a breach of the Contract.

35. DISPUTE RESOLUTION

- 35.1 Each Party irrevocably agrees that the courts of Singapore shall have exclusive jurisdiction to settle any Dispute. Each Party irrevocably submits to the jurisdiction of such courts.

36. ORDER OF PRECEDENCE

- 36.1 In the event and to the extent only of any conflict between any provisions of the Contract, the conflict shall be resolved, subject to Clause 36.2, in accordance with the following order of precedence:
- (a) these Conditions of Contract;
 - (b) the Requirement Specifications;
 - (c) the Letter of Acceptance;
 - (d) the Purchase Orders, if any;
 - (e) any formal agreement executed between the Parties;
 - (f) the Contractor's Tender Offer (as amplified or modified by any correspondence exchanged between the Authority and the Contractor which has been agreed

to by the Authority in writing as amplifying or modifying the Contractor's Tender Offer).

36.2 Where the Contractor's Tender Offer (as amplified or modified by any correspondence exchanged between the Authority and the Contractor which has been agreed to by the Authority in writing as amplifying or modifying the Contractor's Tender Offer) contains provisions which are more favourable to the Authority in relation to the rest of the Contract, such provisions of the Contractor's Tender Offer shall prevail. The Authority shall in its absolute and sole discretion determine whether any provision is more favourable to it in relation to the Contract.

36.3 For the avoidance of doubt, this Clause shall form an integral part of the Conditions of Contract referred to in Clause 36.1(a).

37. CONFIDENTIALITY AND SECURITY

37.1 Except with the written consent of the Authority, the Contractor shall:

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

37.2 The Contractor shall take all reasonable precautions in dealing with Confidential Information so as to prevent any unauthorised person from having such access to such Confidential Information. The Contractor shall procure that all its employees, servants and agents and those of its Subcontractors and agents to whom Confidential Information is to be made available observe the obligations contained in this Clause 37 and shall, at the request of the Authority, procure that each of its employees, servants and agents and those of its Subcontractors and agents sign an undertaking to safeguard HSA information in the form set out in the Schedule to these Conditions of Contract, if they have not already done so.

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

37.4 For the purposes of this Clause 37, "**Confidential Information**" means any information received or obtained as a result of entering into the Contract (or any agreement entered into pursuant to the Contract), including:

- (a) information which relates to the Authority;
- (b) information which relates to the existence and the provisions of the Contract or any Purchase Order, or of any agreement entered into pursuant to the Contract; or

- (c) any analyses, compilations, notes, studies, memoranda or other documents derived from, containing or reflecting such information,

but does not include information that is:

- (d) or has become public knowledge otherwise than through breach of agreement or other legal obligation or through the default or negligence of the Contractor, his employees, servants, agents or Subcontractors;
- (e) lawfully in the possession of the Contractor or already known to the Contractor on a non-confidential basis prior to the Contractor receiving or obtaining such information as a result of entering into the Contract, as evidenced by written records; or
- (f) independently developed by the Contractor.

37.5 The Contractor shall not be liable for disclosure of Confidential Information in the event and to the extent any Confidential Information is required to be disclosed by the Contractor pursuant to any applicable law, regulations or directives of any relevant government, statutory or regulatory body (including stock exchange) or pursuant to any legal process issued by any court or tribunal of competent jurisdiction, provided the Contractor shall, to the extent practicably possible and permissible by law or regulations, give the Authority prompt and prior notice of any such requirement and shall cooperate with the Authority to limit the scope of such disclosure to the maximum extent legally possible.

37.6 No later than **seven (7)** days from the termination or expiry of the Contract, the Contractor shall:

- (a) return all Confidential Information received from the Authority for the purpose of the Contract and all documents and copies thereof produced in the course of performing its obligations under the Contract;
- (b) securely destroy and erase all softcopies of Confidential Information that exist in hard disk, removable storage media and other storage media or facility whatsoever; and
- (c) upon completion of the obligations under Clauses 37.6(a) and (b), provide a written confirmation that it has complied with Clauses 37.6(a) and (b)

37.7 The Contractor shall immediately notify the Authority where the Contractor becomes aware of any breach of this Clause 37 by its employees, servants, agents and Subcontractors and cooperate with the Authority to limit the extent and impact of such breach.

37.8 This Clause 37 shall survive the termination or expiry of the Contract.

38. SUPPLY OF GOODS AND SERVICES AS AND WHEN REQUIRED BY THE AUTHORITY

38.1 The Authority may engage the Contractor for the supply of Goods or Services from time to time by issuing a Purchase Order.

- 38.2 All Purchase Orders shall state the Goods or Services to be supplied and shall also state the aggregate Tender Price of all Goods and Services specified in such Purchase Order.
- 38.3 Where the Contractor receives, during the Contract Period, any Purchase Order for Goods or Services, the Contractor shall supply the Goods and Services specified in the Purchase Order in accordance with the Contract.

39. OPTION TO PURCHASE

- 39.1 The Contractor grants the Authority in respect of each item specified in Annex D (each, an “**Option Item**”), an option to purchase such Option Item (each, an “**Option to Purchase**”).
- 39.2 Each Option to Purchase shall be exercisable by written notice given by the Authority to the Contractor before the deadline for the exercise of the Options to Purchase as specified in Annex D.
- 39.3 If the Authority exercises an Option to Purchase, references to “**Goods**” or “**Services**” in the Contract shall include the Option Item in respect of which such Option to Purchase was exercised.

UNDERTAKING TO SAFEGUARD HEALTH SCIENCES AUTHORITY (HSA) INFORMATION**TENDER REFERENCE NO. :** _____

To: The Health Sciences Authority of Singapore ("HSA")

1 I understand and agree that all information from HSA acquired by me in the course of my work and consultancy with HSA, including any information in connection with the contract (Contract Reference No. _____) (the "Contract"), is strictly secret and confidential in nature, and undertake not to publish or communicate such information to any unauthorised person in any form at any time, without the official sanction of the Chief Executive Officer of HSA.

2 I shall ensure that any other person who is authorised by me to have access to any information from HSA shall similarly sign an undertaking to safeguard official information.

3 I undertake to return any document received from HSA, any other copies made or reproduced from such document or part thereof whenever required by HSA and also upon the expiry or termination of the Contract.

4 I further understand and agree that any breach or neglect of this undertaking may render me liable to civil proceedings.

.....
(Signature).....
(Full name in BLOCKS and NRIC).....
(Designation).....
(Name of Company).....
(Date).....
(Signature of WITNESS).....
(Full name in BLOCKS).....
(Designation).....
(Name of Company)