



SINGAPORE

INVITATION TO TENDER

**APPOINTMENT OF VENDOR TO DESIGN, BUILD AND TRAVEL
EXHIBITION, AND EVENT MANAGE FOR
SINGAPORE RED CROSS' 75th ANNIVERSARY POP UPS**

[SRCS/ITT/2024/003]

11 MARCH 2024

IMPORTANT NOTES

1. Vendors must RSVP via email to tender.enquiry1@redcross.sg by **Wednesday, 27 March 2024, 4:00 pm** in the following format:
 - Email subject header: “**RSVP 28/03/24: APPOINTMENT OF VENDOR TO DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR SINGAPORE RED CROSS’ 75th ANNIVERSARY POP UPS [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, 28 March 2024, 3:00 pm**
3. Due to space limitations only 2 pax per company would be allowed to attend physically, the remaining team members can join via Zoom (Link will be provided after RSVP is received):
 - Only vendors who have submitted a duly signed Form 5 (NDA Form), and a photo/scanned image of their business card, will be admitted into the zoom session - the form can be found near the end of this document.
4. Tender closing date: **Thursday, 25 April 2024, 5:00pm**

Tender bids must be submitted via TenderBoard

11 March 2024

To the Tenderer,

Dear Sir/Mdm,


Tender Ref no. SRCS/ITT/2024/003

INVITATION TO TENDER: APPOINTMENT OF COMPANY TO DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR THE SINGAPORE RED CROSS' 75th ANNIVERSARY EXHIBITION 2024

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. This Invitation to Tender (ITT) comprises the following Tender Documents:
 - Letter of invitation:
 - Tender Information
 - Prescribed Forms (I to 5)
 - Annexes

The Tender Documents will be made available from **Monday, 11 Mar 2024** 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 **5pm on Thursday, 25 April 2024**. Late submissions will not be accepted.
4. There will be a compulsory tender briefing on **Thursday, 28 March at 3:00pm**. Venue is at 15 Penang Lane, Red Cross House. **Attendance is compulsory** for all Tenderers intending to submit a Tender Offer. Please RSVP your attendance in accordance with Section 10.2 of Tender information.
5. Due to space limitations, only 2 pax per company would be allowed to attend the briefing physically at Red Cross House, the remaining participants can join via Zoom (Link will be provided After RSVP is received).
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/CEO
Singapore Red Cross Society

TENDER INFORMATION

DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR THE SINGAPORE RED CROSS' 75th ANNIVERSARY POP-UP

1. Introduction

- 1.1 This ITT is for the appointment of a vendor to undertake the event management and set up for the Singapore Red Cross' 75th anniversary pop-ups from **2 September to 7 October 2024**.

2. Background

- 2.1 The Singapore Red Cross ("SRC") celebrates its 75th anniversary in 2024, and will launch a travelling pop-up to commemorate this special occasion.
- 2.2 The exhibition is scheduled to be launched on **2 September 2024** and thereafter to travel to four venues from **6 September to 7 October 2024**.
- 2.3 SRC has laid a firm foundation over the past 75 years and the pop-ups are meant to showcase the next level of humanitarian work that SRC is moving towards. The pop-ups will feature a 20% heritage showcase and 80% focus on the upcoming initiatives that all our services will be embarking on.
- 2.4 The key objectives of the travelling pop-ups are to:
- Educate and excite the public about SRC's impact on the community (current)
 - Highlight to public on SRC's move to the next level of humanitarian work (future)
 - Garner support and inspire public for the next 75 years of SRC's humanitarian work (partner)
- 2.5 These pop-ups aim to provide insights and cast a vision of SRC's future to instil confidence and assurance to the public on how SRC is building a more resilient society, building capacity and leveraging on innovations to move forward.
- 2.6 Pop-ups will be targeted at the general public, youths, potential volunteers and partners.
- 2.7 The exhibition is divided into eight sections as follows:
- SRC Heritage
 - Overseas
 - Children
 - Family
 - Emergency Response
 - Elderly
 - Disabled
 - Blood
- 2.8 The exhibition aims to achieve:
- Better understanding of SRC and its services
 - Join as a volunteer at the SRC
 - Make donations to support causes led by SRC
 - Participate in SRC programmes

- Join as a blood donor

3. Scope of Work

The appointed vendor will be responsible for the timely provision of concept, design, build, installation and travelling of exhibition and event management services in accordance with the Requirement Specifications of these documents and contractual terms. The vendor shall also state upfront in the proposal all additional costs, if any required for the complete provision of the services required.

