

PART 1
INSTRUCTIONS TO PROPOSERS

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1. INTERPRETATION

Throughout the Request for Proposal –

- (a) “Cover Letter” means SGNIC’s letter inviting the submission of proposals for the required services;
- (b) “Guidelines for Proposal” means Part 3 of the Request for Proposal;
- (c) “Instructions to Proposers” means Part 1, Section A of the Request for Proposal;
- (d) “Proposal” means a proposal submitted in response to SGNIC’s Request for Proposal;
- (e) “Proposer” means a person or his permitted assigns offering to supply the Services;
- (f) “Request for Proposal” means this invitation for proposals by SGNIC;
- (g) “Requirement Specifications” means Part 2 of the Request for Proposal;
- (h) “Services” means the work which the Proposer is required to perform in accordance with the Requirement Specifications;
- (i) “SGNIC” means the Singapore Network Information Centre (SGNIC) Pte Ltd;
- (j) words importing the singular include the plural and vice versa; and
- (k) the headings are for convenience only and not for the purpose of interpretation.

2. SUBMISSION OF PROPOSAL

Proposers shall submit their Proposals in accordance with the following mode(s) of submission:

Information or documents in the Proposal	Mode(s) of submission	Closing date and time
All parts of the Proposal including, but not limited to, the following: <ol style="list-style-type: none"> 1. Form of Proposal 2. Price Schedule 	This shall be submitted to SGNIC by hand to the reception located at 8 Temasek Boulevard, #14-00 Suntec Tower Three, Singapore 038988 and via email to rfq@sgnic.sg .	As stipulated in the Covering Letter.

3. REQUIREMENT SPECIFICATIONS

The Services offered shall conform with the Requirement Specifications. The Proposer shall ensure accuracy of the information provided.

4. PROPOSAL PRICE

4.1 The Proposer shall quote in Singapore dollars in his offer the rates for the items of his proposed services.

4.2 The quote shall itemise the rates of the items which comprise the services in the format provided in the Guidelines for Proposal.

5. GOODS AND SERVICES TAX

Proposers shall not include in the rates and prices proposed in their Proposals, the Goods and Services Tax (“GST”) chargeable for the supply by the Proposer to SGNIC of services required in the Request for Proposal. All rates and prices quoted shall be exclusive of the GST.

6. GST REGISTRATION

6.1 The Proposer shall declare his GST status in his Proposal. He shall clearly indicate whether he is, or whether he will be a taxable person under the Goods and Services Tax Act. He shall, if available, furnish the GST registration number to SGNIC.

6.2 A Proposer who declares himself to be a non-taxable person under the Goods and Services Tax Act but who becomes a taxable person after acceptance of his Proposal shall forthwith inform SGNIC of his change in GST status. He shall be entitled to reimbursement by SGNIC of any GST charged on the supply by him of services, where such supply takes place after his change in GST status.

7. CONFIDENTIALITY

Except with the consent in writing of SGNIC the Proposer shall not disclose the Request for Proposal or any of its provisions.

8. OWNERSHIP OF PROPOSAL DOCUMENTS

All documents submitted by the Proposer in response to the Request for Proposal shall become the property of SGNIC. However, intellectual property in the information contained in the Proposal shall remain vested in the Proposer. This clause is without prejudice to any provisions to the contrary in any subsequent contract between the Proposer and SGNIC.

9. SGNIC'S CLARIFICATIONS OF PROPOSAL

In the event that SGNIC seeks clarification upon any aspect of the Proposal, the Proposer shall provide full and comprehensive response within seven (7) days of notification.

10. EXPENSE OF PROPOSER

In no case will any expense incurred by a Proposer in the preparation of his Proposal be borne by SGNIC.

11. EXPERIENCE OF PROPOSER

11.1 Proposers shall provide full information on their expertise and experience together with the Proposal to enable SGNIC to ascertain their capacity to fulfill the Proposal.

11.2 The Proposer shall provide a brief write up of his business activities and operations in Singapore or, if this is not available, business activities and operations in other parts of the world.

11.3 The Proposer or, where the Proposer is submitting the Proposal as an agent, the Proposer's principal, shall furnish information including, where available, names of organisations which have been supplied with its offered services within the last two (2) years.

12. CANVASSING

Canvassing shall render the Proposal invalid.

13. COPYRIGHT

SGNIC reserves to itself all copyrights in the Request for Proposal.

14. ENQUIRIES

14.1 Should a Proposer have any enquiries on any aspect of the Request for Proposal or wishes to request for extension to the period of the Request for Proposal, he should write or call the contact person as stated in the Request for Proposal at least seven (7) days from the closing date of the Request for Proposal.

14.2 No oral representation shall be:

- (a) accepted or construed as modifying or varying any of the provisions, terms or conditions in the Request for Proposal, or
- (b) binding on SGNIC.

15. PAYMENT THROUGH INTERBANK GIRO

15.1 The Proposer shall indicate clearly in his Proposal, whether he wishes to be paid by Interbank GIRO.

15.2 If the Proposer indicates that he wishes to be paid by Interbank GIRO, he shall provide SGNIC with the following information in his Proposal :

- (a) Name of Bank used by Proposer; and
- (b) Proposer's Bank Account Number.

15.3 All bank charges associated with payment by Interbank GIRO shall be borne by the Proposer.