

## INVITATION TO TENDER FOR RENOVATION SERVICES FOR IPI OFFICE

### 1. OBJECTIVE

- 1.1 This tender seeks to appoint a vendor to provide renovation services for IPI Office.

### 2. INTRODUCTION

- 2.1 IPI is an innovation catalyst that creates opportunities for enterprises to grow beyond boundaries. As a subsidiary of Enterprise Singapore, IPI accelerates the innovation process of enterprises through access to its global innovation ecosystem and advisory services. For more information, please visit [www.ipi-singapore.org](http://www.ipi-singapore.org).
- 2.2 The objectives for the renovation works are to:
- Revamp, refresh, repair and/or replace specific parts of the office, especially damaged or worn out parts around the office.
  - Replace and dispose worn out or damaged furniture and ceiling boards.
  - Enable staff to work in a pleasant environment for the next 5 years.
- 2.3 IPI will be situated at our current office space, 10 Biopolis Road, #02-01 Chromos, Singapore 138670, for another five years. Following the last renovation in 2020, parts of the office, especially the tables and chairs in all the meeting rooms, are worn out, and will minimally need to be refreshed.
- 2.4 Through this tender, IPI is inviting tenderers to quote for two packages, namely Package A and Package B.
- a) Package A involves the refresh of all four meeting rooms in IPI, along with minor works to be done around the office.
  - b) Package B involves the refresh of Collaboration, Impact, Resilience meeting rooms, a revamp of the Innovation meeting room, and minor works to be done around the office.
- 2.5 IPI reserves the right to award the tender for either Package A or Package B only.
- 2.6 Should a tenderer be awarded for Package A, the renovation should be fully completed before 31 March 2026.
- 2.7 See **Annex A** for floorplan and relevant photos.
- 2.8 The estimated award date is 13 February 2026.

### 3. SCOPE OF CONTRACT

- 3.1 The appointed tenderer is expected to perform the works based on the minimum requirements listed in the tables below under Package A or Package B.

<b>Package A – Refresh all meeting rooms and minor works around the office</b>	
<b>No.</b>	<b>Description</b>
1.	Obtain the necessary permits/licences to conduct renovation works, which include (but not limited to) electrical and water works, hacking, extension of non-structural/load-bearing walls, etc., from the relevant authorities.
2.	Provide accurate quotations and project manage the required works, especially outside of typical office hours (weekdays, 0830 – 1800H).
3.	<p><u>Refresh of Innovation Meeting Room</u> Proposal to <u>refresh</u> Innovation meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Supply, deliver and install 12 x new chairs <ul style="list-style-type: none"> <li>○ Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design</li> <li>○ Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters</li> </ul> </li> <li>• Dismantling and disposal of existing 12 x chairs</li> <li>• Supply, deliver and install 1 x new table or tabletop (approx. 4.2m Length x 1.5m Depth) <ul style="list-style-type: none"> <li>○ Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder</li> </ul> </li> <li>• Dismantling and disposal of existing 1 x table/tabletop (approx. 4.2m Length x 1.5m Depth)</li> <li>• Removal and disposal of projector</li> <li>• Existing wallpapers to be retained, where possible</li> <li>• Existing TV, 2 x glass whiteboards, video conferencing equipment should be retained and reused</li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
4.	<p><u>Refresh of Collaboration Meeting Room</u> Proposal to refresh Collaboration meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Supply, deliver and install 7 x new chairs <ul style="list-style-type: none"> <li>○ Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design</li> <li>○ Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters</li> </ul> </li> <li>• Dismantling and disposal of existing 7 x chairs</li> <li>• Supply, deliver and install 1 x new table or tabletop (approx. 2.4m Length x 0.9m Depth) <ul style="list-style-type: none"> <li>○ Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder</li> </ul> </li> </ul>

<b>Package A – Refresh all meeting rooms and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Dismantling and disposal of existing 1 x table/tabletop (2.4m Length x 0.9m Depth)</li> <li>• Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following: <ul style="list-style-type: none"> <li>○ Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options</li> <li>○ Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock</li> </ul> </li> <li>• Wall around glass whiteboard to be repainted (approx. 4.3m Length x 3m Height) <ul style="list-style-type: none"> <li>○ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed by tenderer for IPI's agreement)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
5.	<p><b><u>Refresh of Impact Meeting Room</u></b></p> <p>Proposal to refresh Impact meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Supply, deliver and install 5 x new chairs <ul style="list-style-type: none"> <li>○ Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design</li> <li>○ Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters</li> </ul> </li> <li>• Dismantling and disposal of existing 5 x chairs</li> <li>• Supply, deliver and install 1 x new table or tabletop (approx. 1.5m Length x 0.9m Depth) <ul style="list-style-type: none"> <li>○ Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder</li> </ul> </li> <li>• Dismantling and disposal of existing 1 x table/tabletop (approx. 1.5m Length x 0.9m Depth)</li> <li>• Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following: <ul style="list-style-type: none"> <li>○ Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options</li> <li>○ Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock</li> </ul> </li> </ul>