3.1 Conceptualization & Programme Flow

- 3.1.1. Vendor shall conceptualise the entire theme and set-up of the pop-up (including backdrops, theme concept design, signages and banners)
- 3.1.2. Vendor shall propose and implement ideas to drive visitor flow and reduce attrition rate in the pop-up with activities
- 3.1.3. Vendor shall propose a storyboard, video the entire anniversary celebration storyboard and put it into a video

3.2 Design and Build, Travel and Store

- 3.2.1. Vendor shall design, fabricate, supply and install the exhibition at the launch venue - venue TBC on 2 September 2024.
- 3.2.2. Vendor shall take on the responsibility of transporting, installing and dismantling the pop-ups at each location while adhering to the regulations set by each respective venues
- 3.2.3. Vendor shall be responsible for reinstating the location to return venue to owner without any damages
- 3.2.4. Vendor shall transport and store the modular build ups in their own storage space when the next location's venue is not ready

3.3 Licences & Documentations

- 3.3.1 The vendor shall be responsible for submitting any necessary documents to the related malls, Singapore Police, Singapore Civil Defence Force, and any relevant governing bodies for safety assessment
- 3.3.2 The vendor shall be responsible for the application for all relevant licences, permits, insurance and standards of relevant government ministries and agencies. This shall minimally include:

- i. All works carried out by the Vendor shall comply with all requirements, regulations and acts laid down and enforced by all relevant Authorities and Statutory Requirements; and
 - ii. The scope of work shall include the provision of all labour, transport, materials, equipment, consumables and tools and other provisions necessary for carrying out the works.

3.3.3 In order to enable the Vendor to complete his obligations under the Contract, the Vendor may need to work beyond the hours of work specified herein or during public holidays. The Vendor shall consult and coordinate with the Authority prior to the commencement of any works and the Vendor shall be deemed to have included in their quotation pricing for this contingency.

3.3.4 The vendor shall travel the exhibition to five venues — Venues TBC from 2 September to 6 October 2024 — by providing manpower, night works, necessary overnight, permits and transport to install and reinstall the exhibition, and provide storage facility for the exhibition while it is not on display.

3.4. Exhibition Content and Design Approach

3.4.1 Copy text in English, images and any display items will be provided by SRC.

3.4.2. The height of the exhibition panels shall not exceed 2m. To facilitate ease of transportation, the exhibition should be designed in a modular format.

3.4.3. Pop-ups should be designed to appeal to young people and families, and include immersive displays with photo-worthy spots.

3.4.4. Physical layout should be accessible for visitors using mobility aids or guidance devices. This includes ramps, walkways, turning space, tactile flooring, etc.

3.5. Interactive Elements in Exhibitions Content

3.5.1. Interactive exhibits are used to present deeper levels of content and/or provide immersive learning opportunities and enhance visitors' experience. Vendor shall suggest appropriate hands-on interactive elements for parts of the pop-ups that are deemed suitable. For example:

- Audio narration/soundscapes
- Physical objects for visitors to pick up/handle
- Scan-to-play, on-screen, or tactile quizzes/puzzles
- Collectible tokens or stamps at multiple stations
- AR filter spots that reveal more information/prompt user-generated content
- Digital wall/photo booth integrated with social media for visitors to leave their mark

3.5.2. The design of the exhibition must take into consideration the safety of usage, fabrication materials, finishes and finishing. Vendor shall build mock-ups or prototypes for trial and test before developing technical/ shop drawings for fabrication.

