

Invitation to Tender

创会赞助人

新加坡建国总理
李光耀先生

赞助人

新加坡总理
李显龙先生

顾问

新加坡卫生部长
颜金勇先生

新加坡贸工部长
陈振声先生

新加坡教育部长
王乙康先生

新加坡文化、社区及青年部长
傅海燕女士

主席

李奕贤先生

Founding Patron

Mr Lee Kuan Yew
Singapore's Founding
Prime Minister

Patron

Mr Lee Hsien Loong
Singapore's Prime Minister

Advisers

Mr Gan Kim Yong
Minister for Health

Mr Chan Chun Sing
Minister for Trade and Industry

Mr Ong Ye Kung
Minister for Education

Ms Grace Fu
Minister for Culture,
Community and Youth

Chairman

Mr Lee Yi Shyan

Request for Proposal from Travel Vendors

I) **About Business China**

Mission

Business China was launched in November 2007 by our Founding Patron, Singapore's Founding Prime Minister Lee Kuan Yew and Former Chinese Premier Wen Jiabao. Our mission is to nurture an inclusive bilingual and bicultural group of Singaporeans through extensive use of the Chinese language as the medium of communication, so as to sustain our multi-cultural heritage, and to develop a cultural and economic bridge linking the world and China.

Vision

Harnessing the support of the public sector and private enterprises, Business China aims to strengthen the ties between Singapore and China, so as to sustain and grow the global connectivity of Singapore through:

1. Becoming the leading bilingual and bicultural channel for closer collaboration with China.
2. Establishing a widespread appreciation and acceptance of Chinese language and culture, within the multi-ethnic, multi-cultural mosaic that is fundamental to the Singapore identity.
3. Nurturing young Singaporeans to develop deeper links with China, engaging it in all facets including economic, business, social, cultural and educational.

II) **Invitation to Tender**

In this Invitation to Tender (ITT) dated 6 March 2020, Business China hereby invites vendors to each submit a formal proposal for the provision of Comprehensive Travel Services, and related services to Business China in accordance with all the terms and conditions as set out in this ITT.

- Year-round comprehensive travel arrangements
 - o Flight arrangement
 - o Accommodation arrangement
 - o Travel Insurance
 - o Wi-Fi routers
 - o Airport transfers / coach arrangements
 - o Visa applications
 - o Others

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III) Submission of Tender

Each Tender must be submitted in accordance with this ITT. Any Tender not made in accordance with the Instructions will not be considered. Business China may reject any Tender where any attempt is made to amend and/or vary the terms or conditions in this ITT. Bidders will be bound by the submitted proposal and deemed to have submitted a declaration of compliance with this ITT.

- Your proposal, including all other accompanying documents, must be in soft copy (with company letterhead), email to: quotation@businesschina.org.sg and cc to: ganhaozhi@businesschina.org.sg, taelynng@businesschina.org.sg
- The proposal must be in accordance with the Submission Requirements and to be submitted by **23.59hrs (Singapore time) on 5th April 2020. Submissions after the deadline will not be considered.**
- In the event that Business China seeks clarification upon any aspect of your quotation, you are required to respond to BC within the **next** working day via email.
- Your offer should be valid for at least **two (2) calendar month** from the closing date of the ITT.
- All enquiries regarding this ITT should be directed to Mr. Gan Hao Zhi and Ms. Taelyn Ng via email to ganhaozhi@businesschina.org.sg and taelynng@businesschina.org.sg

IV) Evaluation Criteria

All submitted proposals will be evaluated based on the following criteria:

1. Meeting the tender specification requirements
2. Completeness of services
3. Reliability and flexibility of services
4. Cost effectiveness
5. Track record and relevant experience

Appointed vendor will be notified via email within 2 weeks after submission deadline and are expected to do a presentation on the proposal to a selection panel. Presentation date will be confirmed later.

V) Terms of Reference

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1. Acceptance of late submission is solely at the Organiser's discretion
2. The Organiser reserves the right to amend the scope of work and specifications to the deliverables
3. The Organiser reserves the right to cancel the request for proposal at any point prior to entering an agreement with the appointed vendor
4. The Organiser is not obliged to select the lowest quotations nor explain the basis of its decision
5. Appointed vendor should keep confidential all information provided by the Organiser and all correspondences with the Organiser
6. No gifts or benefits should be given to staff and members of the Organiser
7. The Organiser reserves the right to determine which services to be charged to Business China's account, and which services to be charged to the account of the respective client requiring the services.
8. The Organiser reserves the right to sign their master contract with respective vendors and the service is non-exclusive.
9. The Organiser reserves the right to award in full or in parts.

VI) Contact

For further clarification, please contact:

- Gan Hao Zhi, email: ganhaozhi@businesschina.org.sg; did: 6213 0421
- Taelyn Ng, email: taelynng@businesschina.org.sg did: 6213 0406