<b>Package A – Refresh all meeting rooms and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Wall around glass whiteboard to be repainted (approx. 3m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
6.	<p><u>Refresh of Resilience Meeting Room</u></p> <p>Proposal to refresh Resilience meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Design and layout of TV and whiteboard</li> <li>• Supply, deliver and install 3 x new chairs <ul style="list-style-type: none"> <li>◦ Basic mesh/fabric mid-back chairs with adjustable seat height, durable and stable base with smooth-rolling casters; without armrests and without synchro-tilt mechanism</li> </ul> </li> <li>• Dismantling and disposal of existing 3 x chairs</li> <li>• Supply, deliver and install 1 x new LED TV (approx. 42" or larger)</li> <li>• Dismantling and disposal of existing 1 x LED TV (approx. 40")</li> <li>• Supply and install 1 x new tempered glass whiteboard with frame and backing (1.5m Length x 1m Height x 0.02m Depth)</li> <li>• Dismantling and disposal of existing 2 x tempered glass whiteboards with metal frame and backing (2 x 0.77m Length x 0.53m Height x 0.02m Depth)</li> <li>• Wall to be repainted (approx. 2.5m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
7.	<p><u>Open Office Area</u></p> <ul style="list-style-type: none"> <li>• Fabricate and install planter box and cabinet top (approx. 0.6m Length x 0.3m Depth) <ul style="list-style-type: none"> <li>◦ Design and colour to match existing planter box and cabinets</li> </ul> </li> <li>• Dispose damaged planter box and cabinet top (approx. 0.6m Length x 0.3m Depth)</li> <li>• Repainting of damaged walls (approx. 10m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould</li> <li>◦ White paint to match wall on the other side of the walkway, where possible</li> </ul> </li> <li>• Refer to Annex A for image of current design and locations</li> </ul>
8.	<p><u>Walkway to Toilets</u></p> <ul style="list-style-type: none"> <li>• Repainting of walls along walkway (approx. 2.10m Length x 1.15m Depth x 2.65m Height) <ul style="list-style-type: none"> <li>◦ PU paint finish, low VOC and anti-mould; white colour to match wall on the other side of the walkway</li> </ul> </li> </ul>
9.	<p><u>Ceiling Boards</u></p> <ul style="list-style-type: none"> <li>• Replacement and disposal of damaged, stained or warped ceiling boards around the office <ul style="list-style-type: none"> <li>◦ Design and colour to match existing ceiling boards</li> </ul> </li> </ul>
10.	<p><u>Pedestals</u></p>

<b>Package A – Refresh all meeting rooms and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Fabricate, deliver and install 3 x new 3-drawer, lockable pedestals with stationery tray and wheels (refer to Annex A for the approximate measurements) <ul style="list-style-type: none"> <li>○ Design and colour to match existing pedestals</li> </ul> </li> <li>• Dismantling and disposal of existing 3 x pedestals</li> </ul>

<b>Package B – Revamp Innovation meeting room, refresh Collaboration, Impact and Resilience meeting rooms, and minor works around the office</b>	
<b>No.</b>	<b>Description</b>
1.	Obtain the necessary permits/licences to conduct renovation works, which include (but not limited to) electrical and water works, hacking, extension of non-structural/load-bearing walls, etc., from the relevant authorities.
2.	Provide accurate quotations and project manage the required works, especially outside of typical office hours (weekdays, 0830 – 1800H).
3.	<p><u>Revamp of Innovation Meeting Room</u></p> <p>Proposal to <u>revamp</u> the Innovation Meeting room, into a multi-functional room, which must be able to function minimally as a Boardroom and meeting room, catering for up to 36 pax. Proposal should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• How easy tables and chairs can be reorganised for different purposes, especially as a Boardroom/meeting room, event room and lecture room</li> <li>• How electrical power points are designed to enable power connection from different parts of the room when the room is reorganised for different purposes</li> <li>• How different people from different locations within the room can connect to the TV and video conferencing equipment when the room is reorganised for different purposes</li> <li>• Extent of renovation works required to achieve the revamp, with preference for solutions that minimise structural changes and reduce project timeline</li> <li>• Existing equipment, such as TV and video conferencing equipment should be retained and reused</li> </ul>
4.	<p><u>Refresh of Collaboration Meeting Room</u></p> <p>Proposal to refresh Collaboration meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Supply, deliver and install 7 x new chairs <ul style="list-style-type: none"> <li>○ Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design</li> <li>○ Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters</li> </ul> </li> <li>• Dismantling and disposal of existing 7 x chairs</li> <li>• Supply, deliver and install 1 x new table or tabletop (approx. 2.4m Length x 0.9m Depth) <ul style="list-style-type: none"> <li>○ Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder</li> </ul> </li> <li>• Dismantling and disposal of existing 1 x table/tabletop (2.4m Length x 0.9m Depth)</li> </ul>