3.6. Layering of Pop-up Contents

3.6.1. The contents of the pop-ups based on the different services are as follows:

Annex	Section	Segment	Content
A	Social Wall	-	<p>TV that links directly to photobooth; allows visitors to see their photos on screen immediately.</p> <p>Photobooth should allow us to collect data for future engagement with visitors. Please see Annex A for details.</p>
B	Welcome (heritage) + Hospitality Area	-	<ul style="list-style-type: none"> - To present SRC's heritage and impact stories in a short and concise manner. - To have a touch screen TV to present our microsite - To have a hospitality area with tables and chairs for our direct donorship team to reach out to visitors for fundraising purposes - Volunteer + HR corner where departments can showcase how to be of SRC
C	Overseas	Overseas	<ul style="list-style-type: none"> - To have a TV to showcase the disaster areas that Singapore Red Cross is involved - To have a large play table with lego in the middle (needs assessment) - Snakes & Ladder game - Display of the new GE vest for overseas deployment - Drones display
D	Children & Family	Social Service	<p><u>Young Hearts</u> Refreshing curriculum to include group work and discussions to allow children to put what they learnt immediately into exercises and to encourage active participation.</p> <p>Healthy meals to be served to children</p> <p>Partnering with HPB to organise weekly sports sessions to promote a healthy lifestyle</p> <p>Promote healthy competition by selecting good performance children to go on enrichment trips to visit organisations of interest</p>
F	Elderly	Social Service	<ul style="list-style-type: none"> - To creatively present HoME+; our home monitoring system - To feature ElderAid programme
G	PwD + Caregiver	Social Service	-

H	Migrant	Social Service	<ul style="list-style-type: none"> - To feature psychosocial activities - Last mile assistance stories - And upcoming wellness centre for our migrant worker friends
I	RCY	Resilience	<ul style="list-style-type: none"> - To feature revised curriculum - Showcase all the different uniforms
J	Blood	Resilience	<ul style="list-style-type: none"> - Feature Youth Donor Club, reaching out to non-residents, - To promote Blood Mobile Organisers - Overall promote blood donation and mobilise youth
K	SRCA <ul style="list-style-type: none"> - CFLAS - CPSS - CHE 	Resilience	Main message: we are the first in Singapore to offer SFA & PFA courses in Singapore <ul style="list-style-type: none"> - CFLAS; to have an area for CPR game - CPSS: To have a mental wellness wall - CHE: To showcase waterpump and walkie talkie See Annex K
L	Emergency Response	Resilience	-

3.6.2. Pop-up concept should be engaging for visitors

3.7. Exhibition Lightings and Electrical Wiring

3.7.1. Vendor shall design, supply and install appropriate lightings for the exhibition.

3.7.2. Vendor shall also supply and provide wiring for all audio-visual devices such as the TV monitor at the introduction panel of Section 3, the computer with monitor for the microsite in Section 3, wifi modem, sound system, charging station, etc.

3.7.3. Design of all wiring system must

- allow flexibility in tapping the electrical sources at the different travel venues
- avoid running long cables on the exhibition floor which could be a tripping hazard
- be concealed and floor wirings must be taped or under the carpet

3.8. Durable and Scalable

3.8.1. The design, fabrication works and materials must

- be robust and durable to withstand multiple installation and de-installation
- have the flexibility to travel to different venue and be displayed in different layout
- easy to install and de-install
- low / minimum maintenance and replacement, in particular the interactive elements in exhibitions.

3.8.2. The exhibition should be designed in a modular manner to enable the exhibitions to be scaled down if necessary. In the event that the venue is unable to accommodate the entire exhibition, some of the contents would be omitted. It is therefore important that the exhibition is designed to allow for such flexibility. The scaled-down version of the exhibition must still look cohesive and holistic.

3.9. Lockable Storage

3.9.1. Lockable storage is required for storage of brochures, marketing materials, education materials, stationery, bags of facilitators, etc. Vendor shall design the storage by using spaces available in the exhibition as lockable storage.

3.10. Maintenance

3.10.1. Vendor shall make good all wear and tear, breakdowns and defects while the exhibition is travelling.

3.11. Simplified Version in Portable Pop-Up System

3.11.1. Vendor shall design, supply and produce a simplified version of the exhibition in 3 units of Portable Pop Up system. These free-standing pop-ups shall have double-sided graphic panels. The design must take into consideration the flexibility of displaying one-sided content only. This is to cater to venues where displaying double-sided is not possible. The storyboard for the simplified version will be provided by SRC.

