



INVITATION TO TENDER

APPOINTMENT OF A PROFESSIONAL SERVICES FIRM
FOR THE PROVISION OF INTERNAL AUDIT SERVICES
(2025 - 2029)

SRCS/ITT/2025/003

16 APRIL 2025

IMPORTANT NOTES FOR THE TENDER

1. Interested vendors are to send an email to tender.enquiry1@redcross.sg in the following format, to obtain the Scope of Work:
 - Email subject header: **“TENDER FOR INTERNAL AUDIT SERVICES”**
 - Email must include a duly completed **Form 5**. Form 5 can be found at the end of this document under the Prescribed Forms section
2. Tender closing date: **Friday, 9 May 2025, 12:00 noon**
3. Tender bids must be submitted via TenderBoard

16 Apr 2025

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. **SRCS/ITT/2025/003**

INVITATION TO TENDER: APPOINTMENT OF A PROFESSIONAL SERVICES FIRM FOR THE PROVISION OF INTERNAL AUDIT SERVICES (2025 - 2029)

1. Singapore Red Cross Society invites offers for services as described in the Tender Information and on the terms set out in the Tender Documents as a whole.
2. This Invitation to Tender ("ITT") comprises the following documents:
 - Letter of Invitation
 - Tender Information
 - Prescribed Forms (Forms 1 to 5)

The documents are available from Wednesday, 16 Apr 2025 on SRC's website: www.redcross.sg and on www.TenderBoard.biz

3. Tender Offer must be submitted in accordance with Section 8 of Tender Information. Tenderers must submit their Tender Offers by the Closing Date, which is **12 noon on Friday, 9 May 2025**. Late submissions will not be accepted.
4. All Q&A will be posted on www.TenderBoard.biz. Please login to view the Q&A.
5. Singapore Red Cross Society does not bind itself to accept the lowest or any Tender Offer, and reserves the right to accept the Tender Offer in part or in whole.



Benjamin William
Secretary General/CEO
Singapore Red Cross Society

TENDER INFORMATION

APPOINTMENT OF A PROFESSIONAL SERVICES FIRM FOR THE PROVISION OF INTERNAL SERVICES (2025 - 2029)

1. Introduction

- 1.1. This Invitation to Tender is for the appointment of a Professional Services Firm ("Firm") to plan, and execute the Internal Audit plan for Singapore Red Cross Society ("SRC").
- 1.2. The period of appointment will be from 1 Jun 2025 to 31 May 2029.

2. Background

- 2.1. SRC is a IPC-registered charity which provides a range of services to the underprivileged in Singapore, first aid training for the public and runs national programmes (eg. National Blood Programme). SRC also funds overseas projects, in areas affected by disasters or conflicts.
- 2.2. Given the wide range of operations, governance and control are paramount to ensure that SRC can sustain its operations and remain accountable to donors.
- 2.3. To this end, the internal audit services are outsourced to a Firm, to ensure objectivity in the audit process and to learn/apply best practices in SRC's operations.

3. Scope of Work

- 3.1. The appointed Firm will work closely with the SRC Management to plan and execute an Internal Audit Plan over a period of 4 years. Each Internal Audit Report is to be presented to the Audit Committee.
- 3.2. For reasons of confidentiality, interested Firms are to send an email to tender.enquiry1@redcross.sg in the following format, to obtain the Scope of Work:
- 3.2.1. Email subject header: "TENDER FOR INTERNAL AUDIT SERVICES"
- 3.2.2. Email must include a duly completed Form 5. Form 5 can be found at the end of this document under the Prescribed Forms section

4. Timeline

Submission of tender proposals	Friday, 9 May 2025 (12 noon)
Online Submission via TenderBoard only at www.TenderBoard.biz	
Appointment of Firm	Late May 2025

5. Conditions of Tender Submission

- 5.1. SRC reserves the right to award the Tender in part or in whole.
- 5.2. Late submissions will not be accepted.

6. Submission of Tender Offer

- 6.1. Firms must submit their Tender Offers online by **12 noon on Friday, 9 May 2025** via www.TenderBoard.biz - (SRCS/ITT/2025/003).
- 6.2. The following documents must be submitted:
 - 6.2.1. Detailed breakdown of fee by business cycles / contract year
 - 6.2.2. Profiles of key members of the Engagement Team
 - 6.2.3. Draft Contractual Agreement, if any (*subject to mutual agreement)
 - 6.2.4. All Prescribed forms in Section A
 - 6.2.5. ACRA Bizfile
- 6.3. Late submissions will not be considered for evaluation.