<b>Package B – Revamp Innovation meeting room, refresh Collaboration, Impact and Resilience meeting rooms, and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following: <ul style="list-style-type: none"> <li>○ Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options</li> <li>○ Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock</li> </ul> </li> <li>• Wall around glass whiteboard to be repainted (approx. 4.3m Length x 3m Height) <ul style="list-style-type: none"> <li>○ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
5.	<p><u>Refresh of Impact Meeting Room</u></p> <p>Proposal to refresh Impact meeting room, which should include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Supply, deliver and install 5 x new chairs <ul style="list-style-type: none"> <li>○ Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design</li> <li>○ Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters</li> </ul> </li> <li>• Dismantling and disposal of existing 5 x chairs</li> <li>• Supply, deliver and install 1 x new table or tabletop (approx. 1.5m Length x 0.9m Depth) <ul style="list-style-type: none"> <li>○ Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder</li> </ul> </li> <li>• Dismantling and disposal of existing 1 x table/tabletop (approx. 1.5m Length x 0.9m Depth)</li> <li>• Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following: <ul style="list-style-type: none"> <li>○ Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options</li> <li>○ Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock</li> </ul> </li> </ul>

<b>Package B – Revamp Innovation meeting room, refresh Collaboration, Impact and Resilience meeting rooms, and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Wall around glass whiteboard to be repainted (approx. 3m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
6.	<u>Refresh of Resilience Meeting Room</u> Proposal to refresh Resilience meeting room, which should include (but not limited to): <ul style="list-style-type: none"> <li>• Design and layout of TV and whiteboard</li> <li>• Supply, deliver and install 3 x new chairs <ul style="list-style-type: none"> <li>◦ Basic mesh/fabric mid-back chairs with adjustable seat height, durable and stable base with smooth-rolling casters; without armrests and without synchro-tilt mechanism</li> </ul> </li> <li>• Dismantling and disposal of existing 3 x chairs</li> <li>• Supply, deliver and install 1 x new LED TV (approx. 42" or larger)</li> <li>• Dismantling and disposal of existing 1 x LED TV (approx. 40")</li> <li>• Supply and install 1 x new tempered glass whiteboard with frame and backing (1.5m Length x 1m Height x 0.02m Depth)</li> <li>• Dismantling and disposal of existing 2 x tempered glass whiteboards with metal frame and backing (2 x 0.77m Length x 0.53m Height x 0.02m Depth)</li> <li>• Wall to be repainted (approx. 2.5m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)</li> </ul> </li> <li>• All associated works, e.g. electrical, labour, etc.</li> </ul>
7.	<u>Open Office Area</u> <ul style="list-style-type: none"> <li>• Fabricate and install planter box and cabinet top (approx. 0.6m Length x 0.3m Depth) <ul style="list-style-type: none"> <li>◦ Design and colour to match existing planter box and cabinets</li> </ul> </li> <li>• Dispose damaged planter box and cabinet top (approx. 0.6m Length x 0.3m Depth)</li> <li>• Repainting of damaged walls (approx. 10m Length x 3m Height) <ul style="list-style-type: none"> <li>◦ Emulsion paint, low VOC and anti-mould; white colour to match wall on the other side of the walkway</li> </ul> </li> <li>• Refer to Annex A for image of current design and locations</li> </ul>
8.	<u>Walkway to Toilets</u> <ul style="list-style-type: none"> <li>• Repainting of walls along walkway (approx. 2.10m Length x 1.15m Depth x 2.65m Height) <ul style="list-style-type: none"> <li>◦ PU paint finish, low VOC and anti-mould; white colour to match wall on the other side of the walkway</li> </ul> </li> </ul>
9.	<u>Ceiling Boards</u> <ul style="list-style-type: none"> <li>• Replacement and disposal of damaged, stained or warped ceiling boards around the office <ul style="list-style-type: none"> <li>◦ Design and colour to match existing ceiling boards</li> </ul> </li> </ul>
10.	<u>Pedestals</u>

<b>Package B – Revamp Innovation meeting room, refresh Collaboration, Impact and Resilience meeting rooms, and minor works around the office</b>	
	<ul style="list-style-type: none"> <li>• Fabricate, deliver and install 3 x new 3-drawer, lockable pedestals with stationery tray and wheels (refer to Annex A for the approximate measurements) <ul style="list-style-type: none"> <li>○ Design and colour to match existing pedestals</li> </ul> </li> <li>• Dismantling and disposal of existing 3 x pedestals</li> </ul>

