

SINGAPORE CENTRE FOR CHINESE LANGUAGE LTD
565 Balestier Road Singapore 329927
Tel: 64675667

Invitation to Quote

Date of Invitation: 23 Jul 2026

Ref No: ITQ-FY27-04-000014

To:

Address:

Tel No:

Fax No:

- 1) Please let us have your quotation (**exclusive of GST**) for the services specified below in your company letterhead and returning it to us by 5:00pm (Time) on **5 Aug 2026** (Closing Date).
- 2) Where applicable, please attach brochures/catalogue/samples when submitting your quotation.
- 3) The quotation shall remain valid for 90 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.

S/No	Description of the items	Remarks (if any)								
1.	To provide tea reception(s) and 1 lunch for Singapore Centre for Chinese Language (SCCL) International Conference 2026 at Ngee Ann Polytechnic (NP) on 8 and 9 September 2026. Date and Venue : <table border="1"> <thead> <tr> <th>Date</th><th>Venue</th><th>Address</th></tr> </thead> <tbody> <tr> <td>Day 1 - 8 Sep 2026 (Tuesday)</td><td>NP Convention Centre (NPCC)</td><td rowspan="2">535 Clementi Road, Singapore 599489</td></tr> <tr> <td>Day 2 - 9 Sep 2026 (Wednesday)</td><td>NPCC Exterior Basement leading to Swing Area</td></tr> </tbody> </table> Time (ready by) : Morning tea buffet (to be confirmed) Lunch (to be confirmed) Afternoon free flow beverages (optional, to be confirmed) No. of Pax : Estimated 700 participants for each day (the caterer shall undertake to accept the increase up to 800 pax) Note: Actual figure to be confirmed at a later date as registration for the conference is still ongoing. Caterer : (a) The caterer must be a certified halal caterer who has a valid certificate up to the date of the event. (b) The caterer must submit a photocopy of the valid halal certificate with the quotation submission.	Date	Venue	Address	Day 1 - 8 Sep 2026 (Tuesday)	NP Convention Centre (NPCC)	535 Clementi Road, Singapore 599489	Day 2 - 9 Sep 2026 (Wednesday)	NPCC Exterior Basement leading to Swing Area	
Date	Venue	Address								
Day 1 - 8 Sep 2026 (Tuesday)	NP Convention Centre (NPCC)	535 Clementi Road, Singapore 599489								
Day 2 - 9 Sep 2026 (Wednesday)	NPCC Exterior Basement leading to Swing Area									

