



**SINGAPORE**

**INVITATION TO TENDER**

**APPOINTMENT OF VENDOR FOR THE PRODUCTION AND DELIVERY OF MEDALLIONS AND  
AWARD PLAQUES FOR BLOOD DONORS FROM 02 MAR 2026 TO 31 DEC 2026 (WITH  
OPTION TO EXTEND FOR 1 YEAR - 01 JAN TO 31 DEC 2027)**

**[SRCS/ITT/2026/002]**

**26 JANUARY 2026**

## IMPORTANT NOTES

1. The Tender Documents will be made available from **Monday, 26 January 2026** on SRC's website: [www.redcross.sg](http://www.redcross.sg) and on [www.TenderBoard.biz](http://www.TenderBoard.biz).
2. Tender Briefing (Optional): **Monday, 2 February 2026, 10.00am**
3. Vendors may RSVP via email to [tender.enquiry1@redcross.sg](mailto:tender.enquiry1@redcross.sg) by **Friday, 30 January 2026, 4:00pm** in the following format:
  - Email subject header: **“RSVP 2/2/26: APPOINTMENT OF VENDOR FOR THE PRODUCTION AND DELIVERY OF MEDALLIONS AND AWARD PLAQUES FOR BLOOD DONORS [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
4. Vendors who are interested to view physical past sample medallions and plaques on a separate day at Singapore Red Cross (Blood Donor Programme) at [Bloodbank@HSA](mailto:Bloodbank@HSA), 11 Outram Road, Singapore 169078 are to arrange an appointment via email to [tender.enquiry1@redcross.sg](mailto:tender.enquiry1@redcross.sg) by no later than **Wednesday, 11 February 2026, 5:00pm**
5. Tender opening date: **Monday, 26 December 2025**
6. Tender closing date: **Monday, 16 February 2026, 5:00 pm**

Tender bids must be submitted via TenderBoard

26 January 2026

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. **SRCS/ITT/2026/002**

**INVITATION TO TENDER:** APPOINTMENT OF VENDOR FOR THE PRODUCTION AND DELIVERY OF MEDALLIONS AND AWARD PLAQUES FOR BLOOD DONORS FROM 02 MARCH 2026 TO 31 DEC 2026 WITH OPTION TO EXTEND FOR 1 YEAR (01 JAN TO 31 DEC 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)
  - Annex A

The Tender Documents will be made available from **Monday, 26 January 2026**, on SRC's website: [www.redcross.sg](http://www.redcross.sg) and on [www.TenderBoard.biz](http://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 **5pm on Monday, 16 February 2026**. Late submissions will not be accepted.
4. There will be an optional Tender Briefing on **Monday, 2 February 2026, 10.00am**. Venue will be at Red Cross House (15 Penang Lane, S238486), Level 3 Meeting Room (Solferino). Vendors are to wait at the venue to take attendance. Please RSVP your attendance in accordance with Section 10 of Tender Information..
5. If Tenderers are interested to view the physical past samples of medallions and plaques on a separate day, please arrange an appointment via [tender.enquiry1@redcross.sg](mailto:tender.enquiry1@redcross.sg) by **Wednesday, 11 February 2026, 5:00pm**.latest The appointment will be held at **Singapore Red Cross (Blood Donor Programme) at Bloodbank@HSA (11 Outram Road, S169078)**.
6. All Q&A will be uploaded onto [www.TenderBoard.biz](http://www.TenderBoard.biz). Please login to view the Q&A.
7. 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.



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**Benjamin William**  
Secretary General/CEO  
Singapore Red Cross Society

## **TENDER INFORMATION**

### APPOINTMENT OF VENDOR FOR THE PRODUCTION AND DELIVERY OF MEDALLIONS AND AWARD PLAQUES FOR BLOOD DONORS FROM 02 MAR 2026 TO 31 DEC 2026

#### **1. Introduction**

This ITT is for the production and delivery of medallions and award plaques for Champion blood donors for a 1-year period commencing from 02 March 2026 and concluding in 31 December 2026, with an option to extend for an additional year (01 January - 31 December 2027), at the sole discretion of Singapore Red Cross Society ("SRC").