#### **4. SUBMISSION REQUIREMENTS**

4.1 The submission shall include the following (see **Annex B** for suggested format):

- a. Proposed timeline and timing of renovation works for Package A and Package B respectively, especially if there are planned disruptions to typical office activities, e.g. disallow staff from coming into office, unavailability of meeting room(s) due to works, etc.
- b. Package A: Proposal to refresh Innovation, Collaboration, Impact and Resilience meeting rooms, minor renovation and stated requirements around the office, including all associated works (see description in Section 3.1, Package A). Proposal should include the details of items proposed, including, but not limited to, colours, specifications, provision of table or tabletop as replacement.
- c. Package B: Proposal to revamp the Innovation meeting room, refresh Collaboration, Impact and Resilience meeting rooms, minor renovation and stated requirements around the office, including all associated works (see description in Section 3.1, Package B). Proposal should include the layout and configuration of revamped Innovation room, details of items proposed, including, but not limited to, colours, specifications, provision of table or tabletop as replacement.
- d. Price Schedule with itemised costs, based on:
  - i. Package A
  - ii. Package B

4.2 Tenderers are free to propose cost effective options for both packages, but to ensure the quality of materials can sustain frequent usage over the next five years.

4.3 Submissions should also take the following considerations into their proposals:

- Revamp of the Innovation meeting room: tenderers are free to propose to meet the requirements stated, but tender offers should keep in mind the intention for a multi-functional room. Electrical wiring and connection to the TV for presentations and video conferencing equipment should be taken into consideration and done in a neat and tidy manner, without posing as potential hazards.
- Refresh of the Innovation meeting room should minimally include (but not limited to) the items mentioned in Section 3.1, Package A, point no. 3.
- All meeting room chairs should be mid-back chairs, of the same type and model, to allow possible transfer from room to room. Should space allow for more mid-back



chairs to be added, the total number per room can be increased (see specifications listed in Section 3.1).

4.4 Tenderers can refer to **Annex A** for floorplan, images and additional details.

## 5. EVALUATION CRITERIA

5.1 **Critical Criteria** (Tender offers that do not meet any of the listed critical criteria shall be disqualified from further evaluation).

- a. Ability to complete the renovation works by 31 March 2026 for Package A (based on estimated award date of 13 February 2026).
- b. Submission of proposal for Package A with corresponding price schedule (refer to details in Section 4).
- c. Submission of timeline of works and disruptions (Note: if there is no disruption planned within the proposed timeline, it should be clearly stated in the proposal).

5.2 **Other Criteria** (Tender offers that have complied with the critical criteria will be evaluated based on the criteria and weightage listed in the table below.)

<b>Evaluation Criteria for Package A</b>	<b>Weightage</b>
Price <ul style="list-style-type: none"> <li>All costs with itemised breakdown for Package A</li> </ul>	60%
Quality of Proposal <ul style="list-style-type: none"> <li>Replacement of both table and tabletop (12%)</li> <li>Value-added services beyond minimum requirements for the meeting rooms, such as warranty, good space utilisation, no major renovation works, etc. (8%)</li> </ul>	20%
Extent of disruptions to staff returning to office and use of meeting rooms, i.e. ability to conduct works outside of typical office hours (weekdays, 0830 – 1800H)	20%

<b>Evaluation Criteria for Package B</b>	<b>Weightage</b>
Price <ul style="list-style-type: none"> <li>All costs with itemised breakdown for Package B</li> </ul>	50%
Quality of Proposal <ul style="list-style-type: none"> <li>Value-added services for proposal to <u>revamp</u> Innovation meeting room beyond minimum requirements, such as warranty, space-utilisation (14%)</li> <li>Replacement of both table and tabletop (8%)</li> </ul>	30%

<ul style="list-style-type: none"> <li>Value-added service for proposal to <u>refresh</u> Collaboration, Impact and Resilience meeting rooms beyond minimum requirements, such as warranty (8%)</li> </ul>	
Extent of disruptions to staff returning to office and use of meeting rooms, i.e. ability to conduct works outside of typical office hours (weekdays, 0830 – 1800H)	20%

## 6. PAYMENT SCHEDULE

6.1 The payment schedule is as follows:

Milestone	Invoice Amount
Upon signing of the contract	50%
Within 30 days upon completion of all works	50%

6.2 While IPI may consider other payment schedules/terms proposed by the appointed Vendor, it reserves the right not to accept these schedules/terms.

6.3 IPI will conduct the evaluation based on the proposals submitted during the tender and may contact the tenderers to clarify the submitted proposals. This does not imply acceptance of proposals.

## 7. INDEMNITY AGAINST CLAIMS

7.1 The contractor shall indemnify and hold IPI, its directors, officers, employees and agents ("Indemnified Parties") harmless from and against all claims, suits, actions, demands, proceedings, expenses, damages, losses, and liabilities of any kind, (including reasonable attorneys' fees incurred to successfully establish the right to indemnification) threatened, asserted, filed or incurred (collectively, "Claims") against any of the Indemnified Parties, where such claims arise out of or relate to (i) bodily injury or death, (ii) loss, disappearance, or damage to property suffered or incurred by the contractor's officers, employees, agents or any other person appointed by the contractor to perform services under this contract.

