



SINGAPORE

INVITATION TO TENDER

APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING & CARETAKING
SERVICES FOR

THE RED CROSS CAMPSITE FROM 1ST MAY 2025 TO 31ST APRIL 2026
(With option to extend for the individual subsequent years of 2026 - 2027)

APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING SERVICES FOR
THE RED CROSS HOUSE FROM 1ST MAY 2025 TO 31ST APRIL 2026

(With option to extend for the individual subsequent years of 2026 - 2027)

SRCS/ITT/2025/002

18 MARCH 2025

IMPORTANT NOTES

1. Vendors must RSVP via email to tender.enquiry1@redcross.sg by **Friday, 21 March 2025, 5:00 pm** in the following format:

Email subject header: “**RSVP 21/03/25: PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE & RED CROSS HOUSE: Tender Briefing [COMPANY NAME]**”

- Email must include a copy of **business card** and a duly completed **Form 5**. Form 5 can be found at the end of this document under the Prescribed Forms section

2. Compulsory Tender Briefing:

Monday, 24 March 2025 @ 11:00am – Red Cross House, 15 Penang Lane

Monday, 24 March 2025 @ 2:00 pm – Red Cross Campsite, 62 Jalan Khairuddin

Site visit is optional for those who have attended before.

3. Tender closing date: **Tuesday, 15 April 2025, 5:00 pm**

4. Tender bids must be submitted via TenderBoard

18 March 2025

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no.: SRCS/ITT/2025/002

INVITATION TO TENDER:

**APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE FROM 1ST MAY 2025 TO 31ST APRIL 2026
(With option to extend for the individual subsequent years of 2026 - 2027)**

**APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING SERVICES FOR THE RED CROSS HOUSE FROM 1ST MAY 2025 TO 31ST APRIL 2026
(With option to extend for the individual subsequent years of 2026 - 2027)**

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

The Tender Documents will be made available from **Monday, 18 March 2025** on SRC's website: www.redcross.sg and on www.TenderBoard.biz

3. Tender Offer must be submitted in accordance with Section 6 of Tender Information. Tenderers must submit their Tender Offers by the Closing Date, which is **5.00pm on Tuesday, 15th April 2025**. Late or incomplete submissions will be disqualified.
4. There will be a Compulsory Tender Briefing on **Monday, 24 March 2025**. Venue is at
 - **Red Cross House, 15 Penang Lane at 10:00am and**
 - **Red Cross Campsite, 62 Jalan Khairuddin at 2:00pm.**

Attendance is compulsory for all Vendors intending to submit a Tender Offer. Vendors are to wait at the venue to take attendance. Please RSVP your attendance in accordance with Section 10 of Tender Information.

Vendors who have attended the respective Tender Briefings for ITT SRCS/ITT/2024/008 and ITT SRCS/ITT/2024/009 need not attend at the same location again. Please note that all vendors who submit a bid must have attended at least one Tender Briefing at each of the 2 locations in the past 6 months. Bids from vendors who do not meet this criterion will not be considered.

Vendors who wish to attend the tender briefing will be required to register interest by sending an email to tender.enquiry1@redcross.sg with subject header: , “**RSVP 21/03/25: PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE & RED CROSS HOUSE: Tender Briefing [COMPANY NAME]**” by **Friday, 21 March 2025, 5.00pm**, with the documents below:

- a. Portfolio of similar works done
 - b. Duly Signed Copy of Form 5 (NDA Form)
 - c. Copy of business card (front and back)
5. All Q&A will be uploaded onto www.TenderBoard.biz. Please login to view the Q&A.
 6. Singapore Red Cross Society does not bind itself to accept the lowest or any Tender Offer, and reserves the right to accept the offer in whole or in part.

Benjamin William
Secretary General/CEO
Singapore Red Cross Society

TENDER INFORMATION

APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE FROM 1ST MAY 2025 TO 31ST APRIL 2026
(With option to extend for the individual subsequent years of 2026 - 2027)

APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING SERVICES FOR THE RED CROSS HOUSE FROM 1ST MAY 2025 TO 31ST APRIL 2026
(With option to extend for the individual subsequent years of 2026 - 2027)

1. INTRODUCTION

This Invitation To Tender (ITT) is for the appointment of a vendor for the Cleaning and Caretaking Services for Red Cross Society Campsite at No 62 Jalan Khairuddin and Cleaning Services for Red Cross House at 15 Penang Lane. The Singapore Red Cross is a homegrown humanitarian organisation, dedicated to relieving human suffering, protecting lives and dignity and responding to emergencies since 1949. We serve the vulnerable through our blood donor recruitment programme, home and day activity centre for the disabled, elder aid, transport aid, family life aid, community health on wheels and community first aid. We build capacity and resilience through our training academy, and volunteer and youth development. Beyond our shores, we mobilise and translate contributions from the donor community to relief and recovery, rehabilitation and reconstruction efforts, with the aim of helping communities affected by disasters.