#### **2. Background**

The SRC works in close partnership with the Health Sciences Authority to manage and deliver the National Blood Programme.

Each year, as part of our recognition of blood donors and organisations that have contributed to the Programme, the SRC provides medallions and award plaques as a token of recognition and appreciation.

#### **3. Scope of Work**

To produce and deliver the required quantities of each category of medallion and plaque, including:

##### **3.1. For medallions, donors are eligible to receive any of the following:**

- a) To be given out annually at ceremonial event in first week of June (ordered by end March):
  - i. YOUTHphoria award medallion (approx. 60 given out)
  - ii. Bronze award medallion (approx. 1300 pieces given out)
  - iii. Silver award medallion (approx. 500 pieces given out)
  - iv. Ruby award medallion (approx. 250 pieces given out)
  - v. Gold award medallion (approx. 150 pieces given out)
  - vi. Diamond award medallion (approx. 80 pieces given out)
  - vii. Champion of Champions award medallion (approx. 60 pieces given out)
  - viii. Titanium award medallion (approx. 50 pieces given out)
  - ix. Medal for Life award (approx. 50 pieces given out)
- b) Option to order additional Bronze award medallion for 250, 500, 750 or 1000 pieces to be given out throughout the year
- c) Any other new medallions not listed above in 3.1(a) potentially similar to one of the above stated items (up to 5 new designs in total for medallion coins/plaques combined)

- 3.2. For the **award plaques**, organisations are eligible to receive any of the following:
- a) Given out only at ceremonial event in first week of June (ordered by end March):
    - i. Adopt a Bloodbank – Platinum plaque (approx. 5 pieces given out)
    - ii. Adopt a Bloodbank – Gold plaque (approx. 5 pieces given out)
    - iii. Adopt a Bloodbank – Silver plaque (approx. 5 pieces given out)
    - iv. Adopt a Bloodbank – Bronze plaque (approx. 10 pieces given out)
    - v. Blood Champion – Platinum medal (approx. 5 pieces given out)
    - vi. Blood Champion – Gold medal (approx. 15 pieces given out)
    - vii. Blood Champion – Merit medal (approx. 15 pieces given out)
  - b) Option to order additional Blood Partner plaque (quote based on multiples of 5) to be given out at the ceremonial event in the first week of June (ordered by end March)
  - c) Any other awards not limited to those listed above in Section 3.2a, potentially similar to one of the above-stated items. (up to 5 new designs in total for medallion coins/plaques combined)
- 3.3. Providing certificates of authenticity for each medallion/plaque, based on the production specifications outlined in Pricing Breakdown (Form 3). - Refer to Annex A for picture reference
- 3.4. Engraving services, art card packaging, medallion packaging and outer labelling are to be included for each medallion/plaque, based on the production specifications outlined in Pricing Breakdown (Form 3). - Refer to Annex A for picture reference
- 3.5. Melting services for medallions with engraving errors or no longer in use/distributed
- 3.6. Designing fee for new medallion coins/plaques (up to 5 new designs in total for medallion coins/plaques combined)
- a) Adopt a Bloodbank Plaque Design Fee
  - b) Blood Partner Plaque Design Fee
  - c) Medallion Coin Design Fee
  - d) Plaque Design Fee
- 3.7. Scope of Work Deliverable Timeline:  
Order and delivery of ceremonial medallions and award plaques:
- a) All Ceremonial medallions and plaques - order by end-March each year; must be delivered by Mid-May each year (refer to Section 3.1a/3.2a)
  - b) Optional additional Bronze medallions - as needed throughout each year (ad-hoc purchases)
- 3.8. Final quantities for production will only be confirmed prior to issue of purchase order on an annual/quarterly basis.