## 8. WORK SITE SAFETY

8.1 The appointed tenderer shall at all times observe and comply with the rules and regulations set by the local government or regulatory authority relating to workplace safety and health, and shall bear all cost and expenses connected with the observance and compliance of these rules and regulations.

- 8.2 The tenderer shall provide sufficient protection and protective coverings to all property, including walkways, corridors, offices, furniture, fittings, equipment and installations, within the immediate area of the works.
- 8.3 On completion of works, the Contractor shall leave the premises in a clean and tidy condition and remove all tools, appliances, equipment, machinery and any surplus materials supplied by the Contractor.

## **9. ADDITIONAL TERMS AND CONDITIONS**

- 9.1 IPI will conduct the evaluation based on the proposals submitted during the tender and may contact the tenderers to clarify on the submitted proposals. This does not imply acceptance of proposals.
- 9.2 IPI reserves the right to award the contract in whole or any part(s) of the tender offer. IPI shall be under no obligation to accept the lowest priced or any Tender Offer.
- 9.3 Where the appointed tenderer intends to replace the project manager assigned to supervise and co-ordinate the services under the contract, it shall do so in consultation with IPI.
- 9.4 The appointed tenderer is responsible for taking all the necessary precautions not to cause damage to the building and its tenants' premises and is liable to pay for the damages at their own cost during the project period.
- 9.5 The appointed tenderer shall perform the Services in accordance with the Contract.
- 9.6 If there is delay in the performance of the Services under the Contract due to any of the following circumstances, namely, acts of God, force majeure, riots and civil commotion, strikes, lock-outs or other causes or perils beyond the Contractor's control, then in any such case the Contractor shall for the duration of any such circumstance aforesaid, be relieved of his obligation to perform such Services thereby affected but the provisions of the Contract shall remain in full force in regard to any Services not affected by such circumstances aforesaid.
- 9.7 If the tenderer fails to complete the performance of Services by the date specified in the Contract, IPI shall have the right to:
- a. cancel all or any such items of Services from the Contract without compensation and obtain them from other sources and all increased costs thereby incurred shall be deducted from any moneys due or to become due to the Contractor or shall be recoverable as damages; or
  - b. deduct from any monies due or to become due to the appointed tenderer or require the appointed tenderer to pay, a sum calculated at the rate of 0.1% per day (including

Sundays and Public Holidays), as liquidated damages for every day of delay until the Services are performed.

- c. Provided that the recovery of such increased costs aforesaid shall be limited to such Services as is purchased or obtained, not exceeding the scope stated in the Contract, from other sources after the appointed tenderer's failure as aforesaid but within three months of the expiry of the Contract.

## **10 OVER-RIDING PROVISION**

- 10.1 The appointed tenderer executing the works as required in this Tender shall ensure that the works, goods and materials used shall be suitable and reasonably fit for the purposes for which they are required (hereinafter referred to as "Performance Requirement"). In the event the works, goods and materials to be used are upgraded in order to meet the Performance Requirement, the contractor shall do all necessary upgrading at no extra cost to IPI, subject always to the approval from the appointed representative of IPI, but such approval shall not in any way affect the contractor's duties or obligations arising under this contract.

## **11 OBLIGATION**

- 11.1 IPI shall be under no obligation to award this contract, either in full or in part; or to the lowest offer received.

## **12 CLOSING DATE**

- 12.1 The closing date and time for the submission of the proposal is **3 February 2026, 16:00 pm (Singapore time)**.
- 12.2 All quotations will be voided if the proposals are not received through [ESHProcurement@enterprisesg.gov.sg](mailto:ESHProcurement@enterprisesg.gov.sg) by the above closing date and time. **Apart from recipients within your company, please do not copy any other email addresses during the submission of proposals.**