7. Evaluation Criteria

- 7.1. Participating Firms and their proposals will be evaluated against the following:
 - 7.1.1. Effectiveness and viability of proposal
 - 7.1.2. Cost considerations
 - 7.1.3. Value-add to SRC
 - 7.1.4. Profile and experience of key members of the Engagement Team

8. Payment

- 8.1 Payment shall be made to the Firm within **thirty (30) days** from the satisfactory completion of the work and upon receipt of the invoice(s).

9. Contact Information

Please direct all enquiries and clarifications to tender.enquiry1@redcross.sg. All Q&A will be posted on www.TenderBoard.biz, and can be viewed upon logging in.

PRESCRIBED FORMS

Please complete all the forms in this section

Form 1

TENDERER'S PROFILE		
Company Name:		
UEN:		
Address:		
Year of Establishment:		
Total Paid-up Capital:		
GST Status:	We are / are not * a taxable person under the Goods and Services Act. (* delete as appropriate)	
GST Registration No.:		
GST Registration Date:		
SCHEDULE OF PERSONS EMPOWERED TO ACT		
The following persons are empowered to sign contract documents and act on the Tenderer's behalf:		
<u>Name</u>	<u>NRIC No.</u>	<u>Designation</u>

Form 2

OFFER

To: Singapore Red Cross Society ("SRC")
15 Penang Lane Singapore 238486

Tender No:
SRCS/ITT/2025/003

Name of Tenderer:

UEN:

Address:

1. We, _____ (Company Name) hereby offer and undertake on the acceptance of this Tender Offer to supply goods and/or services as specified under this Invitation to Tender.
2. Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Tender Information or downgrade anything in your Scope of Work. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Invitation to Tender or downgrade anything in the Scope of Work.
3. We declare that all the information provided in this Tender Offer (including those in the Prescribed Forms) are correct and true.
4. We undertake that we shall, if 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 SRC and us. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
5. OUR OFFER IS VALID FOR A PERIOD OF **NINETY (90)** DAYS FROM THE CLOSING DATE OF THIS TENDER.
6. We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total **06** calendar months.
7. Our price (herein referred to as the "Contract Price") for the goods and services to be supplied by us is S\$ _____.
8. A breakdown of the Contract Price for the goods and services is given in the priced schedule attached.
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 _____ (Company Name).

Dated this _____ day of _____, 2025

Authorised Signature:	Company stamp:
Name:	Contact No:
Designation:	Email:

NOTE:

This Form duly completed MUST accompany every Tender Offer.
Any alterations to its wordings may render the Tenderer liable to disqualification.

Form 3

[illegible]

Form 4**LIST OF RELEVANT TRACK RECORD IN THE LAST 3 YEARS**

S/N	Name of Client	Description of Project	Value of Contract	Year

NB: Please include a separate list if the space provided above is insufficient.

DECLARATION OF CONFLICT OF INTEREST BY TENDERER

(Declaration by Company Director / Owner / CEO / Authorized Representative)

I, _____, (NRIC No. : _____) hereby declare that to the best of my knowledge and belief that the senior management & shareholder(s) of our company have / do not have (**delete where appropriate*) a conflict of interest, perceived or otherwise, with SRC:

Name of senior management & designation/ Name of shareholder	Name of family member / relative who is a SRC staff / Council member	Relationship to SRC staff / Council member

NB: Please include a separate list if the space provided above is insufficient.

Company Stamp	Name/Designation	Signature/Date



UNDERTAKING TO SAFEGUARD CONFIDENTIAL INFORMATION

THIS AGREEMENT is made on _____ (date) between:

- (1) SINGAPORE RED CROSS SOCIETY (“SRC”); and
- (2) _____ (“Vendor”)
(Name of Registered Business / Owner & UEN / other identifier)

whereas SRC had engaged Vendor under Reference/Purchase Order/Contract No. **SRCS/ITT/2025/003** to provide goods &/or services to SRC upon and subject to the terms and conditions of this non-disclosure agreement. The Vendor hereby undertakes and agrees to **comply with all the obligations under the non-disclosure requirements as described in this document:**

IT IS AGREED as follows:

1. INTERPRETATION

- 1.1 References to statutory provisions shall, except where the context requires otherwise, be construed as references to those provisions as respectively amended or re-enacted or as their application is modified by other provisions (whether before or after the date hereof) from time to time.
- 1.2 Unless the context otherwise requires or permits, references to the singular number shall include references to the plural number and *vice versa*, and references to any one of the masculine, feminine and neuter genders shall include the other said genders.