3.9. Delivery address: Singapore Red Cross (Blood Donor Programme) at SDG Centre, 26 Ubi Road 4, Level 3, Singapore 408613

#### 4. Timeline

|  |   |
|--|---|
| Release of the Tender Documents  | The Tender Documents will be made available from <b>Monday, 26 January 2026</b> on SRC's website: <a href="http://www.redcross.sg">www.redcross.sg</a> and on <a href="http://www.TenderBoard.biz">www.TenderBoard.biz</a> .  |
| Tender Opening Date  | <b>Monday, 26 January 2026</b>  |
| Tender Briefing (Optional)   | Date of Briefing: <b>Monday, 2 February 2026</b><br><br>RSVP via email to: <a href="mailto:tender.enquiry1@redcross.sg">tender.enquiry1@redcross.sg</a> (with subject header: " <b>RSVP 2/2/26: APPOINTMENT OF VENDOR FOR THE PRODUCTION AND DELIVERY OF MEDALLIONS AND AWARD PLAQUES FOR BLOOD DONORS [COMPANY NAME]</b> ")<br><br>Please submit a scanned copy/photo of your <b>business card</b> and a duly-signed copy of <b>Form 5: Non-Disclosure Agreement</b> |
| Separate Viewing of Physical Past Samples (Optional)   | <b>Singapore Red Cross (Blood Donor Programme) at Bloodbank@HSA (11 Outram Road, S169078)</b><br><br>**To arrange an appointment with Ms. Januavi Lee, Ms. Agnes Ting and Mr. Melvin Raj via <a href="mailto:tender.enquiry1@redcross.sg">tender.enquiry1@redcross.sg</a> to view physical past samples.  |
| Submission of Tender Proposal and Physical Samples<br><br><b>By 16 February 2026, Monday 5.00 pm</b> | <b>Softcopy Submission of Tender Proposal</b> via: <a href="http://www.TenderBoard.biz">www.TenderBoard.biz</a><br><br>and<br><br><b>Physical samples submission to:</b><br>Singapore Red Cross Society<br>Red Cross House, 15 Penang Lane, S238486<br><br>**To arrange an appointment with Mr. Timothy Chua via <a href="mailto:tender.enquiry1@redcross.sg">tender.enquiry1@redcross.sg</a> for submission of physical samples for evaluation at Red Cross House.   |
| Presentations by shortlisted vendors   | <b>No Presentations Required</b>  |
| Appointment of Vendor  | <b>Early March</b>  |
| Completion Dates   | <ul style="list-style-type: none"> <li>● Production of award medallions and plaques for June event: <ul style="list-style-type: none"> <li>○ Submission of sample mock ups by mid-March 2026</li> <li>○ Delivery by the end of mid-May 2026</li> </ul> </li> </ul>  |

## 5. Conditions of Tender Submission

- 5.1. Interested parties are required to attend the mandatory Tender Briefing as outlined in Section 4 above. Kindly RSVP with contact persons listed in Section 10.
- 5.2. Proposals from tenderers who do not attend the briefing session will not be considered.
- 5.3. Late submissions will not be accepted.

## 6. Submission of Tender Offer

- 6.1. Tenderers must submit their Tender Offers and Physical Samples by **5pm, 16 February 2026 (Monday)** to:
  - Red Cross House, 15 Penang Lane, Singapore 238486 - For Physical Samples  
  
and
  - [www.TenderBoard.biz](http://www.TenderBoard.biz) for Tender Proposal Submission.
- 6.2. For tender proposal submissions, the following must be submitted:
  - Proposed designs for medallions, coins and plaques, labels and packaging
  - Timeline
  - Detailed breakdown of deliverables (refer to Form 3)
  - Draft Contractual Agreement - if any
  - All Prescribed forms (except *Form 5: Non-Disclosure Agreement* which must be submitted at the Tender Briefing).
  - ACRA Bizfile
- 6.3. Additional submission requirements - physical samples for evaluation :
  - Samples of past similar works with engraving and imprint details to prove vendor's quality and consistency
  - Please refer to the specs listed in Pricing Breakdown (Form 3) and provide samples (from other projects) for the following plating types:
    - (a) Bronze plating
    - (b) Rhodium plating
    - (c) Gold plating
    - (d) Gold & Rhodium plating
    - (e) 24K Gold plating
  - Samples of similar acrylic stand mockups and a leatherette box.
  - Samples of packaging (PVC Bag, Gift Cards, Labelling, Leatherette Box etc.)

\*\*To arrange an appointment with Mr. Timothy Chua via [tender.enquiry1@redcross.sg](mailto:tender.enquiry1@redcross.sg) for submission of physical samples for evaluation at Red Cross House. When samples can be collected, Mr. Timothy Chua will contact you before the end of the year.
- 6.4. Late submissions will not be considered for evaluation.