2. 2.1	Requirements To provide Food & Beverage (F&B)/Catering Services: a) Food/Menus (for both buffet and bento arrangements) i. Caterer proposed menus should include vegetarian alternatives for a specific number of guests which can only be confirmed at a later stage. ii. Vegetarian meals should not contain garlic, onion, chives and egg. b) Beverage i. Caterer must include plain drinking water in all menus that feature beverage(s). As part of the organiser's sustainability and eco-friendly initiatives, the water must <u>not</u> be served in plastic bottles or tetrapacks. ii. Caterer offering freshly prepared coffee and tea must have sugar/creamers served on the side, not pre-added. iii. Caterer must ensure a free-flow supply of fresh beverage for each meal session. Leftovers from previous sessions (eg. lunch) must not be reused or re-served. c) Setting/Food Points i. <u>Day 1 (8 Sep 2026, Tue) at NP Convention Centre (NPCC)</u> 1) Caterer must set up one (1) VIP food point and at least another four (4) food points for the conference participants. 2) Caterer shall provide skirted cocktail tables for VVIPs and conference participants, with each table designed to accommodate at least four (4) people. 3) There is lift access to NPCC. ii. <u>Day 2 (9 Sep 2026, Wed) at NPCC Exterior Basement</u> 1) Caterer shall set up at least three (3) food points for the conference participants. 2) There is lift access to NPCC Exterior Basement. iii. All food points must be fully set up one (1) day prior to the event date. Each point must maintain unobstructed access and be equipped with serving tongs on both sides to ensure optimal crowd flow. iv. Caterer must provide sufficient number of bins with trash bags for waste collection at each food point and manpower to clear and dispose of all waste generated at the food points after the event. v. Caterer shall clear and dispose all waste generated at the event from food points out of NP campus. vi. Reusable plastic, such as melamine, plates and cutleries must be used in the event. vii. Food labels must be prominently displayed for every dish. viii. Halal certificate to be displayed prominently at each food point. ix. Floral arrangement for the buffet tables setup.	
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	d) Serving Crews i. Caterer must provide sufficient number of experienced serving crews to support the event, with at least one (1) serving crew at each food point. ii. Service crews must be attired in the caterer's official uniform to serve guests at each food point and maintain cleanliness of the venue.	
2.2	Please appoint at least one staff to liaise and coordinate with SCCL on this event.	
3.	<u>Other Requirements</u> a) Price quoted must be inclusive of food served in bento boxes for a specific number of guests which can only be confirmed at a later stage. b) Caterer has to carry out a site visit/survey of the event venue(s) with SCCL staff, after appointment by SCCL for the F&B Catering Services, at a date arranged by SCCL. Proposed food points layout plan should be submitted by the caterer to SCCL. c) The caterer must comply with Health Promotion Board's (HPB) Healthier Catering guidelines when proposing menu options, unless there are valid reasons acceptable to SCCL for not complying. Please refer to the Health Promotion Board's website, https://www.hpb.gov.sg/healthy-living/food-beverage/wog-healthier-catering-policy/about-the-healthier-catering-policy for details. d) The caterer must comply with all relevant Code of Practice, all related laws and regulations of the Singapore Government authorities in particular those governing food hygiene, supply of food and beverages, food handling, food storage and preparation. e) The caterer shall collect and remove all catering utensils at NPCC on 8 Sep 2026 (Tue) at 4pm (Day 1 of the event) for redeployment at the NPCC Exterior Basement. f) The caterer shall collect and remove all catering utensils at NP on 9 Sep 2026 (Wed) by 3.30pm (Day 2 of the event).	
4.	<u>Important Note - Sustainability Requirements</u> a) The successful caterer shall comply with NP's sustainability requirements. The caterer shall provide clean and hygienic reusable tableware, preferably melamine or other equivalent durable reusable ware, for the serving and consumption of all food and beverages throughout the event. b) All reusable tableware shall be properly washed, sanitised, and maintained in a clean and food-safe condition before use. The use of single-use disposable tableware is strictly prohibited. c) The caterer shall set up and manage designated Return Point(s) for the collection of used tableware during the event. The Return Point(s) must be kept clean, orderly, and hygienic condition at all times, with the used	

4.	tableware cleared regularly to prevent overflow and ensure a pleasant dining environment. d) For bento sets, vendors shall use environmentally friendly or recyclable packaging. e) The caterer shall submit its post-meal segregation plan to SCCL for review and implementation.	
5.	<u>Submission of Quotation/Offer</u>	
5.1	Caterer shall submit the following documents and information, together with their proposals to SCCL for evaluation: a) Checklist (Annex A) b) Price Schedules (Annex B) c) Proposed Menus d) Experience and Track Record in catering of similar events with 800 or more attendees (Annex C) e) Valid Halal Certification up to the date of the event. f) Any other documents that support the bid (e.g. SFA/NEA certification & Healthier Catering Declaration)	
5.2	Upon contract award, the successful vendor shall propose and submit the layout plans for all food and return points (Day 1 and Day 2 at NP) to SCCL for review.	
6.	<u>F&B Catering Services Package Price To Include</u> All logistics covering manpower costs, transportation and deliveries, food ingredients, cutlery, crockery, cooking & food heating equipment, kitchen and food preparation tables, and serviettes. It must also cover all drinkware for non-alcohol, water, hot and cold beverage.	
7.	<u>Delay In Performance</u> If the caterer fails to complete the performance of any services by the date(s) specified, SCCL shall have the right to cancel all or any such services without compensation and obtain them (the "Replacement Services") from other sources and all increased costs thereby incurred shall be borne by the caterer.	
8.	<u>Payment Term</u> Payment will be made within 30 days upon satisfactory delivery of goods/ services and receipt of the caterer's invoice by SCCL.	

If you have any queries, please call Ms Chris Wong at 6467 5667 ext 508 or email: luangshian.wong@sccl.sg for clarifications. Thank you.

