TENDER REFERENCE NO : WDA.CPSD.14.53.10.C.V1

INVITATION TO TENDER

FOR

REQUIREMENT SPECIFICATIONS FOR PROVISION OF CONSULTANCY SERVICE FOR THE REVIEW OF COMPETENCY MAPS AND DEVELOPMENT OF COMPETENCY STANDARDS FOR THE CREATIVE INDUSTRIES 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

TENDER NO: WDA.CPSD.14.53.10.C.V1

You are invited by Singapore Workforce Development Agency ("WDA") to tender for REQUIREMENT SPECIFICATIONS FOR PROVISION OF CONSULTANCY SERVICE FOR THE REVIEW OF COMPETENCY MAPS AND DEVELOPMENT OF COMPETENCY STANDARDS FOR THE CREATIVE INDUSTRIES WORKFORCE SKILLS QUALIFICATIONS FRAMEWORK 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:
<table>
<thead>
<tr>
<th>Payment Schedule</th>
<th>Project Deliverables</th>
<th>Percentage Cap of Total Project Value (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>Stages 1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Solicit feedback from the industry on the existing CI competency maps and qualification structure</td>
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<td></td>
<td>• Submit Stage 1 Report</td>
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<td></td>
<td>• Produce revised competency maps endorsed by CI MSTC</td>
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<tr>
<td>2nd Payment</td>
<td>Stage 2 &amp; 3</td>
<td>65</td>
</tr>
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<td></td>
<td>• Produce drafts of competency standards awarded</td>
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<td></td>
<td>• Conduct validation sessions with the respective workgroups to validate the draft standards</td>
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<tr>
<td></td>
<td>• Validate and endorse the standards with the workgroups and MSTC respectively</td>
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<tr>
<td>3rd Payment</td>
<td>Stage 4</td>
<td>15</td>
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<tr>
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<td>• Submit final project report</td>
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<td>• Six month warranty period to refine the CI WSQ maps and standards</td>
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<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

6 The rest of the tender proposal and/or supporting documents may either be submitted through Gebiz (if they are below the maximum file size) or submitted manually (if they are voluminous) to:

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

Closing Date: 15th October 2009
Time: 1600 hours (Singapore local time)

**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:

   Ms Sherri Koh  
   Senior Manager  
   Community & Professional Services Division  
   Singapore Workforce Development Agency  
   Tel: 6512 1179  
   Fax: 6512 1332  
   Email: sherri_koh@wda.gov.sg

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 if you are new to the system. An online tutorial can also be found at 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.

When quoting unit price, please quote the price for EACH item (instead of the lump sum for all the items). Please pay particular attention to the Unit of Measurement (UOM) used.

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.