4. Timeline

Type of Work	Timeline
RSVP for Expression of Interest (Mandatory) by Wednesday, 27 March 2024, 4.00 pm	RSVP via email to: tender.enquiry1@redcross.sg (with subject header: , “RSVP 28/03/24: APPOINTMENT OF VENDOR TO DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR SINGAPORE RED CROSS’ 75th ANNIVERSARY POP UPS [COMPANY NAME]”) Please submit a scanned copy/photo of your business card and a duly signed copy of Form 5: Non-Disclosure Agreement
Submission of tender proposals by Thursday 25 April 2024, 5.00 pm	Online Submission via www.TenderBoard.biz And Hard Copy Submission to TenderBox 1 and 2 at: 15 Penang Lane, Red Cross House Singapore 238486 (Vendors to sign-up for a free account)

Pitch / presentation by shortlisted tenderers	2 or 3 May 2024, Timing TBA
Appointment of vendor	By Mid May 2024
Design Phase	Mid May - Mid July 2024
Build Phase	Complete by Mid August
Installation & Set up (5 Locations)	<p>Location 1 Venue: Heartbeat @ Bedok Assemble: 30 August 2024 Dismantle: 5 September 2024</p> <p>Location 2 Venue: United Square Assemble: 9 September 2024 Dismantle: 15 September 2024</p> <p>Location 3 Venue: TBC Assemble: 16 September 2024 Dismantle: 22 September 2024</p> <p>Location 4 Venue: TBC Assemble: 23 September 2024 Dismantle: 29 September 2024</p> <p>Location 5 Venue: TBC Assemble: 30 September 2024 Dismantle: 6 October 2024</p>

5. Deliverables

5.1. Design Phase

The vendor shall carry out the following design works:

- a. Revise the design concept, approach and intend for the exhibition
- b. Confirm design treatment, styling, font typefaces and sizes for different hierarchy of copy texts, colour schemes, interactive icons and symbols, wayfinding signage, etc
- c. Provide space plan with layout of exhibits, displays and interactive elements
- d. Provide comprehensive graphic direction, graphic treatments, graphic design and layout
- e. Design exhibition contents in multiple layers/ depth of content
- f. Propose appropriate hands-on interactive elements to provide deeper layer of information and

- to engage visitors in sustainable learning
- g. Design showcases
- h. Provide schematic drawings, scale drawings and 3D rendering to show various elevations and to illustrate the exhibition design, mood and ambience of the exhibits, display methods, showcases, wall display and texts and labels, and produce finished artworks

5.2. Fabrication Phase

The vendor shall

- a. Produce mock-ups for trials and tests before confirming technical/ shop drawings
- b. Develop technical and shop drawings for approval
- c. Carry out fabrication works

5.3. Launch and Travel Phase

The vendor shall

- a. Familiarise with the launch site and the four venues which the exhibition will travel to
- b. Liaise and work closely with the venue provider on the approval of layout, venue's rules and regulations, dos and don'ts, licences and permits
- c. Develop layout for launch site and the four venues based on available floor area (fully carpeted)
- d. Carry out installation works at all five sites
- e. Carry out de-installation when exhibition ends and store the exhibits until it is required for the next venue
- f. Take photographs of the exhibition upon completion of installation and submit to SRC for its records.

5.4. Licences and Permits

The Vendor shall be responsible for the application for all relevant licences, permits and standards of relevant government ministries and agencies including but not limited to professional engineer endorsement. These shall minimally include:

- a. All works carried out by the Vendor shall comply with all requirements, regulations and acts laid down and enforced by all relevant Authorities and Statutory Requirements; and
- b. The scope of work shall include the provision of all Labour, transport, materials, equipment, consumables and tools and other provisions necessary for carrying out the works

- 5.5.** In order to enable the Vendor to complete his obligations under the Contract, the Vendor may need to work beyond the hours of work specified herein or during public holidays. The Vendor shall consult and coordinate with the Authority prior to the commencement of any works and the Vendor shall be deemed to have included in his quotation pricing for this contingency.

6. Conditions of Tender Submission

- 6.1.** Interested parties are required to attend the Tender Briefing as outlined in Section 4.

