

SINGAPORE CENTRE FOR CHINESE LANGUAGE
287 Ghim Moh Road Singapore 279623
Tel: 6467 5667 Fax: 6467 1278

Invitation to Quote

Date of Invitation: 30 Sep 2025

ITQ Ref: ITQ-FY26-06-000014

To:

Address:

Tel No:

- 1) Please let us have your quotation (***exclusive of GST***) for the services specified below in your company letterhead and reply by email to us not later than 17:00 (Time) on **13 Oct 2025** (Closing Date).
- 2) Where applicable, please attach brochures/catalogue/samples when submitting your quotation.
- 3) The quotation shall remain valid for 30 days from the closing date as stated above. On expiry of the offer, the vendor shall, if SCCL so requires, extend the validity of offer for a further period of 60 days from the aforesaid date of expiry.
- 4) SCCL reserves the right not to accept the lowest or any proposal and shall not be bound to assign any reason for the rejection. SCCL also reserves the right to award full quotation or part thereof and shall not be bound to assign any reason for the award.
- 5) Please note the possible risks of sending your quotation through the fax.

S/N	Description	Remarks (if any)						
1.	<p>The provision of office relocation services (including dismantling, transportation and installation) for Singapore Centre for Chinese Language (SCCL) move from 287 Ghim Moh Road, Singapore 279623 to MOE HQ(Balestier), 565 Balestier Road, Singapore 329927.</p> <p><u>Key Locations</u></p> <table><tr><td>Origin Location</td><td>:</td><td>287 Ghim Moh Road, Singapore 279623 (The site is a 4-level building without lift access.)</td></tr><tr><td>Destination</td><td>:</td><td>MOE HQ (Balestier), 565 Balestier Road, Singapore 329927 a) Blk D Level 5 b) Blk D Level 6</td></tr></table>	Origin Location	:	287 Ghim Moh Road, Singapore 279623 (The site is a 4-level building without lift access.)	Destination	:	MOE HQ (Balestier), 565 Balestier Road, Singapore 329927 a) Blk D Level 5 b) Blk D Level 6	
Origin Location	:	287 Ghim Moh Road, Singapore 279623 (The site is a 4-level building without lift access.)						
Destination	:	MOE HQ (Balestier), 565 Balestier Road, Singapore 329927 a) Blk D Level 5 b) Blk D Level 6						
2.	<p><u>Scope of Work</u></p> <p>The Contractor shall provide comprehensive services necessary for the successful completion of the office relocation. The scope includes, but is not limited to:</p> <ol style="list-style-type: none">a) Professional dismantling (where deemed necessary by the Contractor), careful packing/protection, and loading of all items included in Annex A and B.b) Safe and secure transportation of the packed furniture and goods from the Origin Location to the Destination.c) Unloading, unpacking, and professional installation/assembly of furniture at designated positions within the Destination, as per layout plans or instructions provided by SCCL.d) Provision of adequate manpower for the removal of approximately 11,000 library books (as detailed in Annex C) from bookshelves and packing							

