



SINGAPORE DRAGON BOAT ASSOCIATION

c/o Sport Singapore
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Formed 1987 (ROS 145/87 SPO)
UEN: S87SS0101F

22 March 2022

Dear Sir/Madam

SDBA2021/T201– TERM CONTRACT FOR THE MAINTENANCE OF THE KALLANG DRAGON BOAT NURSERY (24 MONTHS CONDITIONAL)

You are kindly invited to tender for the term contract for the provision of maintenance services for the Singapore Dragon Boat Association's (SDBA) Kallang Dragon Boat Nursery, valid for 2 years from 8th April 2022 to 7th April 2024, with the condition that the lease for our premises is extended in 2023 for another year otherwise the contract will be only for one year.

The Kallang Dragon Boat Nursery henceforth termed as the "Nursery" is a plot of land, at 5 Stadium Road, and opposite the Kallang Riverside Park, that is used primarily for the storage of dragon boats and related accessories. There is also a storage shed on the premises to house the accessories and a sheltered area housing some dragon boats and storage cages as well.

Specifications:

1. The Tenderer is required to supply mobile teams (minimum of 2 workers per team) and/or with the necessary transport and equipment to carry out maintenance works as described and scheduled for the maintenance of the Nursery premises:

S/N	Maintenance Activities	Proposed Schedule	Maintenance
1	Grass cutting and shrub/creeper pruning/removal on land inside the Nursery and proper disposal of the grass cuttings and plant trimmings	*One (1) session per month	
2	Housekeeping; including but not limited to the cleaning of the sheltered areas, removal of litter, broken branches and leaf litter on the ground, inspection and removal of water collected inside dragon boats/canvases within the Nursery and the proper disposal of litter	Every Monday and Friday (inclusive of public holidays)	

*One session refers to the required works carried out on a per job basis and is NOT confined to works for just one man day

2. There is a total of about 90 dragon boats in the Nursery with some under shelter and the rest in the open, usually covered with individual boat canvas. The mobile work team is required to bail water out from all the boats/canvases however if the canvas covers are open or damaged, allowing water to enter and collect in the unsheltered boats, the team is to take photos of the specific boat (with vessel ID shown if possible) and submit the photos to SDBA for SDBA to inform the respective boat owners to make the necessary rectification to their boat covers.
3. Please refer to Annex A for photos showing the respective maintenance activities to be carried out at the Nursery and KWSC.
4. It is important to note that there is **NO electrical or water supply on-site** at the Nursery and the Tenderer is required to provide their own source of these resources to carry out the works if it is needed. The cost of these are deemed to have been included into the quote.

5. Do note that the contract for the subsequent year in 2023 is subject to SDBA's tenancy agreement at the Nursery, which is currently renewed on an annual basis. Should SDBA have to vacate these premises, the term contract period will be revised from 8 April 2022 to 7 April 2023 for one year period.
6. The Tenderer is also required to provide a schedule of rates in Annex B for the required term maintenance services.
7. All rubbish, leaf litter and water cleared during housekeeping works and grass/plant cuttings/trimmings generated shall be disposed-off appropriately by the Tenderer at no additional cost to SDBA.
8. A SDBA representative may be present to review the condition of the works that are carried out to ensure that it is according to the satisfaction of SDBA.
9. All billing by the successful Tenderer is to be done on a monthly basis after the completion of the required services and SDBA will only effect payment within 30 days after the receipt of the invoice.

Please indicate your GST registration status in your quote. Your quote should exclude GST and to clearly state so.

Please submit your quotation using Annex B, to the Singapore Dragon Boat Association by **12:30pm, 4th April 2022** via email to **admin@sdba.org.sg**

The Singapore Dragon Boat Association shall not be responsible for or pay for any expenses or losses that may be incurred by the Tenderer in the preparation for this Tender.

Tenders submitted shall be valid for two (2) months. With the consent of the Tenderers, the validity period can be extended for another two (2) months.

The Singapore Dragon Boat Association reserves the right NOT to accept the lowest quote if it does not meet our requirements.

For any enquiries, please email: lindakong@sdba.org.sg with the subject SDBA2021/T201.

Thank you

Yours sincerely,



Raizal Abdol Jalil
General Manager
Singapore Dragon Boat Association

ANNEX B

SDBA2021/T201– TERM CONTRACT FOR THE MAINTENANCE OF THE KALLANG DRAGON BOAT NURSERY (24 MONTHS CONDITIONAL)

RATE

S/N	Item	Cost per session (exclude GST)
1	Provision of a *mobile team to carry out grass cutting and shrub/ creeper pruning/ removal at Nursery (One session per month)	
2	Provision of a *mobile team to carry out housekeeping; including but not limited to the cleaning of the sheltered areas, removal of litter, broken branches and leaf litter on the grounds, inspection and removal of water collected inside dragon boats/canvases within the Nursery and the proper disposal of litter (Every Monday and Friday inclusive of Public Holidays)	

SCHEDULE OF RATES

S/N	Item	Proposed Schedule	Rate per session (exclude GST)
1	Provision of a *mobile team to carry out grass cutting and shrub/creeper pruning/removal at Nursery	Additional ad-hoc session as and when requested by SDBA. Deployed within 3 days upon notification	
2	Provision of a*mobile team to carry out housekeeping (removal of litter, stagnant water and leaf litter) at Nursery	Additional ad-hoc session as and when requested by SDBA. Deployed within 1 day upon notification	
3	Provision of a *mobile team to carry out bailing of water from dragon boats/canvas at Nursery	Additional ad-hoc session as and when requested by SDBA. Deployed within 1 day upon notification by SDBA	
5	Provision of a *mobile team to carry out washing and drying of personal floatation devices stored at the Nursery (carried out at Kallang Water Sports Centre at 10 Stadium Road)	As and when requested by SDBA. To be deployed within 3 days upon notification	

* Each mobile team must comprise a minimum of two workers with the necessary equipment

Submitted by:

Name: _____

Tenderer's Company: _____

GST Registration No: _____

Address: _____

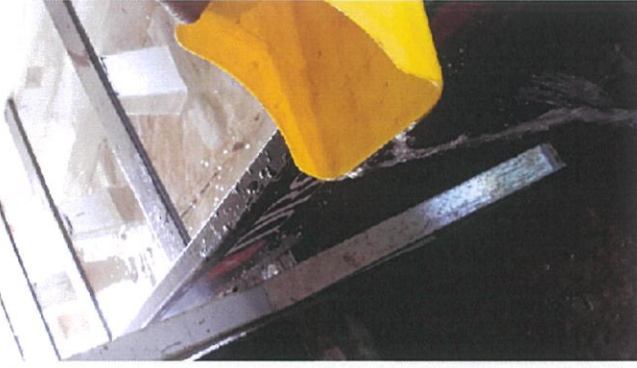
E-mail : _____

Contact Number: _____

ANNEX A (1)



Removal of water from boat canvas and boat under shelter



Boat with displaced canvas, to take photo and boat vessel ID



Washing of PFDs (collected from the Nursery and brought to KWSC where there is a water source)