

SINGAPORE CENTRE FOR CHINESE LANGUAGE LIMITED
565 Balestier Road, #05-05, Singapore 329927
Tel: 6467 5667

Invitation to Quote

Date of Invitation: 4 March 2026

Ref: AE-FY26-12-000005

To:

Address:

Tel No:

- 1) Please let us have your quotation (**exclusive of GST**) for the items specified below in your company letterhead and returning it to us by 1700 hrs (Time) on 17 March 2026 (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>To supply and deliver refreshments for both SCCL in-house and islandwide COE (Centre Of Excellence) Training Sessions/Events for the following periods:</p> <ol style="list-style-type: none"> Base Year: from 1 April 2026 to 31 March 2027; with an option to extend for one (1) year. Option Year: from 1 April 2027 to 31 March 2028. <p><u>Requirements</u></p> <p>To provide refreshments (snack items) and beverages, including both standard and vegetarian options.</p> <p>Each order may range from a minimum of 10 pax to a maximum of up to 80 pax, depending on requirements. Service providers are to ensure that their quotation accommodates any quantity within this range.</p> <p>A. A minimum of three (3) different snack items per pax is required for training course refreshment breaks.</p> <p>B. Proposals offering fewer than three snack items may be considered only if:</p> <ol style="list-style-type: none"> 1. the items offered are not strictly bite-size; or 2. the quantity per item (e.g., number of pieces) is clearly stated for evaluation. <p>C. Refreshments must be individually packed for each pax. If food is served in disposable trays instead, the service provider must supply all necessary cutlery and serving utensils (e.g., plates, forks/spoons, tongs).</p> <p>D. Provision of beverages:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S/N</th> <th style="text-align: center;">*SCCL in-house training sessions/ events</th> <th style="text-align: center;">Islandwide COE training sessions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Hot Coffee & Tea in thermal pots</td> <td>3-in-1 Coffee & Tea in sachets Or Bottled Drinking Water</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Sugar & creamer in sachets</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Cups, stirrers & serviettes</td> <td>Cups, stirrers & serviettes</td> </tr> </tbody> </table>	S/N	*SCCL in-house training sessions/ events	Islandwide COE training sessions	1	Hot Coffee & Tea in thermal pots	3-in-1 Coffee & Tea in sachets Or Bottled Drinking Water	2	Sugar & creamer in sachets	-	3	Cups, stirrers & serviettes	Cups, stirrers & serviettes	
S/N	*SCCL in-house training sessions/ events	Islandwide COE training sessions												
1	Hot Coffee & Tea in thermal pots	3-in-1 Coffee & Tea in sachets Or Bottled Drinking Water												
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S/N	Description	Remarks (if any)
	<p>E. Please quote prices <i>inclusive of delivery fees in Annex A</i> and complete all required fields accordingly.</p> <p>F. The service provider must be able to provide refreshments individually in packets, in Bento boxes, in packed meals, or on disposable trays, based on SCCL’s option. For buffet-style service, the service provider must specify the minimum number of pax required, provide warmers, tongs, and all necessary serving utensils, and indicate whether a surcharge applies, including the surcharge amount if applicable.</p> <p>G. <u>Certification</u></p> <ol style="list-style-type: none"> 1) Service Provider must be Halal Certified. 2) The awarded Service Provider must hold a valid catering license (including compliance with all necessary regulations by Singapore Government Authorities), at least a Hygiene grade of “B” and is Halal-certified during the Contract period. 3) The awarded Service Provider shall alert SCCL within 72 hours of any suspension/revoke of its licenses/grading by the relevant authorities or other related certification bodies. 4) SCCL reserves the right to terminate the Contract should any of the Service Provider’s licenses/grading be revoked or suspended by the relevant authorities or other related certification bodies. As and when required, the Service Provider must produce the licenses for verification by SCCL. <p>H. <u>Ordering of Services</u></p> <ol style="list-style-type: none"> 1) SCCL reserves the right to cancel/decrease the number of pax/change menu in the order with at least 2 working days’ notice prior to the delivery date, or as mutually agreed between SCCL and the Service Provider. Any other amendments shall be mutually agreed between SCCL and the Service Provider. <p>I. <u>Minimum Quantity and Delivery</u></p> <ol style="list-style-type: none"> 1) Should the minimum order of 10 pax not be met due to service provider’s higher minimum order requirement or pax size, and if a surcharge is applicable to fulfil SCCL’s order of 10 pax per order, kindly specify this in Annex A. 2) State quantity for waiver of delivery fee (if applicable). 3) The food should be delivered at least 30 minutes before the time indicated in the order, and not more than one (1) hour earlier than the stipulated time if no setup (e.g. food warmer) is required. 4) Price quoted must be inclusive of delivery to the place of event as designated by SCCL, all related set up and service charges and provision of other incidentals such as disposable cutlery, serviettes, trash bags, etc. 5) The Service Provider shall ensure the following: <ol style="list-style-type: none"> i) All vegetarian/non-meat / halal food items shall be clearly labelled when served. ii) Trash bins and trash bags to be provided. iii) Provision of containers/boxes and disposable cutleries for packed meals. Use of environmentally friendly material is encouraged. iv) Sufficient cutleries, i.e. cups, plates, forks/spoons, serviettes and stirrers are to be provided when necessary. 	