2.	<p>them into carton boxes (to be provided by SCCL) at the Origin Location. Upon arrival at Destination, the Contractor shall provide the necessary manpower to carry out the unloading, unpacking of books from the carton boxes, and placement of the books onto the bookshelves in accordance with the instructions provided by the Officer-in-Charge.</p> <p>e) Dismantling of four (4) ceiling-mounted televisions (TVs) and two (2) wall-mounted TVs including their brackets at Origin Location, and reinstallation of two (2) ceiling-mounted and two (2) wall-mounted TVs at Destination, using the existing mounting brackets. Please refer to Annex D for more details on the removal and installation of these 50" TVs.</p> <p>f) Provision of all necessary resources as detailed in paragraph 4(a) and 4(b).</p>										
3.	<u>Project Timeline (Tentative)</u>										
3.1	The Contractor shall carry out the work in two (2) separate batches as follows:										
	<table border="1"> <tr> <td>Batch 1 Delivery</td><td>:</td><td>Delivery of office furniture and equipment is tentatively scheduled for 24 November 2025 (Mon).</td></tr> <tr> <td>Batch 2 Delivery</td><td>:</td><td>Delivery of approximately 420 packed carton boxes, including library books, is tentatively scheduled for 27 and 28 November 2025 (Thursday and Friday).</td></tr> <tr> <td colspan="3"><i>Dimension of carton box: L50 cm × W40 cm × H40 cm.</i></td></tr> </table>	Batch 1 Delivery	:	Delivery of office furniture and equipment is tentatively scheduled for 24 November 2025 (Mon).	Batch 2 Delivery	:	Delivery of approximately 420 packed carton boxes, including library books, is tentatively scheduled for 27 and 28 November 2025 (Thursday and Friday).	<i>Dimension of carton box: L50 cm × W40 cm × H40 cm.</i>			
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<i>Dimension of carton box: L50 cm × W40 cm × H40 cm.</i>											
3.2	The project timeline provided herein is indicative only and may be subject to revision in response to changes in project requirements, site readiness, dependencies, or other factors beyond the reasonable control of SCCL.										
3.3	<u>Confirmation Notice:</u> SCCL will provide the Contractor with a minimum of two (2) working days' notice prior to the confirmed date for each delivery batch.										
3.4	<u>Completion Time per Batch:</u> Upon confirmation, the Contractor shall complete the dismantling, transportation and installation for each batch within two (2) working days , based on the delivery list provided (Annex A and B) or as mutually agreed with SCCL.										
3.5	All works must be completed within the agreed timeline to avoid disruption to the relocation schedule.										
4	<u>Contractor responsibilities and requirements</u> <p>a) The Contractor shall provide and bear all costs for everything necessary for the complete and satisfactory performance of the services. This includes, without limitation: all suitably skilled labour (movers, installers, drivers, supervisors), packing and protective materials, specialized moving equipment and tools, any required consumables, suitable transportation vehicles, project management and supervision, adequate insurance coverage (see Paragraph 4(g)) and any other ancillary items or services required.</p> <p>b) The quotation submitted by the Contractor must be all-inclusive. No additional costs shall be charged to SCCL for any items or services listed above or otherwise required to fulfil the scope of work as described herein, unless approved via a formal contract variation.</p> <p>c) The Contractor shall exercise flexibility in deciding whether to dismantle furniture/goods prior to transportation or to move items as a whole, based on professional judgment to ensure safe transit.</p> <p>d) Regardless of the method chosen, the Contractor shall be fully responsible for ensuring that no damage occurs to any furniture, fixtures, or property at the Origin Location, Destination or during transit. Appropriate protective measures (e.g., padding, wrapping) must be used.</p>										

	<p>e) Any such damage or loss caused by the Contractor to SCCL's property is to be repaired/replaced at the Contractor's expense or compensated by the Contractor.</p> <p>f) Any issues encountered, such as damaged or missing items, must be promptly reported to SCCL.</p> <p>g) <u>Insurance</u>: The Contractor shall procure and maintain, at its own expense, adequate insurance policies covering the duration of the services, including but not limited to Public Liability, Workmen's Compensation, and Goods-in-Transit insurance sufficient to cover the replacement value of the furniture/goods being handled and stored. No additional costs shall be charged to SCCL. Proof of insurance shall be provided to SCCL upon request.</p> <p>h) The Contractor shall provide full cooperation and timely submission of all necessary information and documentation required by SCCL and MOE HQ (Balestier). This includes, but is not limited to details of personnel involved (names, identification numbers, license), vehicle details (license plate numbers, type/size), estimated number of delivery trips, proposed delivery schedules, etc. No additional costs shall be charged to SCCL.</p> <p>i) The Contractor shall not sub-contract or assign the contract without the written consent of SCCL.</p> <p>j) The Contractor shall appoint a liaison person so that SCCL staff could follow up with him/her for any clarifications.</p> <p>k) The Contractor shall ensure proper warning signboards and barriers are erected and displayed prominently during the progress of work and until its completion.</p> <p>l) The Contractor shall be responsible to keep the site free from all rubbish and debris arising from the execution of the works at all times.</p> <p>m) All the debris must be cleared and disposed of off-site by the Contractor.</p> <p>n) On site survey at 287 Ghim Moh Road can be arranged at an agreed date and time to verify the scope of work. Contractors must bring their own required tools and equipment (eg. Measuring tapes, cameras, etc.)</p>	
5.	<p><u>Contractor's Working Hours</u></p> <p>a) Work should only be carried out from 8.30am to 5.30pm between Monday and Friday (excluding public holidays).</p> <p>b) Any requirement to extend working hours needs to be approved by SCCL.</p> <p>c) Any extended working hours if so agreed by SCCL, the overtime pays incurred shall be borne by the Contractor.</p> <p>d) Contractor must adhere to SCCL's request and refrain from any work that may create noise or disruption to training programmes/meetings/events when informed by SCCL.</p> <p>e) Drilling, hacking, hammering, knocking, or other works that are likely to cause noise, nuisance and inconvenience to the building occupants are to be carried out on Saturdays, subject to SCCL's approval.</p>	
6.	<p><u>Relevant Experience Requirement</u></p> <p>Contractors are required to possess relevant experience in providing furniture relocation services. As evidence, Contractors must submit documentary proof demonstrating the successful completion of at least one (1) Furniture Relocation Services project undertaken or completed during the period from 1 January 2022, up to the closing date of this ITQ. This qualifying project experience may have been acquired either in Singapore or overseas. Experience from projects serving any client sector (e.g., commercial, government, residential, hospitality, etc.) will be deemed relevant and acceptable; the experience is not limited to office or government sector projects. This is a mandatory requirement; failure to provide sufficient documentary evidence meeting this minimum criterion by the ITQ closing date or during clarification shall result in the Contractor's disqualification from further evaluation. Please refer to Annex E for the required submission format/details.</p>	