2. BACKGROUND

Nestled at No. 15 Penang Lane, Red Cross House stands as a beacon of history, service, and resilience. This iconic heritage building, which was officially opened in 1961 by Yang di Pertuan Negara Yusof Bin Ishak, the Patron of the Singapore Red Cross (SRC), continues to be a hub for humanitarian efforts, training, and community engagement. A building of such historical significance requires regular maintenance and attention to detail to uphold its reputation and functionality.

Red Cross Society Campsite at No 62 Jalan Khairuddin which sits on an approximate land area of 184100sqft consists of a school playing field, a school building and a service road. Each year the Youth Hub organises a variety of events, programmes and activities for both locally and internationally to nurture compassionate leaders for humanity. Youths develop unique abilities and qualities to inspire and influence positive change in others by their own actions. The Youth Hub facilities requires to be maintained regularly as to uphold the reputation and ensure that the youth will have a good experience whenever they utilise the facility

3. OPERATIONAL WORKING HOURS

The appointed vendor will work with Red Cross Admin Department to design a maintenance regime suited to Red Cross operational hours. This includes (but is not limited to additional working hours that is required):

3.1 - Manpower Working Hours for Red Cross Campsite

S/N	Cleaners and Caretaker (2 + 1)	Operational Hours
1	Cleaner 1 & Cleaner 2	Monday to Friday - 8:30am to 5:30pm Saturday - 8:30am to 1:00pm
2	Care Taker / General Worker	Monday to Sunday - 7:00am to 7:00pm

Note:

- 2 Cleaners should comprise of a Male and a Female Cleaner.
- Male care taker / general worker preferred.

3.2 - Manpower Working Hours for Red Cross House

S/N	Cleaners	Operational Hours
1	Cleaner 1	Monday to Friday - 7:00am to 4:00pm Saturday - 7:30am to 11:30pm
2	Cleaner 2	Monday to Friday – 9:00am to 6:00pm Saturday - 9:00am to 1:00pm

Note:

- 2 Cleaners should comprise of a Male and a Female Cleaner.

4. CLEANING & CARETAKING - SCOPE OF WORK for RED CROSS CAMPSITE.

4.1 Internal Areas – Basement, Ground Level, Level 1, 2 & 3.

S/No	Item Description	Frequency
1	Clean and wipe desk, chairs, doors, knobs & inside and outside cupboards, etc @ Classrooms, Offices and Bunks.	Daily
2	Clean, sweep & mop floor all rooms	Daily
3	Clear trash in rubbish bins for all rooms.	Twice Daily
4	Clean and wipe Donation Holding Area & Mail slot @ SRC Campsite Entrance.	Daily
5	Clean & mop floor @ common corridors.	Daily
6	Clean & mop internal staircases @ Ground Level, Level 1, 2 & 3.	Daily
7	Clean the Canteen @ Ground Level.	Twice Daily
8	Clear trash in the rubbish bin in the Canteen Area.	Twice Daily

9	Refill dishwashing detergent, handwash, etc whenever required.	Whenever Required
---	--	-------------------

4.2 Toilets @ Ground Level, Level 1, 2 & 3.

S/No	Item Description	Frequency
1	Wash & wipe dry floors, basins, taps, toilet bowls, urinal bowls, doors, etc.	Twice Daily
2	Clear trash in rubbish bins, whenever required.	Twice Daily
3	Check & refill toilet rolls, hand towel rolls, handwash and urinal pads whenever required.	Daily
4	Inspect all taps, shower head and flushing system in working condition.	Daily