6.2. Submissions by tenderers who did not attend the Tender Briefing session will not be considered.

7. Submission of Tender Offer

7.1. Tenderers must submit their Tender Offers by **25 April 2024, Thursday by 5pm** in accordance with the following mode of submission:

All proposals must be submitted via **BOTH. online submission via Tenderboard. and hardcopy submission to Tender Boxes 1 and 2 at Red Cross House. 15 Penang Lane. Singapore 238486.** Late submissions will not be accepted for this tender.

For hardcopy submission,

- (a) The documents/ information/ items (1 hard-copy + 1 soft-copy on USB) must be submitted in sealed envelopes.
- (b) The Tender reference number [**SRCS/ITT/2024/003**] and the name of the Tenderer must be stated on the envelope.
- (c) It will be the responsibility of Tenderers to ensure delivery by hand into the tender box.
- (d) Location of Tender Box is at Red Cross House 15 Penang Lane, Singapore 238486.
- (e) The closing date for submission is on **25 April 2024, Thursday by 5pm.**

The following documents must be submitted:

- (a) Design Concept Drawings
- (b) Timeline / Project Schedule
- (c) Company Profile & Track Record of Past Works
- (d) Portfolio of Project Team
- (e) Detailed breakdown of deliverables (refer to Form 3)
- (f) All Prescribed forms
- (g) ACRA Bizfile

7.1.1. Design Concept Drawings

Tenderers shall submit design concept drawings which show the design direction and intention for the exhibition including the proposal of hands-on interactive components. It should also include a creative / design statement and mood board which will guide the look and feel of the exhibition.

The drawings shall be submitted in the form of at least 4 sheets of A3 size drawings.

7.1.2. Company Profile and Track Record of Past Works

Tenderers shall submit information on the company and photographs or drawings of at least 3 projects of similar nature done in the past 5 years in Singapore. These past works should be of the value of S\$60,000 and above.

7.1.3. Portfolio of Project Team

Tenderers shall submit CVs of all members of the proposed project team, including the

organisation chart. All members of the project team should have at least 5 years of experience in their respective fields, and preferably with experience working on travelling exhibitions. The Project team staff must not be changed without the prior written approval from the SRC. It would be preferred for the proposed project team to have at least the following positions:

- a. Creative Director
- b. Project Manager
- c. Concept, Exhibition and 3D Designers
- d. Graphic Designers
- e. Technical Designers
- f. Fabricator

7.1.4. Presentation to Tender Evaluation Committee

The shortlisted tenderers shall be notified by SRC to give a presentation to the Tender Evaluation Committee (TEC). The presentation shall include the design concept drawings and other information such as mood board and/or samples; past works; breakdown of fees/costs, proposed layout for the biggest and smallest travel venues etc.

Shortlisted tenderers shall also answer all queries by the TEC. At least the Creative Director, Project Manager and Senior Graphic Designers should be present.

7.1.5. Late submissions will not be considered for evaluation.

8. Conditions of Contract

- 8.1 The successful Tenderer (henceforth referred to as "Vendor") will have to adhere to the conditions of contract as stipulated, which includes a penalty clause
- 8.2 If the Vendor fails to complete the performance of Services or supply of Goods by the date(s) and schedule specified in this Contract, SRCS shall have the right to:
 - (a) Cancel all or any part of such Services or Goods from this Contract without compensation to the Vendor and to obtain the same (including similar or equivalent goods and services in the case where the exact goods and services are not available) from other sources and all additional costs incurred shall be deducted from any monies due or to become due to the Vendor, or shall be recoverable as damages; or
 - (b) Require the Vendor to pay a sum as liquidated damages which is calculated at the rate of **10%** of the Contract Price for each instance of failure to meet the agreed dates of completion as agreed upon award/signing of agreement. This sum shall be deducted from any moneys due or to become due to the Vendor.
- 8.3 SRC is not obliged to implement submitted proposals in their entirety, but may opt only for selected elements, which will be confirmed upon further discussion with the successful vendor prior to the contract-signing.