7.	<p><u>Pricing</u></p> <p>a) The Contractor shall provide its cost of office relocation services in Singapore Dollars and excluding the prevailing GST in Annex F.</p> <p>b) The quotation shall be a fixed, all-inclusive price for the entire scope of services detailed in these specifications.</p>	
8.	<p><u>Documents to be submitted</u></p> <p>a) Total cost for the office relocation services in Annex F.</p> <p>b) Contractor's company profile and track records (at least 3 years) or references for past experiences / projects (since 2022) for SCCL's reference. Please provide the required details in Annex E.</p>	
9.	<p><u>Payment</u></p> <p>Payment will be made upon satisfactory delivery of goods/ services and 30 days upon presentation of the bill(s) by the Contractor and receipt by SCCL.</p>	

If you have any queries, please contact the following personnel for clarification. Thank you.

1. Ms Wong Luang Shian (Chris) at 6467 5667 ext 269 or email: luangshian.wong@sccl.sg
2. Ms Chong Yu Jau at 6467 5667 ext 270 or email: yujau.chong@sccl.sg

List of loose items which cannot be fitted into the standard cupboard box

Annex A









S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
1	Mitsubishi Fridge (L2)	1	W68 x D64 x H166	
2	Toshiba Fridge (L1)	1	W65 x D68 x H173	
3	Flip Chart Stand with Roller (L1, L2, L3)	2	W74 x H175	
4	Flip Chart Stand w/o Roller (L1)	4	W79 x H108	
5	Trolley (L1)	4	W60 x L90	
6	Metal-Frame 2-Tier Glass Panel Trolley (L3)	1	W91 x D46 x H182	
7	Ladder (L2,L3,L4)	4	W45 x H170	
8	KDK 16" Stand Fan (L1)	3	W49 x H132	


S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
9	Kick Step Tool (L1, L2)	3	W45 x H44	
10	Umbrella Stand (L1)	4	W32 x H147	
11	Orange Safety Cone (L1)	6	W32 x H69	
12	Philips Vacuum Cleaner (L1, L2, L3, L4)	4	W51 x H30	
13	Handheld Vacuum (L1)	1	W28 x H113	
14	Signage Stand (L1)	6	W46 x H149	
15	Sharp Air Purifier (L1)	3	W33 x D21 x H53	
16	Cosmo Air Purifier (L1, L2)	5	W31 x D27 x H50	

S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
17	Novita Air Purifier (L1)	2	W33 x D17 x H54	
18	Novita Dehumidifier (L1)	2	W29 x D22 x H41	
19	Shredder Machine (L1,L2, L3, L4)	5	W50 x D48 x H87	
20	LG 50" Smart TV & LG 50" Display Panel (L1)	4	W112 x H60	
21	Lectern (L2)	1	L 60 x W48 x H124	
22	Microwave (L1, L4)	2	W48 x D29 x H41	
23	Oven (L1, L4)	2	W41 x D26 x H33	
24	Whiteboard with Roller 4ft x 8ft (L1)	1	W206 x H192	

S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
25	Water Dispenser (L1)	1	W43 x D45 x H130	
26	Water Dispenser (L1)	1	W31 x D29 x H104	
27	Queue Pole with Belt (L1)	10	W32 x H100	
28	Queue Pole without Belt (L1)	7	W32 x H95	
29	Barrier Gate (L1)	2	W43 x H102	
30	Thermal Pot with box (L1)	3	W27 x D27 x H41	
31	Thermal Pot (L1)	6	W30 x H36	
32	Wooden tool (L1)	3	W33 x H45	