4.3 External Areas @ Service Road, Round About, Carpark and Building Perimeter.

S/No	Item Description	Frequency
1	Clean & sweep any litters found, etc whenever required. (using air blower)	Daily
2	Remove all recycling items & trash/rubbish to centralised Recycling & Waste Bins along the main road.	Twice Daily
3	Rooftop @ Level 2 to wash, clean & sweep any litters found, etc whenever required.	Daily
4	Inspect all taps, shower head and flushing system in working condition.	Daily

4.4 Periodic Cleaning

S/No	Item Description	Frequency
1	High-pressure water jet cleaning for - perimeter pavements - staircase 1 & 2 - perimeter drains - Car Park Area	Quarterly
2	High dusting cleaning	Monthly

4.5 Caretaking / general worker scope of works

S/No	Item Description	Frequency
1	Unlock the Main and Rear gate at 7:00am & Lock the main and Rear gate at 7:00pm.	Monday to Saturday
2	Unlock the main and Rear gate at 7:00am & Lock the main and Rear gate at 12:00pm.	Sunday Only
3	Monitor the incoming donated items and observe on any illegal dumping activities	Monday to Sunday

4	Walk thru and inspect for any abnormalities within the campsite facilities. To report to the Facilities Executive on all abnormalities observed / detected.	Monday to Sunday
5	To attend to any facilities breakdown issues.	As and When Required

5. CLEANING - SCOPE OF WORK FOR RED CROSS HOUSE

5.1 Internal Areas – Offices @ Level 1, 2 & 3.

S/No	Item Description	Frequency
1	Clean and wipe desk, chairs, doors, knobs & inside and outside cupboards, etc @ Reception, Function Hall Waiting Area, Classrooms & Meeting Room.	Daily
2	Clean, sweep & mop floor @ Reception area (Entrance & Rear).	Daily
3	Clear trash in rubbish bins for all rooms.	Twice Daily
4	Clean the pantry @ Level 2 & 3 (1 wet pantry & 1 dry pantry).	Twice Daily
5	Vacuum floors @ Reception, Waiting Area, Training & Meeting Room.	Daily
6	Clean & mop floor @ common corridors.	Daily
7	Clean & mop internal staircases @ Level 1, 2 & 3.	Daily
8	Clean and wipe Donation Box & Mail slot @ SRC Entrance.	Daily
9	Clean & wipe the Directors rooms and workstations, doors, knobs, inside and outside cupboards, etc.	Daily
10	Lift - Clean & wipe the lift buttons, interior and exterior, etc whenever required.	Daily
11	Cleaning of Glass Panel / windows & doors	Weekly
12	Refill dishwashing detergent, handwash, etc whenever required.	Whenever Required

5.2 Toilets @ Level 1, 2 & 3.

S/No	Item Description	Frequency
1	Wash & wipe dry floors, basins, taps, toilet bowls, urinal bowls, doors, etc.	Twice Daily
2	Clear trash in rubbish bins, whenever required.	Twice Daily
3	Check & refill toilet rolls, hand towel rolls, handwash and urinal pads whenever required.	Daily
4	Inspect all taps, shower head and flushing system in working condition.	Daily

5.3 External Areas @ Yard, Fitness Corner, Carpark & Roof Top.

S/No	Item Description	Frequency
1	Carpark to be clean & sweep any litters found, etc whenever required. (using air blower)	Daily
2	Remove all recycling items & trash/rubbish to centralised Recycling & Waste Bins along the main road.	Twice Daily
3	Rooftop to be clean & sweep any litters found, etc whenever required.	Daily
4	Yard & Fitness Corner to be clean & sweep any litters found, etc whenever required. (using air blower)	Daily

5.4 Periodic Cleaning

S/No	Item Description	Frequency
1	High pressure water jet cleaning for <ul style="list-style-type: none"> - perimeter pavements - staircase 1 & 2 - perimeter drains - Car Park Area 	Quarterly
2	<ul style="list-style-type: none"> - High dusting cleaning - Air-con diffuser cleaning - Staircase railing - Service Riser - Replenish air freshener 	Monthly

6. CONSUMABLES AND EQUIPMENT REQUIREMENTS TO BE PROVIDED BY VENDOR

S/No	Item Description	Frequency
1	Required consumable items such as <ul style="list-style-type: none"> - floor detergents, - disinfectant, - cleaning agents, - handwash solutions - toilet rolls - hand towel rolls - garbage/trash bags 	Monthly
2	Required equipment such as <ul style="list-style-type: none"> - hi pressure jet machine - Wet & Dry mops, - brushes, - brooms - air blower - vacuum cleaner - trolleys - sanitary bin 	Within Contractual period