9. Evaluations

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

- Adherence to requirement specifications and submission guidelines
- Creativity, as showcased in design proposal and mockups
- Effectiveness of submitted proposal in achieving relevant objectives
- Commitment, credentials and calibre of team assigned to the account
- Track record of the company, including any experience in conducting similar projects
- Ability to deliver within timeline
- Price competitiveness (SRC is not obliged to award the tender to the lowest-priced proposal)

10. Payment

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

11. Contact Information

For enquiries on the tender requirements, please send clarifications via TenderBoard:

- 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 28/03/24: APPOINTMENT OF VENDOR TO DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR SINGAPORE RED CROSS’ 75th ANNIVERSARY POP UPS [COMPANY NAME]**”) by Wednesday, 27 March 2024, 5.00pm

PRESCRIBED FORMS

Please complete all the forms in this section

Form 1

<u>VENDOR PROFILE</u>		
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:		
<u>SCHEDULE OF PERSONS EMPOWERED TO ACT</u>		
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/2024/003
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 _____, 2024

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 BREAKDOWN (FOR DESIGN, BUILD AND TRAVEL EXHIBITION, AND EVENT MANAGE FOR SINGAPORE RED CROSS' 75th ANNIVERSARY POP UPS)			
S/N	Deliverables	Cost (S\$)	Remarks
CREATIVE / DESIGN COST			
1	PLEASE PROVIDE DETAILED BREAKDOWN OF COSTS FOR CREATIVES / DESIGN		
BUILD / FABRICATION COST OF EXHIBITS			
2	PLEASE PROVIDE DETAILED BREAKDOWN OF COSTS FOR BUILD / FABRICATION OF EXHIBITS		
	TOTAL COST (EXCLUDING GST)		

****Vendors are to submit a detailed breakdown of costs in their tender submission**

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)		
<p>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:</p>		
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 SRCS/ITT/2024/003 to provide goods &/or services to SRC upon and subject to the terms and conditions of this non-disclosure agreement. The Vendor hereby undertakes and agrees to **comply with all the obligations under the non-disclosure requirements as described in this document:**

IT IS AGREED as follows:

1. INTERPRETATION

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

2. DEFINITIONS

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

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

In addition, the undersigned agrees as follows:

- (a) All documents given by SRC will be considered as Confidential Information, whether or not marked with any proprietary notice or legend when the disclosure takes place.
 - (b) To avoid 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

Annex A

Social Wall with TV which is linked to photobooth



Annex C



To have a snakes and ladder game. Can be on table top or mounted on a build up panel



To have a tabletop with lego built in the theme of disaster area

Annex K

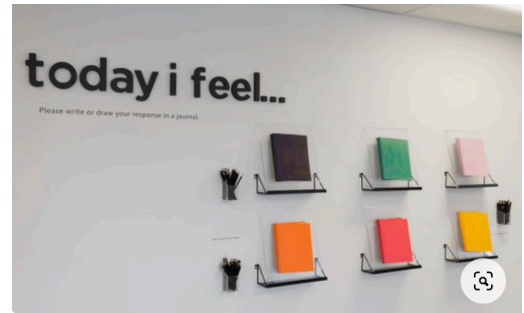
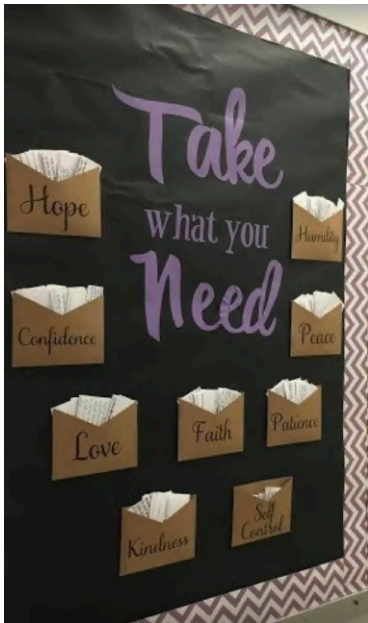
Centre for First Aid & Life Support

To have at least a space for 4pax with dummy for CPR game play



- To have a 70" mounted TV for CPR game play
- Back of TV needs HDMI outlet to be connected to a laptop
- Require speakers

Centre for Psychosocial Support



- To have a mental wellness wall

Centre for Humanitarian Education

- To showcase water filter pump that are used during overseas disaster deployment