S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
33	Wall Frame (L1)	2	W70 x D40 x H81	
34	Plastic Container (L1)	8	W56 x D39 x H28	
35	Singrass Eco Farm Machine (L1)	1	W74 x D39 x H169	
36	Garden Plaque (L1)	1	W95 x H65	
37	White board (L1)	7	W90 x H60	
38	Aluminium Ramp (L1)	1	W36 x D8 x H91	
39	Foldable Table (L1)	1	W60 x D10 x H60	
40	Fire Extinguisher (L1)	7	W14 x H50	

S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
41	Recycle Bin (L1,L2 & L4)	4	W31 x D31 x H80	
42	Sharp Cash Register (L1)	1	W33 x D36 x H21	
43	Fellowes Binding Machine (L1)	1	W43 x D45 x H13	
44	Fellowes Laminator (L1)	1	W513 x D13 x H11	
45	ibico Binding Machine (L1)	1	W36 x D30 x H21	
46	Wheelchair (L1)	1	W65 x D89 x H96	
47	Walk Frame (L1)	1	W44 x D95	
48	Stretcher (L1)	1	W104 x H30	


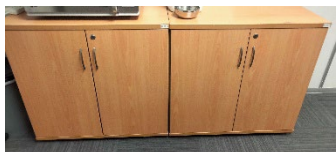



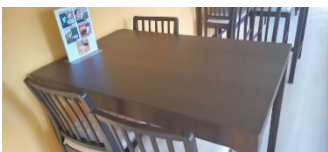
S/No.	Description/ Location	Quantity	Dimension (cm)	Photo
49	Green Screen Backdrop (L3)	1	W410 x D2 x H230	





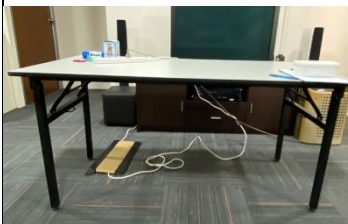

Note

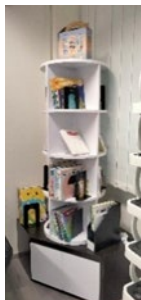





The above list of items and quantities is an estimation and may subject to changes.

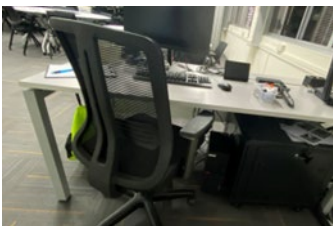
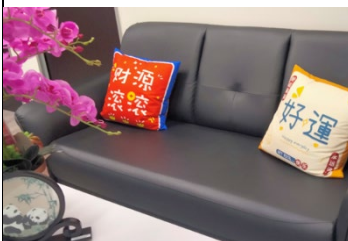
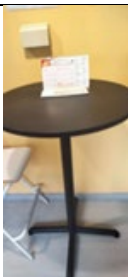


Furniture



S/No.	Description/Location	Dimension (cm)	Qty	Photo
1	Conference High Back Chair (L1)	W64 x H125	47	
2	General Office High Back Chair (L1)	W60 x H125	8	
3	General Office Mid Back Chair (L1)	W60 x H93	14	
4	Director Chair (L1)	W60 x H125	3	
5	Full Ht 2-Swing Door Cupboard (L2)	W90 x D44 x H200	2	
6	Metal Cabinet (L3 & L4)	W92 x D45 x H182	4	
7	Low Storage Cabinet With Lockset (L2)	W120 x D44 x H90	2	

8	Wooden Half-Height Cabinet (L3)	W90 x D40 x H90	3	
9	Wooden Half-Height Cabinet (L1)	W80 x D45 x H75	2	
10	4 Drawer Metal Cabinet (L3)	W47 x D62 x H132	1	
11	3-Tier Boltless Rack (L1)	W150 x D60 x H213	4	
		W120 x D60 x H213	4	
		W150 x D60 x H213	4	
12	Half-Height Open Bookshelves (L1 & L4)	W95 x D52 x H152	3	
13	Ekedalen Bar Table (L1)	W80 x H120	1	

14	Ekadalen Bar Chair (L1)	W44 x H112	4	
15	Round Dinning Table with 2 chairs (L4)	W60 x H75	1	
16	Printer Stand (L1)	W48 x D58 x H25	2	
17	Coffee Table (L1)	W118 x D60 x H51	1	
18	Rectangular Foldable Table (L1,L2 & L3)	W76 x L152 x H76	4	
19	Foldable Table with wheel (L1)	W60 x L120 x H75	2	