2. DEFINITIONS

2.1 In this Agreement, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

- 2.1.1 **“Confidential Information”** In this Agreement, “the Confidential Information” means information relating to the products, services, ideas, business, personnel, trademarks, copyrights, the intellectual property or commercial activities of SRC, including but not limited to formulas, systems and presentation, compilation, devices, concepts, techniques, processes, data which individually may, or may not be confidential, which information is not generally known to the public and either derives value, actual or potential, from not being generally known to the public and either derives value, actual or potential, from not being generally known, or has character such that SRC has a legitimate interest in maintaining its confidentiality.

In addition, the undersigned agrees as follows:

- (a) All documents given by SRC will be considered as Confidential Information, whether or not marked with any proprietary notice or legend when the disclosure takes place.
 - (b) To avoid any engaging in any “design around” activities regarding the Confidential Information.
- 2.1.2 **“Vendor”** in this Agreement shall collectively include an individual, a team, a contracting firm as well as a corporate or organizational entity.
- 2.1.3 **“Purpose”** in this Agreement shall refer to the agreed scope of works.

3. NON-DISCLOSURE

3.1 Third Parties

3.1.1 The vendor shall not disclose Confidential Information to third parties. If such third parties disclosure is necessary, or about to be made for whatever reason, the vendor shall seek the written permission of SRC, and allow SRC the opportunity to enter into a non-disclosure agreement, substantially identical to this Agreement, with the third party.

3.2 Acknowledgement of Ownership and Confidentiality

3.2.1 The vendor acknowledges and agrees that the Confidential Information that is disclosed to it by SRC, or that it acquires, sees, or learns of as a direct or indirect consequence of the discussions contemplated herein, and all dealings and transactions that follow or result from such discussion(s), are the exclusive property of SRC, and the undersigned will keep that information strictly confidential.

3.3 No Transfer of Rights

3.3.1 The vendor acknowledges and agrees that it shall not acquire any right or interest in the Confidential Information and that SRC shall remain the sole owner of the Confidential Information.

3.4 No Offer for Sale

3.4.1 The vendor acknowledge and agree that the disclosure of the Confidential Information by SRC and the Vendor does not constitute an offer by SRC to the vendor for the sale, license or other transfer of the Confidential Information. Except as may be expressly set forth herein, neither Party shall have any financial or other obligation to each other respecting the Confidential Information.

3.5 Handling of Confidential Information

3.5.1 In consideration of the mutual exchange and disclosure of Confidential Information, each party undertakes in relation to the other party's Confidential Information:

- (a) to maintain the same in confidence and to use it only for the Purpose and for no other purpose and in particular, but without prejudice to the generality of the foregoing:
 - (i) not to make any commercial use thereof;
 - (ii) not to use the same for the benefit of itself or of any third party other than pursuant to a further agreement with the other party; and
 - (iii) not to use the same for the purpose of guiding or conducting a search of any information, materials or sources, whether or not available to the public, for any other purpose whatsoever.
- (b) not to copy, reproduce or reduce to writing any part thereof except as may be reasonably necessary for the purpose and that any copies, reproductions or reductions to writing so made shall be the property of the Disclosure;

3.6 Return of Information

3.6.1 The vendor will return to SRC any material in the undersigned possession or control, that bears, embodies or refers to the Confidential Information to SRC promptly, when requested to do so by SRCS. The undersigned shall return all documents and materials (and all copies thereof) containing the other party's Confidential Information and certify in writing to the other party that it has complied with the requirements of this sub-clause in the following circumstances:

- (i) within one (1) month of completion of the Purpose; or
- (ii) within one (1) month of receipt of a written request from the other party;

Signed for and on behalf of: _____ (Vendor)

Company Stamp	Name/Designation	Signature/Date