## **13 CONTACT INFORMATION AND OPTIONAL SITE VISIT**

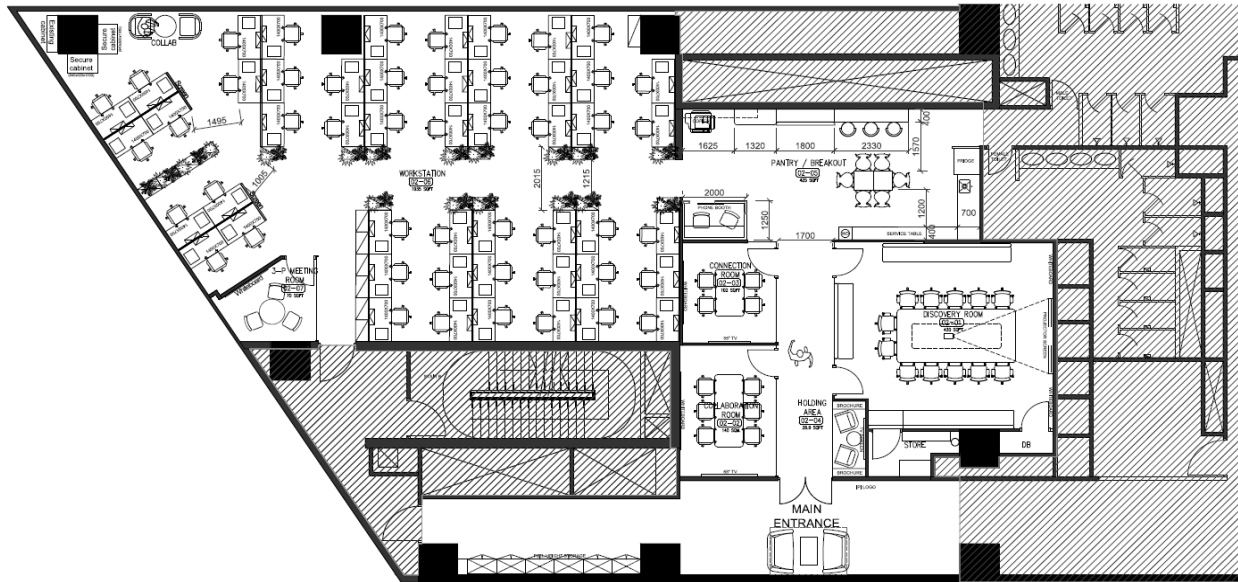
- 13.1 Please contact Anne Lee, [Anne\\_Lee@ipi-singapore.org](mailto:Anne_Lee@ipi-singapore.org) if there are any queries on this tender.
- 13.2 Vendors are encouraged to refer to the images provided in Annex A to understand the current condition and layout of the meeting rooms. Should vendors require an optional on-

site visit to assess the space and requirements in greater detail, please contact Anne Lee at the email stated above to arrange a suitable time during tender opening period.

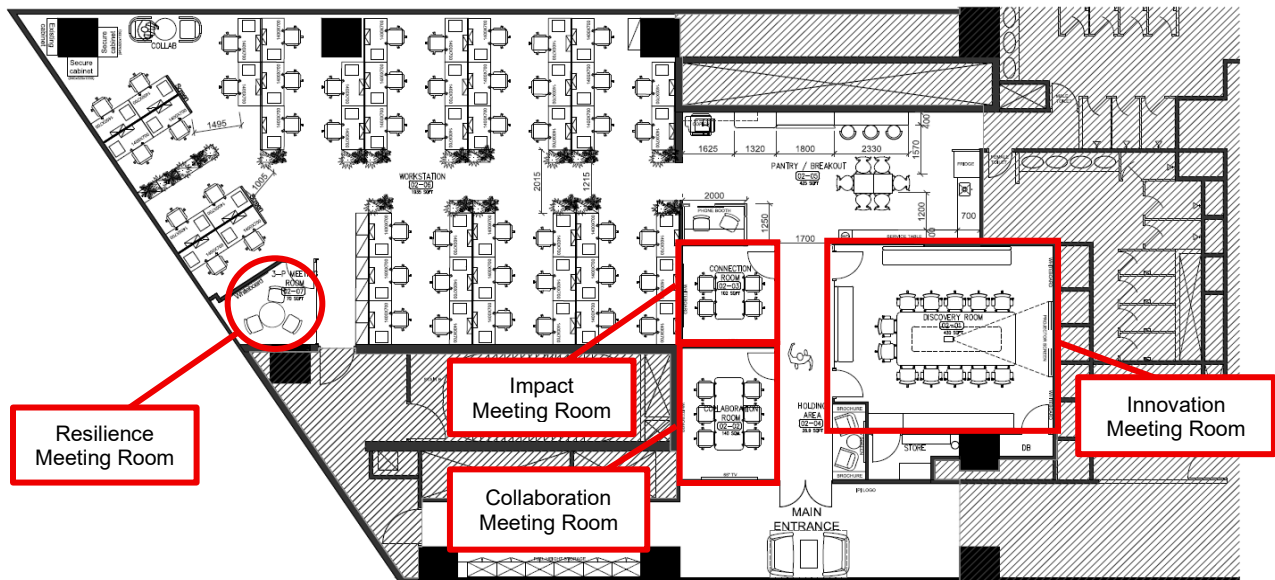
#### **14      VALIDITY OF TENDER OFFER**

- 14.1    The offer shall be valid for 90 calendar days from the closing date of this tender.