20	Rotary Book Shelve (L1)	W77 x D72 x H170	1	
21	Rectangular base stand (L1 & L2)	W37 x D27 x H45	10	
22	Ikea Bar Chair (L1)	W48 x H115	8	
23	Ikea Foldable Chair (L1)	W42 x H90	31	
24	Foldable Modular Trapezium Table (L2)	W60 x H75	12	
25	Foldable Mesh Back Chair With Tilting and Armrest and Fabric (L2)	W63 x H80	12	

26	Lecturer Table with Cable Management Compartment (L2)	W80 x L180 x H75	2	
27	3+2 Seater Sofa (L1)	W130 x D80 x H85 (2 seater) W180 x D80 x H85 (3 seater)	1	
28	Stensele Bar Table (L1)	W70 x H105	2	
29	Wooden Full-Height Cabinet (L1,L2,L3 & L4)	W89 x D39 x H180	23	
30	Double sided starter bay 6 levels library shelving c/w side panel (L2)	W99 x D54 x H225	12	

31	6-tier single sided Metal Shelves (L2)	W139 x D35 x H225	1	
32	3-Tier Metal Trolley (L2)	W79 x D43 x H105	1	

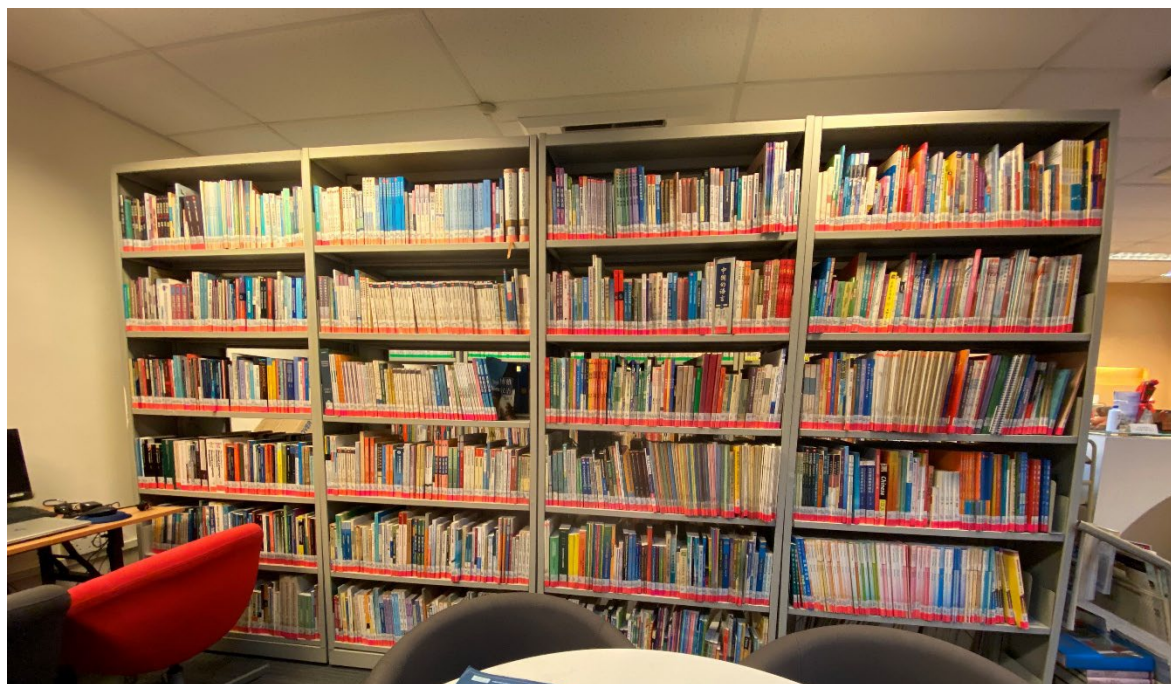
Note:

The above list of items and quantities is an estimation and may subject to changes.

