

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

Invitation to Quote

Date of Invitation: 29 Oct 2025

ITQ Ref: ITQ-FY26-07-000016

To:

Address:

Tel No:

- 1) Please let us have your quotation (***exclusive of GST***) for the items specified below in your company letterhead and return it to us by 1700 hrs on **4 Nov 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 30 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/No	Description	Remarks (if any)						
1.	Provision of collection and recycling services for books, other paper-based items, including but not limited to magazines, periodicals, and printed publications, and AV materials (CDs/DVDs), for Singapore Centre for Chinese Language Ltd (SCCL). a) Venue: Level 1 to 3 at SCCL premises at 287 Ghim Moh Road Singapore 279623 (without lift access) b) For reference, the table below shows the estimated quantity of recyclable materials. For the avoidance of doubt, SCCL make no representation or guarantee that the actual quantity will be the same, and the Contractor shall have no claim for compensation regardless of the actual quantity. <table><tr><th>Type of Material</th><th>Estimated Quantity</th></tr><tr><td>Books & other paper-based items as indicated above.</td><td>10,000 copies</td></tr><tr><td>AV Materials (CDs/DVDs)</td><td>210 pieces</td></tr></table> c) The project has to be completed by <u>20 Nov 2025</u>, subject to confirmation of the final schedule.	Type of Material	Estimated Quantity	Books & other paper-based items as indicated above.	10,000 copies	AV Materials (CDs/DVDs)	210 pieces	
Type of Material	Estimated Quantity							
Books & other paper-based items as indicated above.	10,000 copies							
AV Materials (CDs/DVDs)	210 pieces							

S/No	Description	Remarks (if any)
2.	<u>Scope of work</u> The Contractor's responsibilities shall include, but are not limited to, the following: a) Provision of collection and recycling services for books and other paper-based materials, including but not limited to magazines, periodicals, and printed publications, and AV materials (CDs/DVDs) for SCCL. b) Confirmation of final disposal methods for all collected materials, whether through export to overseas paper mills for recycling or responsible local processing; a formal statement detailing the disposal approach must be provided. c) Submission of documented evidence or certification indicating the weight or volume of all collected materials. All documented evidence and/or certificate must be provided to SCCL within 5 working days upon completion of the entire work. d) Supply of all necessary resources — including transportation, manpower, tools, and equipment — to carry out the required services effectively.	
3.	<u>Handling and Disposal of Collected Materials</u> The Contractor shall not re-sell, redistribute, reproduce, or otherwise transfer any of the collected materials. Transfers to authorized service providers solely for the purpose of recycling, including export to paper mills (with all related costs borne by the Contractor), are permitted. Any unauthorized sale, redistribution, reproduction, or transfer of the collected materials is strictly prohibited.	
4.	<u>Intellectual Property Rights</u> All intellectual property rights, including but not limited to data, reports, or documentation generated or provided by the Contractor in connection with the services, shall remain the sole property of SCCL. The Contractor shall not reproduce, disclose, or use such intellectual property for any purpose other than fulfilling its obligations under this agreement, without the prior written consent of SCCL. The Contractor shall indemnify the SCCL against any action, claim, damages, charges and costs arising from or incurred by SCCL due to any infringement or alleged infringement of patents, design, copyright or any other intellectual property rights relating to the Goods and/or Services under this Contract including in relation to the intellectual property referred to in the abovementioned clause.	

S/No	Description	Remarks (if any)
5.	<u>Licensing and Certification Requirements</u> The Contractor shall possess valid licences and certifications issued by the relevant local authorities for the performance of recycling services. Such licences and certifications must remain valid throughout the entire period during which services are rendered to SCCL.	
6.	<u>Contractor Insurance Coverage</u> The Contractor shall, at its own expense, maintain all necessary insurance policies, including but not limited to Workers' Compensation, General Liability, and Automobile Liability insurance covering its employees engaged in the performance of this Agreement.	
7.	<u>Documents to be submitted</u> a) Detailed cost breakdown for each item to be filled in Pricing Table - Annex A. All prices quoted must be exclusive of GST. b) Provide Contractor's company profile and track records (at least 3 years) or references for past experiences / projects (since 2022) for SCCL's reference. Please refer to Annex B.	
8.	<u>Contractor's Working Hours</u> a) Work should only be carried out from 8.30am to 5.30pm between Monday and Friday (excluding public holidays). b) Any requirement to extend working hours needs to be approved by SCCL. Any extended working hours if so agreed by SCCL, the overtime pays incurred shall be borne by the Contractor. c) 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.	
9.	<u>Other Requirement</u> a) The Contractor shall not sub-contract or assign the contract without the written consent of SCCL. b) The Contractor shall appoint a liaison person so that SCCL staff could follow up with him/her for any clarifications. c) All costs related to the provision of services shall be included in the Contractor's quotation. This includes, but is not limited to, costs for manpower, tools, transportation, and any materials or containers used for collection, such as boxes, gunny sacks, or bins. No additional or hidden costs will be accepted beyond the agreed quotation. d) The Contractor shall ensure proper warning signboards and barriers are erected and displayed prominently during the progress of work and until its completion.	