## **7. Conditions of Contract**

- 7.1. The successful vendor ("Vendor") will have to adhere to the conditions of the tender contract as stipulated for a period of 1 year from 02 Mar 2026 to 31 Dec 2026, and also for 2027 (if the contract is extended at the mutual agreement of both Vendor and SRC).
- 7.2. The Vendor is to work on a continued basis and maintain the unit cost for each category of medallion and plaque, which includes production costs, raw material costs, packaging costs and delivery charges (if any), for the duration of the contract.
- 7.3. The Vendor agrees to adhere to a penalty clause in the event of any delays or lapses in the production and delivery of any orders which is calculated at a rate of **1%** of the relevant PO amount for each day of delay beyond the agreed delivery date before event date and a liquidated damages equivalent to the PO amount for delivery past event day, for the production and delivery of ceremonial medallions and plaques during the contract period.
- 7.4. The Vendor agrees to adhere to a penalty clause in the event of any medallions or plaques do not match up the quality of the samples which is calculated at a rate of at least **50%** of the relevant PO amount for each medallion or plaque beyond two revisions for the production and delivery of ceremonial medallions and plaques during the contract period.
- 7.4. If the mock-ups delivered in May 2026 do not match up to the quality of the samples submitted in Jan 2026, SRC reserves the right to cancel the contract.

## **8. Evaluation Criteria**

Vendors' submitted proposals shall be evaluated against the following criteria:

- a) Ability to produce required deliverables, including quality of medallions, engraving, and provision of certificates of authenticity. Vendor to include samples with their Tender submission as outlined in Section 6.
  - i) For specific sample requirements from vendor (please refer to Section 6.3):
- b) Best possible lead time for production and delivery of medallions and plaques.
- c) Track record of the company, including any experience in undertaking similar projects (in relation to quantity, scale and timeline requirements)
- d) Price offered. (NB: SRC is not obliged to award the tender to the lowest-priced proposal.)

## **9. Payment**

Payment shall be made to the Vendor within thirty (30) days from the satisfactory completion of the work and receipt of the invoice.

## **10. Contact Information**

For enquiries on the tender requirements, please post the queries on TenderBoard. All Q&A will be uploaded onto [www.TenderBoard.biz](http://www.TenderBoard.biz). Please login to view the Q&A.

To arrange an appointment to view the physical samples with Ms. Januavi Lee, Ms. Agnes Ting and Mr. Melvin Raj, please send an email to [tender.enquiry1@redcross.sg](mailto:tender.enquiry1@redcross.sg)

**PRESCRIBED FORMS**

Please complete all the forms in this section

**Form 1**

| <b>TENDERER'S PROFILE</b>  |   |                    |
|--|---|--------------------|
| Company Name:  |   |                    |
| UEN:   |   |                    |
| Address:   |   |                    |
| Year of Establishment:   |   |                    |
| Total Paid-up Capital:   |   |                    |
| GST Status:  | We <b>are / are not</b> * a taxable person under the <i>Goods and Services Act</i> .<br>(* delete as appropriate) |                    |
| GST Registration No.:  |   |                    |
| GST Registration Date:   |   |                    |
| <b>SCHEDULE OF PERSONS EMPOWERED TO ACT</b>  |   |                    |
| 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> |
|  |   |                    |
|  |   |                    |
|  |   |                    |
|  |   |                    |
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## Form 2

### OFFER

|  |                                 |
|--|---------------------------------|
| To: Singapore Red Cross Society ("SRC")<br>15 Penang Lane, Red Cross House, Singapore 238486 | Tender No:<br>SRCS/ITT/2026/002 |
| 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 \_\_\_\_\_, 2026

|                       |                |
|-----------------------|----------------|
| 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