Manpower Support for Packing, Transportation, Unpacking and Reshelving of Library Books

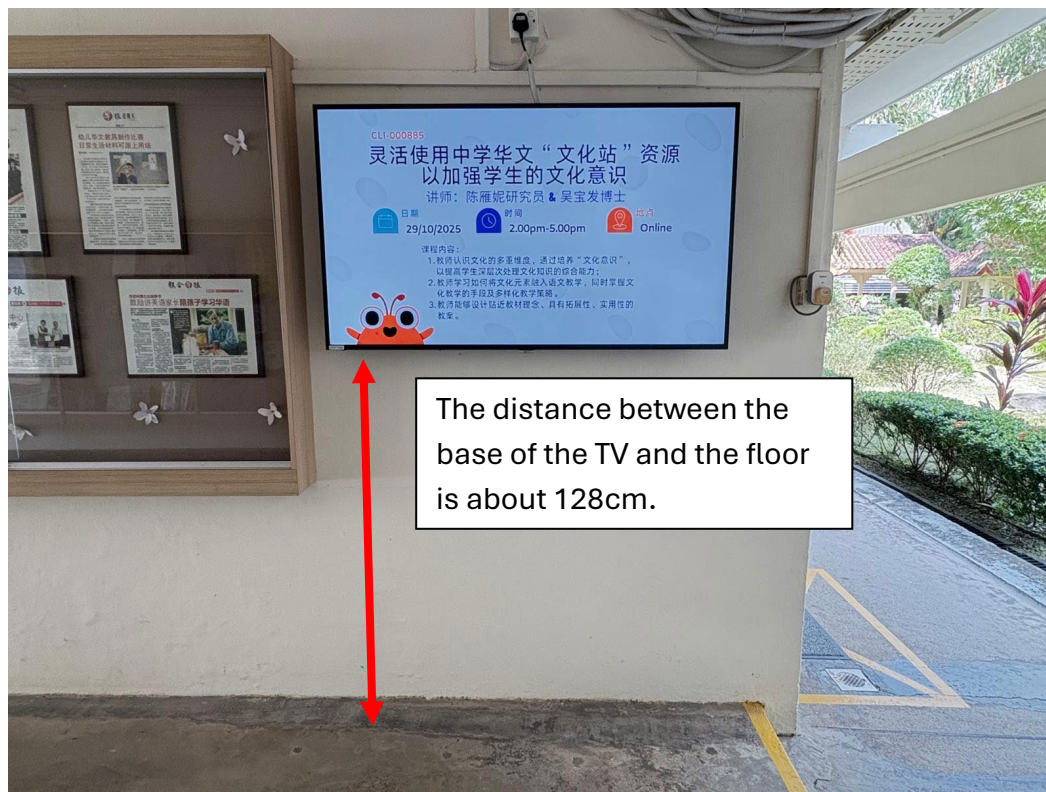
Double sided starter bay 6 levels library shelving c/w side panel