S/N	Description	Remarks (if any)
	<p>J. Note:</p> <ol style="list-style-type: none"> 1) The Service Provider shall propose a menu list for SCCL’s evaluation. The menu list shall include all items in the proposed selection options and must include both vegetarian and non-meat options. 2) All menus awarded in this Contract shall be valid throughout the Contract period inclusive of the option year, if exercised. 3) The menus shall be periodically reviewed and/or refreshed as determined by SCCL. The Service Provider shall seek approval from SCCL for any changes to its menus, during the Contractual Period, which is initiated by himself, before the revised menus can be made available for orders. 4) The Service Provider is required to improve the quality of the food and services should SCCL deems it necessary and request for the Service Provider to do so. This shall be done within 5 working days from SCCL’s notification. Any longer period required by the Service Provider shall be at SCCL’s discretion and approval. 5) The Service Provider 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 for details. 6) The Service Provider must comply with all relevant Codes of Practice, as well as all applicable laws and regulations set forth by Singapore Government authorities, particularly those governing food hygiene, the supply of food and beverages, food handling, food storage, and food preparation. 7) The quotation shall be inclusive of the delivery, supply of the refreshment and the provision of other incidentals such as disposable cutlery, serviettes, trash bags. 8) Please ensure that Annex B (Compliance Inquiry and all relevant fields) is fully completed. 	
2.	Payment Term: 30 days credit terms.	
3.	Contact point: Please appoint a liaison person whom we may contact for any clarifications or follow-up matters.	

If you have any queries, please contact **Ms Chong Yu Jau** at **6467 5667 ext 507** or email: yujau.chong@sccl.sg for clarifications. Thank you.

Annex A

Please provide your quotation for the **Base Year** and specify any pricing adjustments for the **Option Year** if applicable.

1) The price for supply and delivery of the refreshment as required for the base year from 1 April 2026 to 31 March 2027.

Item	Details	Remark
1. Price per head count/pax (inclusive of delivery fee)		
- Before GST	\$	
- After GST	\$	
2. Additional surcharge (if applicable) <i>Please specify any other surcharges, such as for not meeting the minimum order quantity or requirement, or for early delivery before 9 am.</i>		
3. Menus [At least three (3) different food items and one (1) beverage]. <i>If the menu is lengthy, please attach a separate document.</i>		
4. Requisites (e.g., sugar & creamer sachets)	Inclusive in the price	
5. Catering paraphernalia (e.g., disposable ware, serviette, trash bag)	Inclusive in the price	
6. Other charges or remarks (if any)		
Note: Any hidden costs will not be entertained.		

Signature & Company Stamp _____

Name & Designation _____

Date _____

Contact Number (office) _____

Email _____

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Annex A

2) The price for supply and delivery of the refreshment as required for the **option year from 1 April 2027 to 31 March 2028.**

Item	Details	Remark
1. Price per head count/pax (inclusive of delivery fee)		
- Before GST	\$	
- After GST	\$	
2. Additional surcharge (if applicable) <i>Please specify any other surcharges, such as for not meeting the minimum order quantity or requirement, or for early delivery before 9 am.</i>		
3. Menus [At least three (3) different food items and one (1) beverage]. <i>If the menu is lengthy, please attach a separate document.</i>		
4. Requisites (e.g., sugar & creamer sachets)	Inclusive in the price	
5. Catering paraphernalia (e.g., disposable ware, serviette, trash bag)	Inclusive in the price	
6. Other charges or remarks (if any)		
Note: Any hidden costs will not be entertained.		

