



SINGAPORE

INVITATION TO TENDER

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
COMPACT CEILING HOIST SYSTEM (@ LEVEL 7 WARD) AND PURCHASE OF
SHOWER TROLLEY FOR THE RED CROSS HOME FOR THE DISABLED**

[SRCS/ITT/2022/011]

20 DECEMBER 2022

IMPORTANT NOTES FOR THE TENDER

1. Vendors must RSVP via email to tender.enquiry1@redcross.sg by **Wednesday, 28 Dec 2022, 4:00 pm** in the following format:
 - Email subject header: **“RSVP 29/12/2022: Tender for Ceiling Hoist and Shower Trolley for RCHD [*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: **Thursday, 29 December 2022, 11:00 am**
3. Tender closing date: **Friday, 20 January 2023, 5:00 pm**

Tender bids must be submitted via TenderBoard

20 DECEMBER 2022

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. SRCS/ITT/2022/011

INVITATION TO TENDER:

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF COMPACT CEILING HOIST SYSTEM (@ LEVEL 7 WARD) AND PURCHASE OF SHOWER TROLLEY FOR THE RED CROSS HOME FOR THE DISABLED

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 **Tuesday, 20 December 2022** on SRC’s website: www.redcross.sg and on www.TenderBoard.biz

3. There will be a mandatory site briefing on **Thursday, 29 December 2022, 11am**
4. Interested vendors are required to register their interest via email by **Wednesday, 28 December 2022, 4.00 pm**, to the email: **tender.enquiry1@redcross.sg**. Interested vendors **must** submit a signed copy of the non-disclosure agreement form (**Form 5**) along with a scanned copy of their business card when registering interest via email.
5. Tender Offer must be submitted in accordance with **Section 3** of Tender Information. Tenderers must submit their Tender Offers by the Closing Date, which is **Friday, 20 January 2023, 5.00 pm**. Late or incomplete submissions will be disqualified.
6. All Q&A will be uploaded onto 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 Offers and reserves the right to accept the offer in whole or in part.

Benjamin William
Secretary-General
Singapore Red Cross Society

TENDER INFORMATION

INVITATION TO TENDER:

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF COMPACT CEILING HOIST SYSTEM INCLUDING PE CERTIFICATIONS (@ LEVEL 7 WARD) FOR RED CROSS HOME FOR THE DISABLED

1. Introduction

1.1 Red Cross Home for the Disabled (“RCHD”) is a residential home for those with multiple disabilities. We provide quality care to those who are unable to care for themselves due to their unfortunate disabilities. We focus on enhancing the physical, mental, social and emotional well-being of our residents. However, most of the residents are immobile and therefore they are mostly bed-bound and are not very responsive in general.

2. Description

2.1 This ITT is for the supply, delivery, installation and commissioning of a Ceiling Hoist System including PE Certifications (@ Level 7 Ward) for RCHD.

2.2 RCHD is looking to implement an electronic ceiling hoist system that is able to move our disabled residents from their beds to the shower/toilet for their routine baths. We would like for the hoist system to also have a shower trolley attachment/function that will enable our care staff to carry out their duties with ease.

2.3 Additionally, we would like for the hoist system to be able to transfer multiple residents at a time as this would allow more flexibility in our operations.

3. Timeline / Deadline

28 December 2022, 4.00 pm Wednesday	RSVP via email for mandatory online tender briefing to: tender.enquiry1@redcross.sg with: subject header: “ RSVP 29/12/2022: Tender for Ceiling Hoist and Shower Trolley for RCHD [*COMPANY NAME*] ” Please submit a scanned copy/photo of your business card and a duly-signed copy of Form 5: Non-Disclosure Agreement
29 December 2022, 11:00 am Thursday	Mandatory Tender Briefing (On-site)
20 January 2023, 5:00 pm	Submission of tender proposal Only online submission via www.TenderBoard.biz (Vendors to sign-up for a free account)
Early February 2023 (estimated)	Appointment of Vendor

4. Submission of Tender Offers

4.1 All Tender Offers **must be submitted online via TenderBoard** per the requirements stated below:

Required documents for submission:

1. Proposal and quotation (inclusive of GST and all fees) with a breakdown of the various 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, 20 January 2023, 5.00 pm** via online submission to www.TenderBoard.biz .