S/No	Description	Remarks (if any)
9.	<u>Other Requirement</u> e) The Contractor shall provide list of workers (including supervisors) that are being deployed for the project work; and provide updated list timely if there are any changes in such deployment. f) 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. g) All the debris must be disposed of offsite.	
10.	<u>Site visit</u> Arranged site visits are scheduled as per below table: a) Compulsory Attendance: No b) Venue: SCCL, 287 Ghim Moh Road, Singapore 279623 c) Date and Time (<i>select either one option</i>) i) 31 Oct 2025, morning: 9am-11am ii) 31 Oct 2025, afternoon: 3pm-5pm Contractor can contact the person listed at page 4 of 8 to arrange for specific timing. <u>Remarks</u> a) Contractor only needs to select one Option for the site visit. b) Please register the names of persons attending and their designations through email at least one (1) working day before preferred site visit date and time. c) Please note that SCCL shall have the rights to limit the number of representatives for each Contractor at any time up to the actual start of the ITQ site visit.	
11.	<u>Payment term</u> 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.	

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

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

Pricing Table – Annex A

Note: Price quoted to be exclusive of GST.

A1. Base Service Charge (for Collection & Recycling of Books & Publication Materials)				
Please choose one pricing model — service providers must fill only the applicable fields.				
S/N	Pricing Model	Unit of Measurement	Unit Price (S\$)	Remarks (if any)
	Option 1			
1	By Trip			
	By Trip (specify the vehicle size and its maximum laden weight per trip)	Per trip		
	Option 2			
2	By Weight			
a	By Weight: First 1,000 kg	Service Charge for the 1st 1,000 kg		
b	By Weight: Above 1,000 kg	Service charge per kg above the 1st 1,000 kg		
	Option 3			
3	By Container (e.g. bin, bag or carton box)			
a	By Container (e.g. bin, bag or carton box) (specify type, size, and maximum load)	Service Charge for the 1st container (e.g. bin, bag or carton box)		
b	By Container (e.g. bin, bag or carton box) (specify type, size, and maximum load)	Service Charge per container above the 1st container (e.g. bin, bag or carton box)		

A2. Base Service Charge (for shredding and recycling of AV Materials e.g CDs/DVDs)				
Please choose one pricing model — service providers must fill only the applicable fields.				
S/N	Pricing Model	Unit of Measurement	Unit Price (S\$)	Remarks (if any)
	Option 1			
1	By Weight			
a	By Weight: First 500 kg	Service Charge for the 1st 500 kg		
b	By Weight: Above 500 kg	Service charge per kg above the 1st 500 kg		

Pricing Table – Annex A

Note: Price quoted to be exclusive of GST.

A2. Base Service Charge (for shredding and recycling of AV Materials e.g CDs/DVDs)				
Please choose one pricing model — service providers must fill only the applicable fields.				
S/N	Pricing Model	Unit of Measurement	Unit Price (S\$)	Remarks (if any)
	Option 2			
2	By Container (e.g. bin, bag, or carton box)			
a	By Container (e.g. bin, bag or carton box) (specify type, size, and maximum load)	Service Charge for the 1st container (e.g. bin, bag or carton box)		
b	By Container (e.g. bin, bag or carton box) (specify type, size, and maximum load)	Service Charge per container above the 1st container (e.g. bin, bag or carton box)		
	Option 3			
3	By Piece			
	By Piece	Per Piece		

B. Additional Charges (If Applicable)				
* Please delete the non-applicable option(s) and keep only the relevant one.				
S/N	Service Component	Unit of Measurement	Unit Price (S\$)	Remarks
1	Labour / Manpower	*Per person / hour / lot		
2	No Lift Access (Staircase Climbing)	*Per floor / one lumpsum		
3	Transport Fee	Per trip		
4	Sorting Fee	*Per trip / per hour		
5	Videoing Fee	Per session		
6	Certificate / Report Issuance	Per certificate/report		

C. Optional Inclusions / Value-Adds				
S/N	Item	Included in Base Price?	Additional Notes	Unit Price (S\$)
1	Provision of containers (e.g. bin, bag, carton box)	Yes / No	If yes, indicate quantity, dimensions, and maximum load; if no, specify additional charges.	
2	Provision of security seals	Yes / No	If yes, indicate quantity; If no, specify additional charges.	
3	Delivery of the above 1 & 2	Yes / No	If no, specify additional charges.	

Pricing Table – Annex A

Note: Price quoted to be exclusive of GST.

D. Other Charges (if any)				
Note: Hidden Cost Will Not Be Accepted.				
S/N	Item	Unit of Measurement	Unit Price (S\$)	Remarks (if any)

E. Other Information			
S/N	Item	Details	Remarks (if any)
1	Minimum Charge (if any)		
2	Lead Time for Collection or Pick Up Service		
3	GST-Registered Company	Yes / No	

We confirm that the prices provided above are accurate and inclusive of any applicable charges not indicated in the Pricing Table.

Name of Person : _____

Designation : _____

Signature : _____

Company Stamp : _____

Date : _____

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.