



CONSULATE-GENERAL OF THE REPUBLIC OF SINGAPORE
MEDAN

9 April 2020

To: All Interested Vendors

INVITATION TO QUOTE FOR THE PROVISION OF CLEANING SERVICES CONTRACT FOR MEDAN CONSULATE

You are invited to submit a proposal for the provision for the Cleaning Services contract for the Consulate of the Republic of Singapore in Medan for a period of two (2) years from 16 September 2020 till 15 September 2022, with the option to extend for another one (1) year from 16 September 2022 to 15 September 2023.

You shall be deemed to have read and fully understood the contents of the attached Annexes, which constitute integral components of this invitation and shall comply with all the terms and conditions specified therein.

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| (a) Annex A | - | Conditions of Contract |
| (b) Annex B | - | Required Specifications |
| (c) Annex C | - | Cleaning Schedule |
| (d) Annex D | - | Schedule Breakdown of Cost |
| (e) Annex D1 | - | Schedule Breakdown of Cost on a monthly basis |

Your proposal should be submitted to the Consulate-General of the Republic of Singapore in Medan **by hand in a sealed envelope and must be addressed to Vice-Consul (Administration and Consular) R Rajasegar.**

Please indicate the subject as "Provision of Cleaning Services Contract". All submissions should reach the Consulate-General not later than **Friday, 15 May 2020 before 4.00 pm.**

A compulsory site briefing will be conducted on **Friday, 24 April 2020 at 1000hrs** at the Consulate-General. Interested Vendors should contact Administrative and Finance Assistant, Ms Indi Patricia at indi_patricia@mfa.sg or +62 618050 – 1500 ext. 104 to arrange for a site visit.

All costs and expenditure related to the preparing of the Quotation will be borne by you.

All information supplied to you by the Consulate- General either in writing or orally must be treated in confidence and not disclosed to any third party.

The Bids received will be evaluated based on the following criteria:

Critical Criteria	Score Awarded
At least five (5) years of experience in the Cleaning Industry	Critical but non-scoreable
Mandatory Attendance at the Site Briefing	Critical but non-scoreable
Submission of Quotation before the Closing Date	Critical but non-scoreable

Evaluation Criteria	Score Awarded
Price	50 points
Compliance with Specifications	20 points
Track Records	30 points

The Consulate-General of the Republic of Singapore does not bind itself to accept the lowest, the whole or any Quote.

The Consulate General reserves the right to disqualify you if you do not submit your response in manner consistent with the provisions set out in the letter and the requirements listed in the Annexes.

Your response should remain valid for the acceptance for a minimum of 90 days from the closing date of this invitation.

Your faithfully




R RAJASEGAR
VICE-CONSUL (ADMINISTRATION & CONSULAR)