

**TENDER REFERENCE NO: WDA.CPSD.14.42.37.C.**

**INVITATION TO TENDER**

FOR

**FOR PROVISION OF CONSULTANCY SERVICE FOR THE  
DEVELOPMENT OF BUSINESS MANAGEMENT WORKFORCE SKILLS  
QUALIFICATIONS FRAMEWORK**

FOR

SINGAPORE WORKFORCE DEVELOPMENT AGENCY

ALL INFORMATION IN THESE DOCUMENTS IS NOT TO BE COMMUNICATED, EITHER DIRECTLY OR INDIRECTLY, TO THE PRESS OR TO ANY PERSON NOT AUTHORIZED TO RECEIVE IT.

YOUR ATTENTION IS DRAWN TO THE **OFFICIAL SECRETS ACT** (CHAPTER 213) WHICH RELATES TO THE SAFEGUARDING OF OFFICIAL INFORMATION.

Dear Sir / Madam

**TENDER NO: WDA.CPSD.14.42.37.C**

You are invited by Singapore Workforce Development Agency (“WDA”) to tender for **PROVISION OF CONSULTANCY SERVICE FOR THE DEVELOPMENT OF BUSINESS MANAGEMENT WORKFORCE SKILLS QUALIFICATIONS FRAMEWORK (BM WSQ)** according to the Requirement Specifications in **Part 2** and under the Instructions to Tenderers and Conditions of Contract as provided in **Part 1**.

2 This Invitation To Tender contains the following:

- i) Covering Letter with the following prescribed form:
  - Form of Tender
- ii) Part 1
  - Section A - Instructions to Tenderers
  - Section B - Conditions of Contract
- iii) Part 2
  - Requirement Specifications
- iv) Part 3
  - Evaluation Criteria

3 The prescribed forms **must** be fully completed.

4 Your offer must be submitted in accordance with the Instructions to Tenderers.

5 Tender price schedule must be submitted electronically via the Government Electronic Business System (GeBIZ) with the following payment schedules:-

<b>Payment Schedule</b>	<b>Project Deliverable</b>	<b>Percentage Cap of Total Project Value for Each Payment Schedule</b>
First	Stages 1 and 2	35%
Second	Stage 3	50%
Third	Stages 4 and 5	15%
<b>TOTAL</b>		<b>100%</b>

6 The rest of the tender proposal and/or supporting documents which are voluminous can be submitted manually into:

Tender Box No. A  
Singapore Workforce Development Agency  
1 Marina Boulevard  
One Marina Boulevard, #16-01  
Singapore 018989

**Closing Date: 21 October 2009**

**Time: 1600 hours**

**\*\*No price submission is to be submitted manually into the tender boxes.**

7 Any tender proposal delivered after the stipulated date and time, from whatever causes arising, will not be considered.

8 The Tender Opening Committee for Tender Opening and Tender Witnessing will comprise officers, executive, managers and above staff from the appropriate divisions in WDA.

9 All enquiries regarding this tender should be made in writing and directed to either Ms Lau Tze Wei or Miss Irene Pok from the Community & Professional Services Division, Singapore Workforce Development Agency:

Ms Lau Tze Wei Senior Manager Tel: 6512 1116 Fax: 6512 1332 Email: lau_tze_wei@wda.gov.sg	Ms Irene Pok Senior Manager Tel: 6512 1026 Fax: 6512 1332 Email: irene_pok@wda.gov.sg
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Yours faithfully

Ms Lynn Ng  
Director  
Community & Professional Services Division  
for Chief Executive  
SINGAPORE WORKFORCE DEVELOPMENT AGENCY

## **INFORMATION SHEET:**

### **SUBMITTING YOUR BIDS ELECTRONICALLY VIA GEBIZ**

This Invitation to Tender requires an electronic submission through GeBIZ. Please read the Instructions to Tenderers carefully to understand which components of your tender proposal have to be submitted electronically through GeBIZ.

Please read through the user guides at [http://www.gebiz.gov.sg/scripts/doc/view\\_respond\\_itt.pdf](http://www.gebiz.gov.sg/scripts/doc/view_respond_itt.pdf) if you are new to the system. An online tutorial can also be found at [https://www.gebiz.gov.sg/partner\\_tutorial\\_index.html](https://www.gebiz.gov.sg/partner_tutorial_index.html).

For more online assistance such as Frequently Asked Questions (FAQs), please login on to <https://www.gebiz.gov.sg/>. You are encouraged to go through the guides, tutorials, FAQs before contacting GeBIZ Helpdesk at 6274 5717 for further assistance.

Please organise your tender submission before uploading them to facilitate the evaluation of your bids: e.g. different components of your bids should be submitted as separate files with easily identifiable filenames.

You may compress your documents into zip format before uploading them to GeBIZ to allow faster uploading.

Please do not submit bids at the last minute if possible. Bids submitted via GeBIZ are encrypted and not even the buyers can view them before the tender/quotation closes. You are the only one who can view your own bids. GeBIZ will not allow submission after closing time.