| <b>A3. PRICING BREAKDOWN</b> |  |                  |              |
|------------------------------|--|------------------|--------------|
| <b>S/N</b>                   | <b>Deliverables</b>  | <b>Lead Time</b> | <b>Price</b> |
| <b>1</b>                     | <b>Medallions (includes cert of authenticity)</b>  |                  |              |
| <b>a</b>                     | <p><b><u>YOUTHphoria Award</u></b></p> <p><b>Custom Acrylic Plaque</b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave white colour</p> <p>Dimension: 70mm (L) x 78mm (H) x 20mm (W)</p> <p>Packaging: Paper box</p>   |                  |              |
| <b>b</b>                     | <p><b><u>Bronze Award medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Bronze</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 45mm</p> <p>Packaging: Acrylic stand with logo (70mm (L) by 78mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p>  |                  |              |
| <b>c</b>                     | <p><b><u>Silver Award medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Rhodium</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 45mm</p> <p>Packaging: Acrylic stand with logo (70mm (L) by 78mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p> |                  |              |
| <b>d</b>                     | <p><b><u>Ruby Award medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Rhodium &amp; Gold</p> <p>Finishing: Matt &amp; Shine</p>   |                  |              |

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|----------|--|--|--|
|          | <p>Dimension of medallion: 45mm</p> <p>Packaging: Acrylic stand with logo (70mm (L) by 78mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p>   |  |  |
| <b>e</b> | <p><b><u>Gold Award medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Gold</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 45mm</p> <p>Packaging: Acrylic stand with logo (70mm (L) by 78mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p>    |  |  |
| <b>f</b> | <p><b><u>Diamond Award medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Gold</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 50mm</p> <p>Packaging: Acrylic stand with logo (80mm (L) by 88mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p> |  |  |
| <b>g</b> | <p><b><u>Champion of Champions</u></b></p> <p>Material: Brass</p> <p>Plating: Gold</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 50mm</p> <p>Packaging: Acrylic stand with logo (80mm (L) by 88mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p>   |  |  |

|                 |   |  |  |
|-----------------|---|--|--|
| <p><b>h</b></p> | <p><b><u>Titanium Award Medallion</u></b></p> <p>Material: Brass</p> <p>Plating: Gold</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medallion: 50mm</p> <p>Packaging: Acrylic stand with logo (80mm (L) by 88mm (H) by 20mm (W) with black box)</p> <p>Gift Card: 80mm x 80mm + Slotted into black box</p> |  |  |
| <p><b>i</b></p> | <p><b><u>Medal for Life (Medal)</u></b></p> <p>Material: Brass</p> <p>Plating: Gold</p> <p>Finishing: Matt &amp; Shine</p> <p>Dimension of medal: 50mm</p> <p>Packaging: Red Leatherette box</p> <p>Gift Card: 80mm x 80mm + Slotted into red leatherette box</p>   |  |  |
| <p><b>2</b></p> | <p><b>Award Plaques (includes cert of authenticity)</b></p>   |  |  |
| <p><b>a</b></p> | <p><b><u>Adopt a Bloodbank - Platinum plaque</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave red and golden yellow colour</p> <p>Dimension: 200mm (H) x 145mm(W)</p> <p>Packaging: Paper box</p> <p>Design: Vendor to recommend</p>   |  |  |
| <p><b>b</b></p> | <p><b><u>Adopt a Bloodbank - Gold plaque</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave red and yellow colour</p> <p>Dimension: 200mm (H) x 145mm(W)</p> <p>Packaging: Paper box</p> <p>Design: Vendor to recommend</p>  |  |  |

|                 |   |  |  |
|-----------------|---|--|--|
| <p><b>c</b></p> | <p><b><u>Adopt a Bloodbank - Silver plaque</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave red and black colour</p> <p>Dimension: 200mm (H) x 145mm(W)</p> <p>Packaging: Paper box</p> <p>Design: Vendor to recommend</p> |  |  |
| <p><b>d</b></p> | <p><b><u>Adopt a Bloodbank - Bronze plaque</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave red and white colour</p> <p>Dimension: 200mm (H) x 145mm(W)</p> <p>Packaging: Paper box</p> <p>Design: Vendor to recommend</p> |  |  |
| <p><b>e</b></p> | <p><b><u>Blood Champion - Platinum medal</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave gold and silver colour</p> <p>Dimension: 200mm x 145mm</p> <p>Packaging: Paper box</p>   |  |  |
| <p><b>f</b></p> | <p><b><u>Blood Champion - Gold medal</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave gold and silver colour</p> <p>Dimension: 200mm x 145mm</p> <p>Packaging: Paper box</p>   |  |  |
| <p><b>g</b></p> | <p><b><u>Blood Champion - Merit medal</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Engrave gold and silver colour</p> <p>Dimension: 200mm x 145mm</p> <p>Packaging: Paper box</p>  |  |  |
| <p><b>h</b></p> | <p><b><u>Blood Partner plaque</u></b></p> <p>Material: Acrylic Plaque</p> <p>Finishing: Vendor to recommend</p> <p>Dimension: 200mm x 145mm</p> <p>Packaging: Paper box</p> <p>Design: Vendor to recommend</p>                              |  |  |