Qty: 12 units

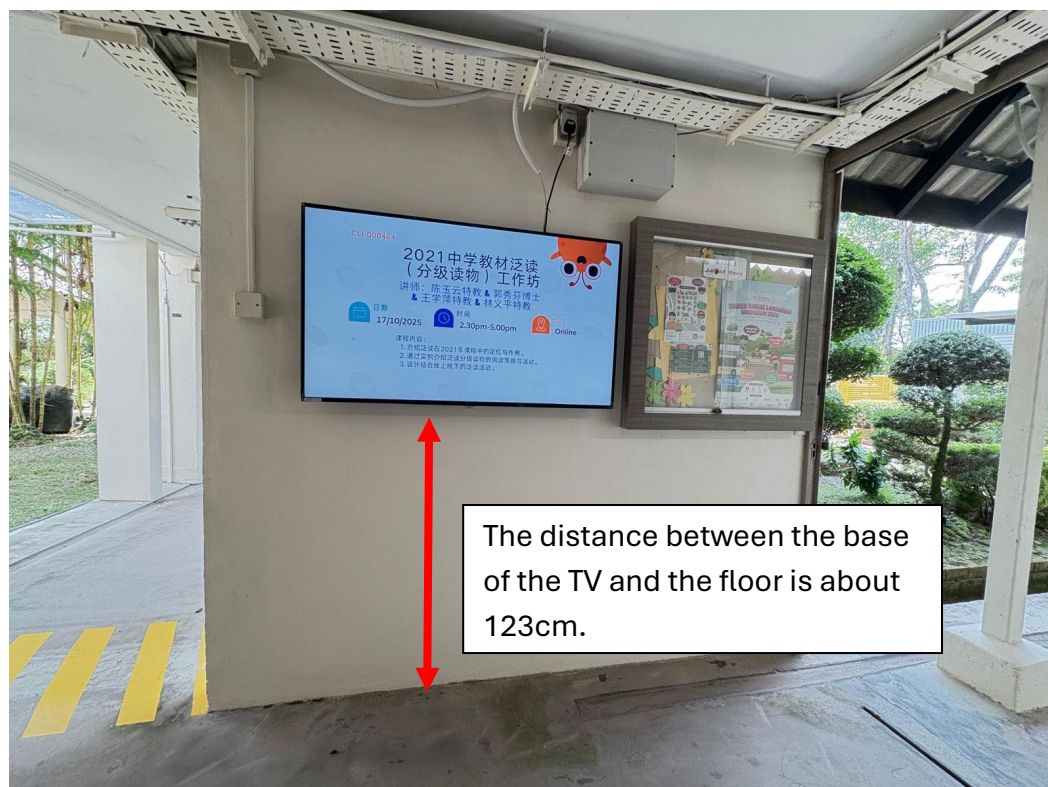


Dismantling and Reinstallation of TVs

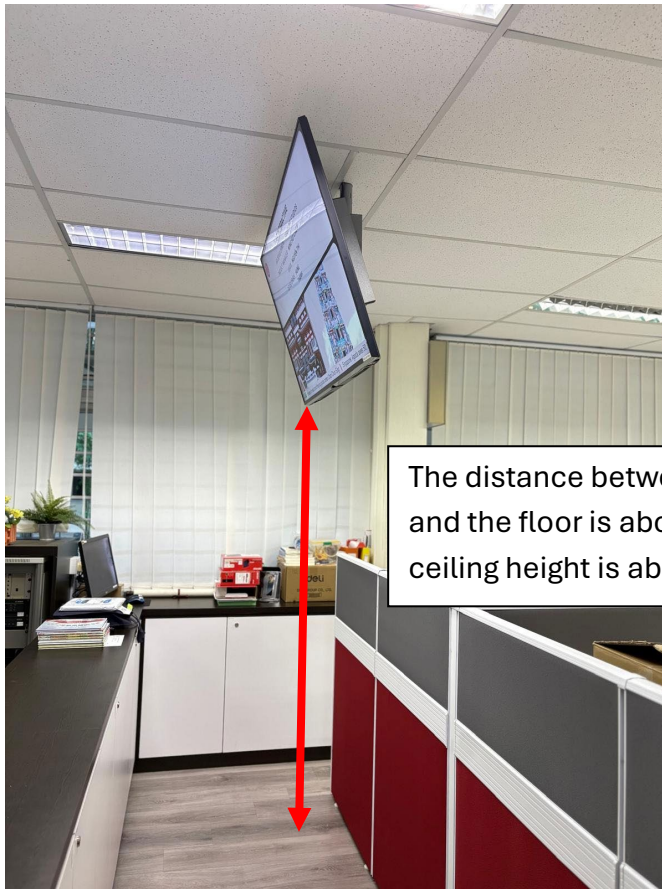
1. LG 50" TV – Lobby (TV & wall mount bracket)



2. LG 50" TV – Opposite MPH (TV & wall mount bracket)



3. LG 50" TV – Admin Office (TV only)

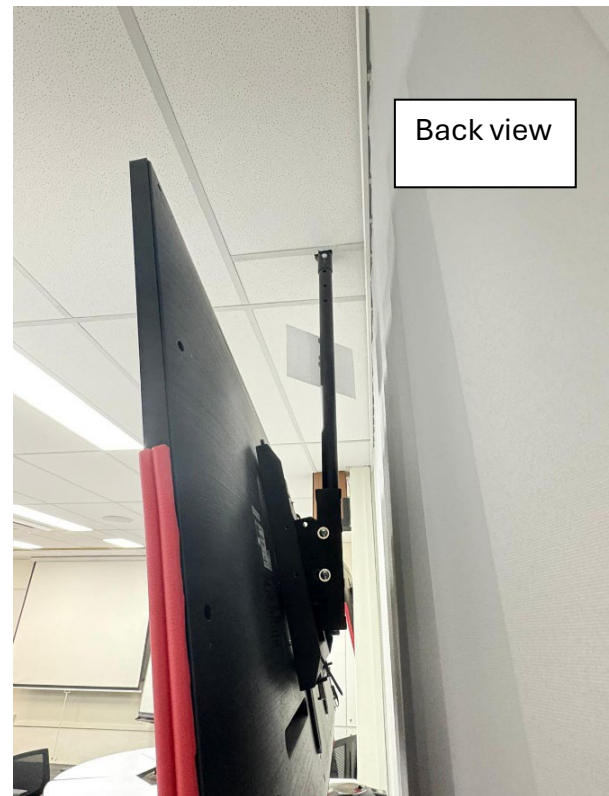


The distance between the base of the TV and the floor is about 188cm; floor to the ceiling height is about 257cm.