Please tick (✓) at the appropriate box

	Yes	No
1) Is your company a GST registered company?	☐	☐
2) Is your company a Halal certified company? (If yes, please provide a copy of valid Halal Certificate issued by MUIS)	☐	☐
3) Has your company been penalized with demerit point by SFA or NEA in the past 12-month (from 31 January 2025 to 31 January 2026)? (If yes, please give details)	☐	☐
4) Has your company's licence been suspended by SFA or NEA in the past 12-month (from 31 January 2025 to 31 January 2026)? (If yes, please give details)	☐	☐
5) Does your company have a contingency plan to manage food poisoning incident where the food is prepared and supplied by your company? (If yes, please give details)	☐	☐
6) Does your company have at least a Hygiene grade of "B"?	☐	☐
7) Can your company accept last-minute order (less than 24 hours before the event time)? (If yes, will there be a surcharge and how much is it)	☐	☐
8) Payment Term: thirty (30) days.	☐	☐

Please tick (✓) at the appropriate box

Yes

No

- 9) Does your company impose staircase delivery fee when there is no lift accesses? If yes, please state the charge(s):

☐
☐

- 10) Does your company provide eco-friendly reusable tableware (eg melamine) for the serving and consumption of food and beverages? If yes, please specify the type of reusable tableware materials to be used in the event:

☐
☐

- 11) Please specify the types of eco-friendly or recyclable packaging that will be used for the bento sets.

- 12) Please indicate the number and location of Return Point(s) to be provided for the event.

	Number and location of Return Points
Day 1 (8 September 2026, Tuesday)	
Day 2 (9 September 2026, Wednesday)	

Yes

No

- 13) Does your company have a cancellation policy (as to how many days before the event/function date your company must be informed of any order cancellation)?

☐
☐

Please fill in where applicable:

- (a) ☐ No fee will be charged for cancellation of order.
(Please tick the box if applicable)

- (b) A fee of \$ will be charged for cancellation of order.

Please state the cancellation policy and details below:

- 14) Order(s) should be placed working days before the event/function date.

15) Any changes/amendments to the order(s) to be notified working days before the event/function date. Please fill in where applicable:

(a) ☐ No fee will be charged for changes/amendments made to the order.
(Please tick the box if applicable)

(b) A fee of \$ will be charged for changes/amendments made to the order.

Submitted & Signed by:

Signature & Company Stamp

Person Name:

Designation:

Phone Number:

Email:

Date:

PRICE SCHEDULE**Day 1 (8 Sep 2026) Ngee Ann Polytechnic Convention Centre**

S/N	Description	Quantity (No. of Pax)	Unit Price (SGD)	Total Price (SGD)	Remark
	Morning Session				
1	Hot Beverage (Coffee & Tea)	30			Ready Time: 7:30am
2	Tea Buffet	470			Ready Time: 9:20am
3	Bento Regular Meal Set	130			
4	Bento Vegetarian Set	100			
	Afternoon Session				
5	Lunch Buffet	470			Ready Time: 12pm
6	Bento Regular Meal Set	130			
7	Bento Vegetarian Set	100			
8	Free-flow Beverage (Coffee, Tea and Drinking Water)	700			Ready Time: 2:30pm
9	Rental of Cocktail Table	20			Each skirted table designed to accommodate at least 4 people.
10	Service Crew	5			For morning tea, lunch and afternoon tea receptions.
11	Others (pls specify if there is other cost to be incurred)				
a)					
b)					
c)					
Subtotal (A)					

Note:

1. All prices quoted shall be in Singapore Dollars and exclude GST.
2. The actual number of pax will be confirmed at a later date as registration for the conference is still ongoing. SCCL reserves the right to adjust the final number accordingly.
3. The food service schedule is tentative and subject to change. SCCL reserves the right to adjust the serving times as needed.

Day 2 (9 Sep 2026) Ngee Ann Polytechnic Basement The Swing Area

S/N	Description	Quantity (No. of Pax)	Unit Price (SGD)	Total Price (SGD)	Remark
	Morning Session				
1	Tea Buffet	390			Ready Time: 9:30am
2	Bento Regular Meal Set	120			
3	Bento Vegetarian Set	90			
	Afternoon Session				
4	Lunch Buffet	390			Ready Time: 11:10am
5	Bento Regular Meal Set	120			
6	Bento Vegetarian Set	90			
7	Free-flow Beverage (Coffee, Tea and Drinking Water)	600			Ready Time: 1:50pm
8	Service Crew	3			For morning tea, lunch and afternoon tea receptions.
9	<u>Others</u> (pls specify if there is other cost to be incurred)				
a)					
b)					
c)					
Subtotal (B)					
Total Amount (C) = (A + B)					
GST (D = C x 9%)					
Total amount including GST (E = C +D)					

Note:

1. All prices quoted shall be in Singapore Dollars and exclude GST.
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3. The food service schedule is tentative and subject to change. SCCL reserves the right to adjust the serving times as needed.

Submitted & Signed by:

Signature & Company Stamp

Contact Number

Name & Designation

Date

VENDOR'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 2023)**

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 whom 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.