



SINGAPORE RED CROSS SOCIETY

INVITATION TO TENDER

**APPOINTMENT OF VENDOR FOR TRANSPORT SERVICES
FOR RED CROSS DAY ACTIVITY CENTRE FOR THE PERIOD OF JAN TO DEC 2026
WITH THE OPTION TO EXTEND FOR AN ADDITIONAL YEAR FROM JAN 2027 TO DEC 2027**

[SRCS/ITT/2025/007]

12 SEPTEMBER 2025

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To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. SRCS/ITT/2025/007

INVITATION TO TENDER:

APPOINTMENT OF VENDOR FOR TRANSPORT SERVICES FOR RED CROSS DAY ACTIVITY CENTRE FOR THE PERIOD OF JAN TO DEC 2026 WITH THE OPTION TO EXTEND FOR AN ADDITIONAL YEAR FROM JAN 2027 TO DEC 2027

1. Singapore Red Cross Society (SRC) invites Tender Offers for the goods and/or services described in detail in the Requirement Specifications 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 **12 September 2025** on SRC's website (www.redcross.sg) and on www.TenderBoard.biz

3. Tender Offer must be submitted in accordance with **Section 4 of Tender Information**. Tenderers must submit their Tender Offers by the Closing Date, which is **Friday, 10 October 2025, 5:00pm**. Late or incomplete submissions will be disqualified.
4. All Q&A will be uploaded onto www.TenderBoard.biz. Please login to view the Q&A.
5. SRC does not bind itself to accept the lowest or any Tender Offer, and reserves the right to accept an offer in whole or in part.



Benjamin William
Secretary General
Singapore Red Cross Society

TENDER INFORMATION

INVITATION TO TENDER: APPOINTMENT OF VENDOR FOR TRANSPORT SERVICES FOR RED CROSS DAY ACTIVITY CENTRE FOR THE PERIOD OF JAN TO DEC 2026 WITH THE OPTION TO EXTEND FOR AN ADDITIONAL YEAR FROM JAN 2027 TO DEC 2027

1. Introduction

Red Cross Day Activity Centre (DAC) providing day care for those with multiple disabilities. Our programme is designed to impart daily and community living skills, to maximise the independence of persons with disabilities. We offer social, recreational and therapeutic activities for our clients.

We provide day care services to those who can return home to their loved ones, providing respite for caregivers during the day. Our presence means that their caregivers and family members can go about their livelihood, with the assurance that their loved ones are well cared for, at a "home away from home"

2. Scope of Work

This Tender is for the outsourcing of transport/mobility services to ferry our wheelchair bound clients between the SRC's Day activity centre and their homes, which currently number at 22 clients. Vendors are to take note that the number of clients might increase to 27 2024.

3. Timeline

Submission of tender proposals by Friday, 10 October 2025, 5.00pm	Only Online Submission via www.TenderBoard.biz (Vendors to sign-up for a free account)
Appointment of Vendor	Early December 2025

4. Submission of Tender Offer

4.1. All Tender Offers must be submitted via softcopy to TenderBoard per the requirements below:

Required documents for submission:

1. Proposal and quotation (inclusive of GST and all fees) with a breakdown of the different costs.
2. List of similar engagements with other companies
3. Track Record
4. All Prescribed Forms in the tender document.
5. ACRA Bizfile.

4.2. All proposals must be submitted by **Friday, 10 October 2025, 5:00pm** via Online Submission to Tenderboard.

- 4.3. Late submissions will not be accepted.
- 4.4. The option for extension will be at the Singapore Red Cross's Discretion

5. Evaluation

- 5.1. Vendors' submitted proposals shall be evaluated against the following criteria:
- a. Price Offered
(NB: Singapore Red Cross is not obliged to award the tender to the lowest-priced proposal.)
 - b. Compatibility and Functionality
 - c. Years of Service and Track Record of the Company

6. Payment

Payment shall be made to the successful tenderer within **thirty (30) days** from the satisfactory completion of the work and receipt of the invoice:

7. Contact Information

For enquiries on the tender requirements, 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.

PRESCRIBED FORMS

Please complete all the forms in this section

Form 1

VENDOR PROFILE		
Company Name:		
UEN:		
Address:		
Year of Establishment:		
Paid-up Capital:		
GST Status:	We are / are not * a taxable person under the <i>Goods and Services Act</i> . (* 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 Vendor's behalf:		
Name	NRIC No. (last 4 characters)	Designation

Form 2

OFFER

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

Tender No:
SRCS/ITT/2025/007

Name of Vendor:

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

PRICING FORMAT					
No	Description	Quantity	Unit Price (Excluding GST)	Total Price (Excluding GST)	Remarks
Appointment for outsourcing transport services					
1.	<p>Contract Period (1 year + 1 year)</p> <p>A = Full time 0830hrs to 1630hrs B = Part time 0830hrs to 1630hrs B1 = AM Session 0830hrs to 1230hrs B2 = PM Session 1230hrs to 0830hrs B3 = Mid Morning 1030hrs to 1230hrs</p> <p>A = 13 clients B = 2 client B1 = 5 clients B2 = 2 clients</p> <p>More details please refer to the attached schedule</p> <p>Please include quotations for the options listed below:</p> <p>Option 1: Includes 1 driver per vehicle</p> <p>Option 2: Includes 1 driver and 1 attendant per vehicle</p>				
Additional Items -Please include any other additional item and cost that is required (if any) eg: installation cost, mapping cost, cabling cost, configuration cost, professional services cost, training cost, lift integration cost etc.					
2.	Ad-hoc rate for one way & round trip during weekdays, weekends and PH				
3.	Ad-hoc rate for an outing (weekdays, weekends & PH) : a round trip for 7 to 15 wheelchairs				
4.					
5.					
Sub - Total					
Total (w/ GST)					

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 VENDOR

(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 as 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 **SRCS/ITT/2025/007** 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