7. DELIVERABLES

	INSURANCE & PRELIMINARIES
1	<p>Contractor to allow for preliminaries which shall include, but not limited to, the following and the likes:;</p> <p>(i) Contractor's All Risk Insurance (with Employer as the Principal, the Contractor and all subcontractors as joint insured for their respective rights and interests.) - Limit on amount insured (third party) to be \$1,000,000.00 for any one occurrence, unlimited any one period.</p> <p>(ii) Work Injury Compensation Insurance (with Employer as the Principal, the Contractor and all subcontractors as joint-insured for their respective rights and interests.</p> <p>(iii) Management and supervision for the works.</p> <p>To provide PPE and safety precaution for the works</p> <p>To provide necessary protection and housekeeping on site.</p>

8. TIMELINES

RSVP	by Friday, 21 March 2025 at 5.00pm	<p>RSVP via email to: tender.enquiry1@redcross.sg with subject header:</p> <p>APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE FROM 1st MAY 2025 TO 31st APRIL 2026 (With option to extend for the individual subsequent years of 2026 - 2027)</p> <p>APPOINTMENT OF VENDOR FOR PROVISION OF CLEANING SERVICES FOR THE RED CROSS HOUSE FROM 1st MAY 2025 TO 31st APRIL 2026 (With option to extend for the individual subsequent years of 2026 - 2027)</p>
Tender Briefing (Mandatory)	Monday, 24 March 2025	<p>Monday, 24 March 2025. Venue is at</p> <ul style="list-style-type: none"> ● Red Cross House, 15 Penang Lane at 10:00am and ● Red Cross Campsite, 62 Jalan Khairuddin at 2:00pm. <p>Please bring along your business card and the duly-signed printed copy of Form 5: Non-Disclosure Agreement to submit at the briefing</p>
Submission of tender proposals	by Tuesday, 15 April 2025 at 5.00 pm	Softcopy Submission via www.TenderBoard.biz (Vendors to sign-up for a free account)
Appointment of Vendor	by 30 Apr 2025	Contract will commence on 30th Apr 2025

9. CONDITIONS OF TENDER SUBMISSION

9.1 Interested vendors **must** attend the mandatory Tender Briefing as outlined in Section 5 above. Kindly RSVP to the contact listed in Section 10.

9.2 Proposals from vendors that did not attend the briefing session will not be considered.

9.3 Late or incomplete submissions will be disqualified.

10. SUBMISSION OF TENDER OFFER

10.1 All Tender Offers must be submitted via TenderBoard per the requirements stated below:

Required documents for submission:

- a) A detailed breakdown of the costs and deliverables (for both mandatory and optional items)
- b) The design proposal, project work schedule and quotation along with relevant forms/documents/samples.
- c) Sample Draft Contractual Agreement (subject to mutual agreement);
- d) All Prescribed Forms in the tender document.
- e) ACRA Bizfile.

10.2 The closing date for submission is **Tuesday, 15 April 2025, 5.00pm.**

10.3 Late or incomplete submissions will be disqualified.

11. EVALUATION CRITERIA

11.1 Proposals will be evaluated on the following:

- 11.2 Design and viability of proposal;
- 11.3 Work Schedule and Scope;
- 11.4 Pricing;
- 11.5 Track Record of the company.

12. PAYMENT

Payment shall be made to the Vendor within thirty (30) days from the satisfactory completion of the works and upon receipt of the invoice as per the payment schedule below:

13. CONTACT INFORMATION

For enquiries on the tender requirements or to RSVP for the Tender Briefing, please send an email to tender.enquiry1@redcross.sg:

- All answers to enquiries will be published on www.TenderBoard.biz. Please sign up for a free account and login to view the Q&A.
- RSVP via email to: tender.enquiry1@redcross.sg (with subject header: , **RSVP 21/03/25: PROVISION OF CLEANING & CARETAKING SERVICES FOR THE RED CROSS CAMPSITE & RED CROSS HOUSE: Tender Briefing [COMPANY NAME]**)” by **Friday, 21st March 2025, 5.00pm**, with the documents below:

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 <u>are / are not</u> * a taxable person under the <i>Goods and Services Act</i> . (* delete as appropriate)	
GST Registration No.:		
GST Registration Date:		
<u>SCHEDULE OF PERSONS EMPOWERED TO ACT</u> 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/2025/002