4.3 Late submissions will not be accepted.

5. Evaluations

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. Quality
- c. Compatibility and Functionality
- d. Years of Service & Track Record of the Company

5.2 Product Demo/Presentation may be required if you are shortlisted.

6. Payment

6.1 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

7.1 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 2

OFFER	
To: Singapore Red Cross Society ("SRC") 6 Fort Canning Road, YWCA, Singapore 179494	Tender No: SRCS/ITT/2022/011
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 _____, 2022

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

<u>PRICING FORMAT</u>				
	Description	Quantity	Unit Price (Excluding GST)	Total Price (Excluding GST)
Delivery, installation & commissioning of Compact Ceiling Hoist System (including PE certifications)				
	<p><u>Compact Ceiling Host Features:</u></p> <p>a) Functions for Hoist System(ideally to have):</p> <ul style="list-style-type: none"> i. Electrical system ii. 4 directional functions (up/down/forward/ backward) iii. Can be handled manually and remotely (via controller) - if able iv. Approvals : CE with IP54 rating for equipment AND hand control v. Lifts up to 85kg <p>b) Vendor to indicate System Features</p> <p>c) Vendor to indicate Safety Features</p> <p>d) Optional :</p> <ul style="list-style-type: none"> i. Power Tilting Cradle ii. Integrated Weighing scale 	2 units		
Delivery, installation & commissioning of Shower Trolley Electrical Operation				
	<p><u>Shower Trolley Features:</u></p> <p>a) 200 kg maximum load</p> <p>b) Height adjustable range (vendor to provide details)</p> <p>c) Handset operation</p> <p>d) Rechargeable battery powered</p> <p>e) Lockable fold down side guards</p> <p>f) Fixed head and foot rails</p> <p>g) 4 twin wheel lockable castors</p> <p>h) Rust free components</p> <p>i) Waterproof shower mattress with raised sides (Vendor to provide measurements for our reference)</p> <p>j) Integral drain and waste hose</p>	2 units		

Maintenance Contract

	Comprehensive Maintenance for 2 years *Vendors to list down what the maintenance covers	1 lot		
	Non-Comprehensive Preventive Maintenance for 2 years *Vendors to list down what the maintenance covers	1 lot		

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 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

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 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

20 DECEMBER 2022

To the Tenderer,

Dear Sir/Mdm,

Tender Ref no. SRCS/ITT/2022/011

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PRESCRIBED FORMS

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Form 2

OFFER	
To: Singapore Red Cross Society ("SRC") 6 Fort Canning Road, YWCA, Singapore 179494	Tender No: SRCS/ITT/2022/011
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.
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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 _____, 2022

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

<u>PRICING FORMAT</u>				
	Description	Quantity	Unit Price (Excluding GST)	Total Price (Excluding GST)
Delivery, installation & commissioning of Compact Ceiling Hoist System (including PE certifications)				
	<p><u>Compact Ceiling Host Features:</u></p> <p>a) Functions for Hoist System(ideally to have):</p> <ul style="list-style-type: none"> i. Electrical system ii. 4 directional functions (up/down/forward/ backward) iii. Can be handled manually and remotely (via controller) - if able iv. Approvals : CE with IP54 rating for equipment AND hand control v. Lifts up to 85kg <p>b) Vendor to indicate System Features</p> <p>c) Vendor to indicate Safety Features</p> <p>d) Optional :</p> <ul style="list-style-type: none"> i. Power Tilting Cradle ii. Integrated Weighing scale 	2 units		
Delivery, installation & commissioning of Shower Trolley Electrical Operation				
	<p><u>Shower Trolley Features:</u></p> <p>a) 200 kg maximum load</p> <p>b) Height adjustable range (vendor to provide details)</p> <p>c) Handset operation</p> <p>d) Rechargeable battery powered</p> <p>e) Lockable fold down side guards</p> <p>f) Fixed head and foot rails</p> <p>g) 4 twin wheel lockable castors</p> <p>h) Rust free components</p> <p>i) Waterproof shower mattress with raised sides (Vendor to provide measurements for our reference)</p> <p>j) Integral drain and waste hose</p>	2 units		

Maintenance Contract

	Comprehensive Maintenance for 2 years *Vendors to list down what the maintenance covers	1 lot		
	Non-Comprehensive Preventive Maintenance for 2 years *Vendors to list down what the maintenance covers	1 lot		

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 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

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 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