**Floor Plan of Current IPI Office**



**Floor Plan of Current IPI Office Highlighting Locations of Meeting Rooms**



**Photo of Innovation Meeting Room (approx. 40sqm)**



For Package A should include (but not limited to):

- Supply, deliver and install 12 x new chairs
  - Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design
  - Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters
- Dismantling and disposal of existing 12 x chairs
- Supply, deliver and install 1 x new table or tabletop (4.2m Length x 1.5m Depth)
  - Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder
- Dismantling and disposal of existing 1 x table/tabletop (4.2m Length x 1.5m Depth)
- Removal and disposal of projector
- Existing wallpapers to be retained, where possible
- Existing TV, 2 x glass whiteboards, video conferencing equipment should be retained and reused
- All associated works, e.g. electrical, labour, etc.

**Photo of Collaboration Meeting Room (approx. 13sqm)**

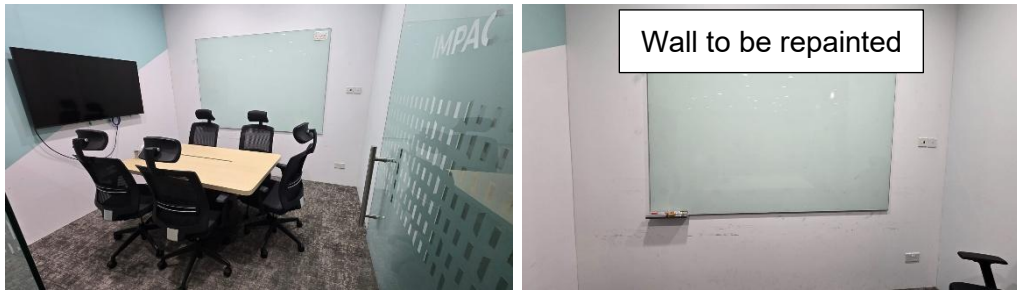


Should include (but not limited to):

- Supply, deliver and install 7 x new chairs
  - Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design
  - Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters
- Dismantling and disposal of existing 7 x chairs
- Supply, deliver and install 1 x new table or tabletop (approx. 2.4m Length x 0.9m Depth)
  - Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder
- Dismantle and disposal of existing 1 x table/tabletop (2.4m Length x 0.9m Depth)
- Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following:
  - Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options
  - Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock
- Wall around glass whiteboard to be repainted (approx. 4.3m Length x 3m Height)
  - Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)
- All associated works, e.g. electrical, labour, etc.



**Photo of Impact Meeting Room (approx. 9sqm)**



Should include (but not limited to):

- Supply, deliver and install 5 x new chairs
  - Chairs for Innovation, Collaboration and Impact meeting rooms should be the same type and design
  - Mesh/fabric mid-back chairs with adjustable seat height, armrests, synchro-tilt mechanism, durable and stable base with smooth-rolling casters
- Dismantling and disposal of existing 5 x chairs
- Supply, deliver and install 1 x new table or tabletop (approx. 1.5m Length x 0.9m Depth)
  - Tabletop: Plywood with laminate finish, ABS edging, come with cable channel/holder
- Dismantling and disposal of existing 1 x table or tabletop (1.5m Length x 0.9m Depth)
- Supply, delivery, installation and setup of video conferencing equipment, with specifications equivalent or better than the following:
  - Video bar: dual 48MP lenses to provide an ultra-wide view with exceptional image clarity; AI-powered features to enable intelligent focus for real-time close-up shots of recent speakers, integrated 8-microphone array and AI-enhanced noise cancellation for clear audio, supports HDMI, USB 3.0, ethernet, Bluetooth 5.2, and Wi-Fi 6 for flexible set up options
  - Wireless microphone: built-in 3 microphone array with 20ft and 360° voice pickup range for clear audio capture, noise cancellation technology that filters out 90dB of ambient noise, wireless transmission design, battery life of up to 12 hours with wireless charging dock
- Wall around glass whiteboard to be repainted (approx. 3m Length x 3m Height)
  - Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)
- All associated works, e.g. electrical, labour, etc.