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

1 YEAR CONTRACT SPECIFICATIONS W.E.F 1 May 2025 to 31 April 2026 (With option to extend for the individual subsequent years of 2026 - 2027)				
S/N	Deliverables	Monthly Costing	1st Year Costing	2nd Year Costing
MANPOWER				
1	RED CROSS HOUSE 2 Cleaners (Mondays to Saturdays) Requirement as per specified in Section: 3.2 – Operational Hours 5 – Scope of works			
2	RED CROSS Campsite 2 Cleaners (Mondays to Saturdays) Requirement as per specified in Section: 3.1 – Operational Hours 4 – Scope of works			
3	RED CROSS Campsite 1 Caretaker (Mondays to Sundays) Requirement as per specified in Section: 3.1 – Operational Hours 4 – Scope of works			
CONSUMABLE ITEMS for RED CROSS HOUSE				
S/N	Deliverables	Monthly Costing	1st Year Costing	2nd Year Costing
1	Jumbo Toilet Rolls – 60 rolls per month			
2	Multi Fold Paper Hand Towel - 80 packs per month			
3	Garbage / Thrash Bag – Medium Bins - 20" x 30" – 250 pcs per month Large Bins - 36" x 48" - 250 pcs per month			
4	Air Freshener – 15 units per month			
5	Alkaline toilet cleaning agent - 2 bottles (5 litres) per month			
6	Disinfectant – 1 bottle (5 litres) per month			
7	Hand wash solutions – 2 bottles (5 litres) per month			
8	Floor Detergents – 2 bottles (5 litres) per month			
9	Urinal Pad – 9 pieces per month			
10	Dish Washing Liquid - 2 bottles (5 litres) per year			
CONSUMABLE ITEMS for RED CROSS CAMPSITE				

S/N	Deliverables	Monthly Costing	1st Year Costing	2nd Year Costing
1	Jumbo Toilet Rolls – 60 rolls per month			
2	Multi Fold Paper Hand Towel - 10 packs per month			
3	Garbage / Thrash Bag – Medium Bins - 20" x 30" (0.018mm) – 50 pcs per month Large Bins - 36" x 48" (0.035mm) - 250 pcs per month			
4	Air Freshener – 2 units per month			
5	Alkaline toilet cleaning agent - 2 bottles (5 litres) per month			
6	Disinfectant – 2 bottles (5 litres) per month			
7	Hand wash solutions – 1 bottle (5 litres) per month			
8	Floor Detergents – 2 bottles (5 litres) per month			
9	Dish Washing Liquid - 2 bottles (5 litres) per year			

SCHEDULE OF RATES FOR CLEANING AND CARE TAKING SERVICES FOR RED CROSS		
S/N	Deliverables	Cost
MANPOWER		
1	Cleaner additional working hours per hour charges during weekdays (Mondays to Saturdays)	
2	Campsite Caretaker additional working hours per hour charges during weekdays (Mondays to Saturdays)	
3	Cleaner Ad-hoc activation for after operational hours, Sunday and Public holidays per hour charges	
4	Campsite Caretaker additional working hours per hour charges for Sunday and Public holidays	
CONSUMABLE ITEMS		
S/N	Deliverables	Cost
1	Jumbo Toilet Rolls - Per Carton	
2	Multi Fold Paper Hand Towel - Per Carton	
3	Garbage / Thrash Bag – Medium Bins (Toilets) 20” x 30”- per carton	
4	Garbage / Thrash Bag – Large Bins (Recycle Bins) -36” x 48” - per carton	
5	Air Freshener - Per bottle	
6	Alkaline toilet cleaning agent - Per bottle	
7	Disinfectant - Per bottle	
8	Hand wash solutions - Per bottle	
9	Floor Detergents - Per bottle	
10	Urinal Pad – Per piece	
LIQUIDATED DAMAGES FOR NON-CONFORMANCE		
S/N	Deliverables	Cost
A	Cleaner late for work per 15 minutes block	
B	Caretaker late for work per 15 minutes block	

***Vendors are welcome to include added recommendations/options into their pricing breakdown and/or additional fees required to meet the product specifications*

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 provide 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 & designation in SRC	Relationship to SRC staff

NB: Please provide 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 _____ 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 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 acknowledges and agrees 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 SRC. 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:

Company Stamp	Name/Designation	Signature/Date