|          |   |  |  |
|----------|---|--|--|
| <b>3</b> | <b>Engraving Services - ref to Section 3</b>  |  |  |
| <b>4</b> | <b>Packaging and labelling - ref to Section 3</b>   |  |  |
| <b>5</b> | <b>Melting Services - ref to Section 3</b>  |  |  |
| <b>6</b> | <b>Designing of new medallion coins/plaques/awards<br/>(may include up to 5 new designs) - ref to Section<br/>3.1b/3.2c</b> <ol style="list-style-type: none"> <li>1. Adopt a Bloodbank Design Fee</li> <li>2. Blood Partner Plaque Design Fee</li> <li>3. Medallion Coin Design fee</li> <li>4. Plaque Design Fee</li> </ol> |  |  |

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

**Form 4**

| <b>LIST OF RELEVANT TRACK RECORD IN THE LAST 3 YEARS</b> |                       |                               |                          |             |
|--|-----------------------|-------------------------------|--------------------------|-------------|
| <b>S/N</b>   | <b>Name of Client</b> | <b>Description of Project</b> | <b>Value of Contract</b> | <b>Year</b> |
|  |                       |                               |                          |             |
|  |                       |                               |                          |             |
|  |                       |                               |                          |             |
|  |                       |                               |                          |             |
|  |                       |                               |                          |             |

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

| <b>DECLARATION OF CONFLICT OF INTEREST BY TENDERER</b><br>(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: |  |                                  |
| <b>Name of senior management &amp; designation/<br/>Name of shareholder</b>   | <b>Name of family member / relative &amp; designation in SRC</b> | <b>Relationship to SRC staff</b> |
|   |  |                                  |
|   |  |                                  |
|   |  |                                  |
|   |  |                                  |
|   |  |                                  |

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

|                      |                         |                       |
|----------------------|-------------------------|-----------------------|
|                      |                         |                       |
| <b>Company Stamp</b> | <b>Name/Designation</b> | <b>Signature/Date</b> |

Form 5



**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/2026/002 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 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 |

## ANNEX A

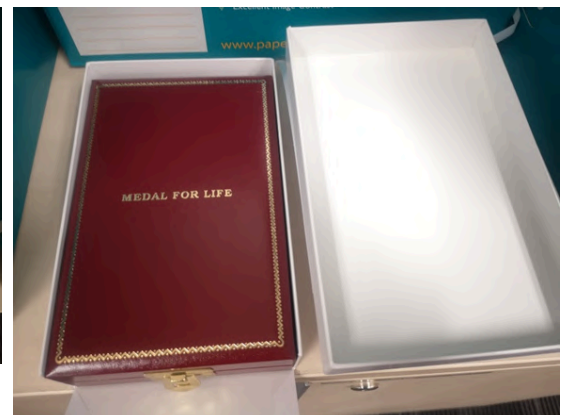
### Annex A. Photo References of Medallions & Plaques

A selection of medallions and plaques is on display at Bloodbank@HSA for reference.

#### 1. Medallion for Bronze Award and up (Bronze/Silver/Ruby/Gold/Diamond Awards)



#### 2. Medallion with engravement on medal (Medal for Life Award)



### 3. Plaques (Blood Champion Gold/ Blood Champion Merit Awards)



### 4. Adopt a Bloodbank LinkedIn Badges for Adopt a Bloodbank Plaques' finishing



## 5. YOUTHphoria Award