Signature & Company Stamp

Name & Designation

Date

Contact Number (office)

Email

Annex B

Inquiry	Compliance (Yes/No)	Non-Compliance (Details)
Company Profile		
1. Is your company GST registered?		
2. Is your company halal-certified? If so, please provide a copy of the valid certificate.		
3. Are there any demerits or violations from the Singapore Food Agency, NEA, or similar authority?		
4. Has your company been suspended in the past year (from 1 Jan 2025 to 31 Dec 2025)? If yes, please provide details.		
5. Do you have a contingency plan in place if your service or license is suspended by the SFA, NEA, or an equivalent authority due to food safety violations or other issues?		
6. Does your company have at least a Hygiene grade of “B”?		
Product and Service Details		
7. Does the quoted price include delivery fees?		
8. Can you provide at least three (3) different types of snacks and one (1) beverage?		
9. Are the snacks and beverages you provide considered healthier options according to HPB’s advisory?		
10. Do you offer menu options with several choices for selection or set menus for convenience?		
11. Can you provide buffet-style service if needed? Are there any minimum pax requirements or additional charges?		
12. Do you supply disposable ware (e.g., cups, forks, spoons, serviettes) in individually packed sets.		
13. Is the packaging used for snacks and beverages designed to maintain freshness and prevent spillage?		
14. Do you provide information on potential allergens in your products?		
Delivery and Logistics		
15. Are you able to deliver to SCCL designated venue(s) at the specified time?		
16. The quoted price must include delivery to the event location designated by SCCL, all setup and service charges, and the provision of incidentals such as disposable cutlery, serviettes, trash bags, and other related items.		

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Annex B

Inquiry	Compliance (Yes/No)	Non-Compliance (Details)
17. Delivery of the food will come with sugar and creamer sachets for hot beverages in thermal pot. (sugar/sugar syrup/ milk/ creamer for freshly prepared coffees and teas are served on the side, and not pre-added, in all menus.)		
18. Do you issue a delivery order for every delivery made?		
19. Is there a charge for no-lift access?		
20. Are there any additional surcharges for delivery during specific times (e.g., before 9am or on weekends)?		
21. Do you provide tracking information for deliveries?		
22. Do you provide an emergency contact number for urgent issues during delivery?		
Quality and Compliance		
23. Do you have quality assurance measures to ensure product freshness and quality?		
24. Are your facilities and practices compliant with local health and safety regulations?		
Billing and Payment		
25. Can you accept a 30-day payment term?		
26. Are you able to issue a consolidated invoice for all orders delivered within the month?		
27. Can you issue separate invoices to individual departments placing orders, with bi-monthly billing available if needed?		
Ordering Procedure		
28. What is your method for order placement, and who is the designated contact person for order-related inquiries? (Provide name, role, and contact details.)		
29. Can your company handle last-minute orders placed under 24 hours before the event? If yes, is there a surcharge, and what is the fee?		

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Annex B

1. Order and Amendment Policy

- (a) Order(s) should be placed ____ working days before the event/function date.
- (b) Any changes/amendments to the order(s) must be notified ____ working days before the event/ function date.

Please **select one**:

- (i) [] No fee will be charged for changes/amendments made to the order.
- (ii) [] A fee of \$_____ will be charged for changes/amendments made to the order.

2. Does your company have a cancellation policy regarding how many days before the event/function date the company must be informed of any order cancellation?

Please **select one**:

- (a) [] No fee will be charged for cancellation of order.
- (b) [] A fee of \$_____ will be charged for cancellation of order.

Cancellation Policy and Details:

3. Please provide the following information and attach the supporting documents when submitting the Annex B with the quotation:

- (a) Full list of snack items/Menus available for selection.
- (b) Copy of “Halal” certification/ application.
- (c) Please provide your track record by completing the table below with a list of organizations where similar catering contracts were awarded over the past 3 years up to the present. If additional space is needed, please indicate this in the table and include the extra information in a separate document.

S/N	Organisation Name	Catering Contract Period	Contact Person	Tel or Email

Signature & Company Stamp _____

Name & Designation _____

Date _____

Contact Number (office) _____

Email _____