Back view

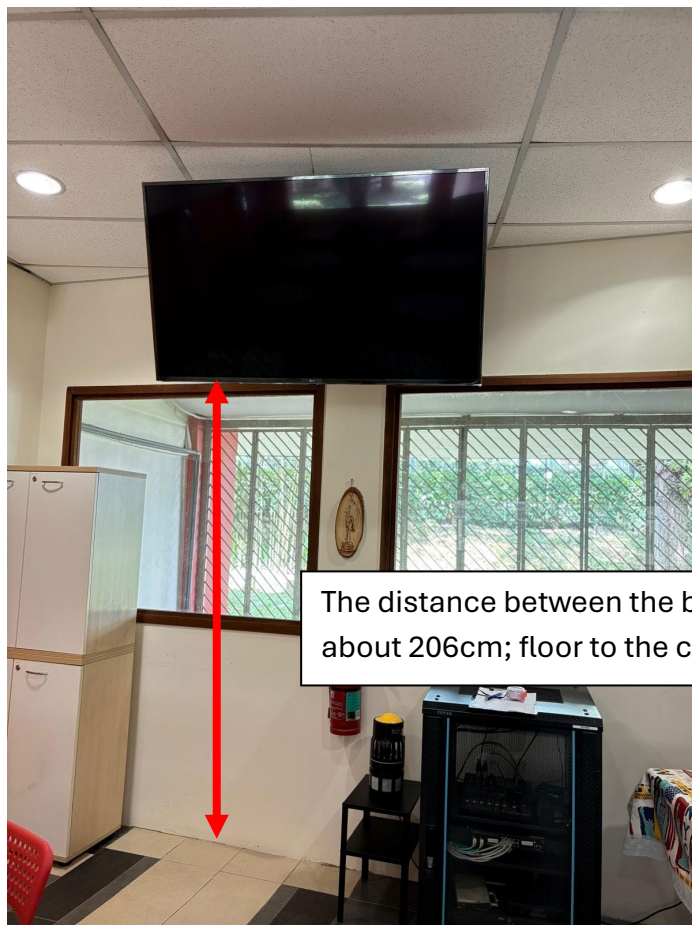
4. **50"TV – Training Room 1** (only retrieve the telescopic ceiling mount bracket x 2 pcs)



The distance between the base of the TV and the floor is about 150cm; floor to the ceiling height is about 265cm.

Dismantling TV only

1. LG 50" TV – Canteen



CONTRACTOR'S PARTICULARS AND TRACK RECORDS

1) **BizFile from ACRA or equivalent** (for companies not registered with ACRA) **dated not more than 3 months from quotation closing date.**

2) **Details of completed similar Projects in the past 3 years (since 2022)**

S/No	Description of Project	Name of organisation Contact details: 1. Name of contact person 2. Email address (if any) 3. Contact No.	Period		Final Contract Sum (S\$)	Any feedback / testimonial
			From	To		

The Contact Person refers to the Company's current and/or past clients' contact points that SCCL can contact for reference checks. The Company shall ensure that SCCL is able to contact the person directly at the point of submission in response to the Invitation to Quote. Please be comprehensive in listing the 36 months of the track records. Of this list, please indicate a minimum of three clients where possible.

Schedule of Prices for Contractor's offer

S/N	Description	Unit Price S\$	Quantity	Total Price S\$
1	To provide office relocation services (including dismantling, transportation and installation) for Singapore Centre for Chinese Language (SCCL) from 287 Ghim Moh Road, Singapore 279623 to MOE HQ(Balestier), 565 Balestier Road, Singapore 329927 on the following dates: a) Batch 1 Delivery: 24 Nov 2025 (Mon) b) Batch 2 Delivery: 27 & 28 Nov 2025 (Thu & Fri)		1 Lot	
2	To provide manpower support for packing, transportation, unpacking and reshelving of approximately 11,000 library books.		1 Lot	
3	Dismantling of four (4) ceiling-mounted TVs and two (2) wall-mounted TVs including their brackets, and re-installation of 2 ceiling-mounted and 2 wall-mounted TVs using the existing brackets.		1 Lot	
4	<u>Others</u> <u>(pls specify if there is other cost to be incurred)</u>			
			<i>Sub-total</i>	
			<i>9% GST</i>	
			<i>Total amount</i>	

Submitted & Signed by:_____
Signature & Company Stamp_____
Contact Number_____
Name & Designation_____
Date