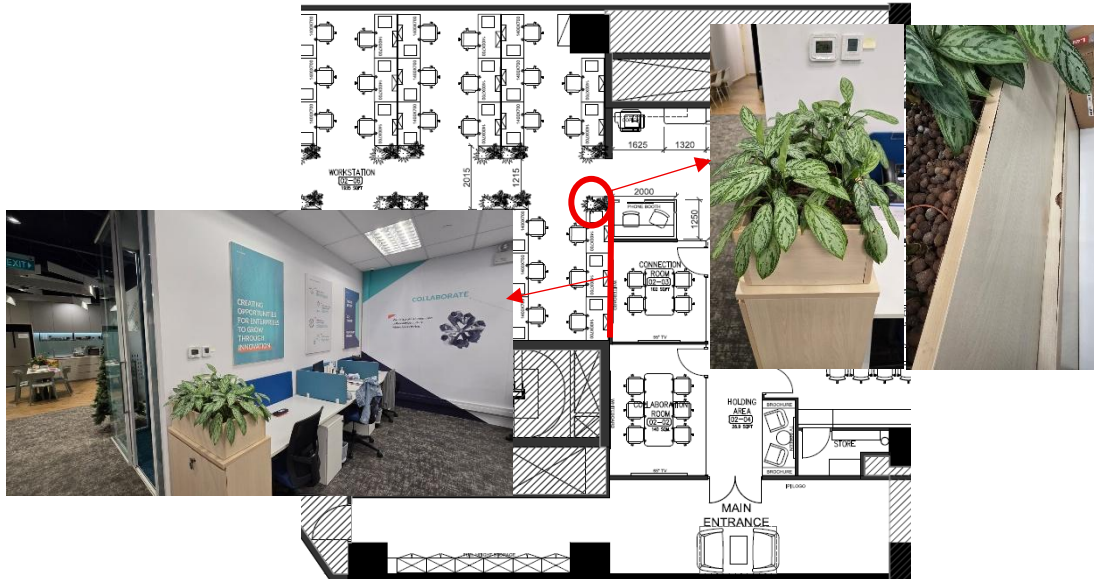
**Photo of Resilience Meeting Room (approx. 6.5sqm)**



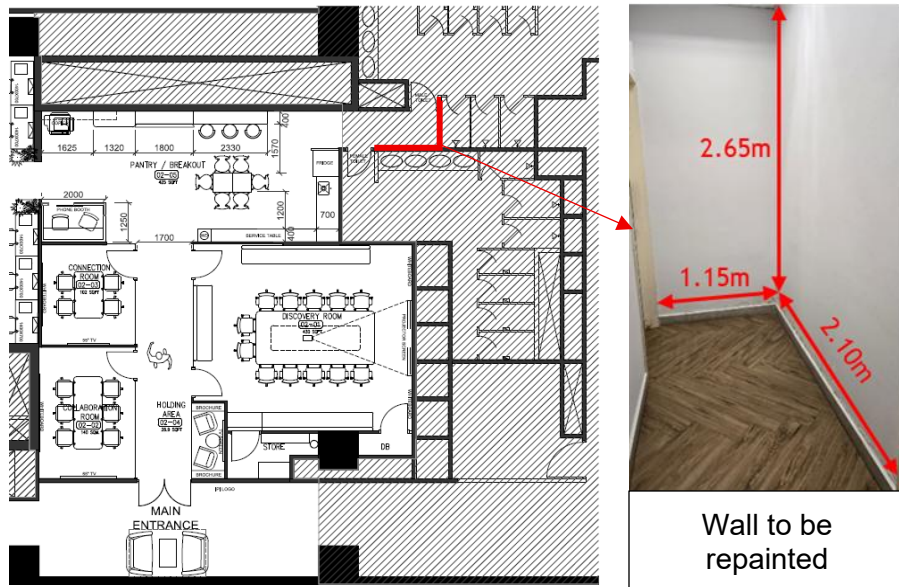
Should include (but not limited to):

- Design and layout of TV and whiteboard
- Supply, deliver, and install 3 x new chairs
  - Basic mesh/fabric mid-back chairs with adjustable seat height, durable and stable base with smooth-rolling casters; without armrests and without synchro-tilt mechanism.
- Dismantling and disposal of existing 1 x LED TV (approx. 40")
- Supply, deliver and install 1 x new LED TV (approx. 42")
- Supply, deliver and install 1 x new tempered glass whiteboard with frame and backing (1.5m Length x 1m Height x 0.02m Depth)
- Dismantling and disposal of existing 2 x tempered glass whiteboards with metal frame and backing (2 x 0.77m Length x 0.53m Height x 0.02m Depth)
- Wall to be repainted (approx. 2.5m Length x 3m Height)
  - Emulsion paint, low VOC and anti-mould; matte colour (colour can be proposed to match proposal to refresh room)
- All associated works, e.g. electrical, labour, etc.

**Photo of Damaged Planter Box and Cabinet Top (size approx. 0.6m x 0.3m)**  
**Photo of Wall for Repainting (size approx. 10m x 3m)**



**Photo of Wall for Repainting (Walkway Outside Toilets)**



**Photos of Damaged, Stained or Warped Ceiling Boards**



**Photo of 3-drawer Lockable Pedestal (dimensions approx.)**



**PROPOSAL SUBMISSION**

Package A proposal: to <u>refresh</u> all 4 meeting rooms (see description in Section 3.1, Package A)	Powerpoint presentation in PDF format is preferred
Package B proposal: to <u>revamp</u> Innovation Meeting room, and <u>refresh</u> Collaboration, Impact and Resilience meeting rooms (see description in Section 3.1, Package B)	Powerpoint presentation in PDF format is preferred
Price Schedule	Excel Sheet based on the attached Price Schedule template