

PROJECT TITLE: DESIGN AND BUILD/CONSTRUCTION OF AN ACTIVE AGEING CENTRE (AAC) AT AN UNOCCUPIED VOID DECK FOR STROKE SUPPORT STATION (S3)

CLOSING DATE: 31 January 2025 at 12:00 Hours

1. Invitation to Tender (ITT)

- a. You are invited to tender for the above-mentioned work for Stroke Support Station (S3) at Block 693, Jurong West Central 1, Singapore 640693.

2. Purpose and Usage

- a. An Active Ageing Centre (AAC) is a drop-in social recreational centre that extends support to seniors living nearby in the community. It is a go-to point for seniors to engage in various activities, socialise and maintain a healthy lifestyle.
- b. Seniors participating in the AAC are those aged 60 and above, regardless of race, gender, income or religion. Seniors irrespective of their physical capabilities including those who are strong, frail, or use a wheelchair are welcome to participate in the AAC activities as well. S3 AAC is meant to serve over 2,000 residents of Pioneer and Boon Lay constituencies and an estimate of 50-150 seniors will visit the centre daily at steady state.

Through this AAC, S3 aims to:

- c. ***Promote Healthy Ageing/ Living and Wellness***
Support the prevention and mitigation of stroke and chronic illnesses by encouraging participation in regular physical, mental well-being, and social activities. The AAC should also advocate for the availability of healthy meals and snacks. Healthy behaviours are "contagious" and can inspire positive behavioural changes within the community.

- d. ***Promote Empowerment and Purpose***
Foster a sense of ownership by encouraging seniors to take an active role in managing the space and serving themselves or others as volunteers. Empower them to take self-measurements of health indicators and increase individual and group participation in tasks such as making coffee or tea and leading exercises or organising activities.

- e. ***Promote Mutual and Community Connectedness***
Create a welcoming space for weekly meals, gatherings, activities, and health checks. The AAC should also encourage participation from family members, caregivers, and younger individuals to promote intergenerational engagement and strengthen community relationships.

3. Space Requirements

- a. The floor area is approximately 215 sqm, situated at an unoccupied void deck.
- b. The proposed layout is as follows:

Figure 1: Layout of site

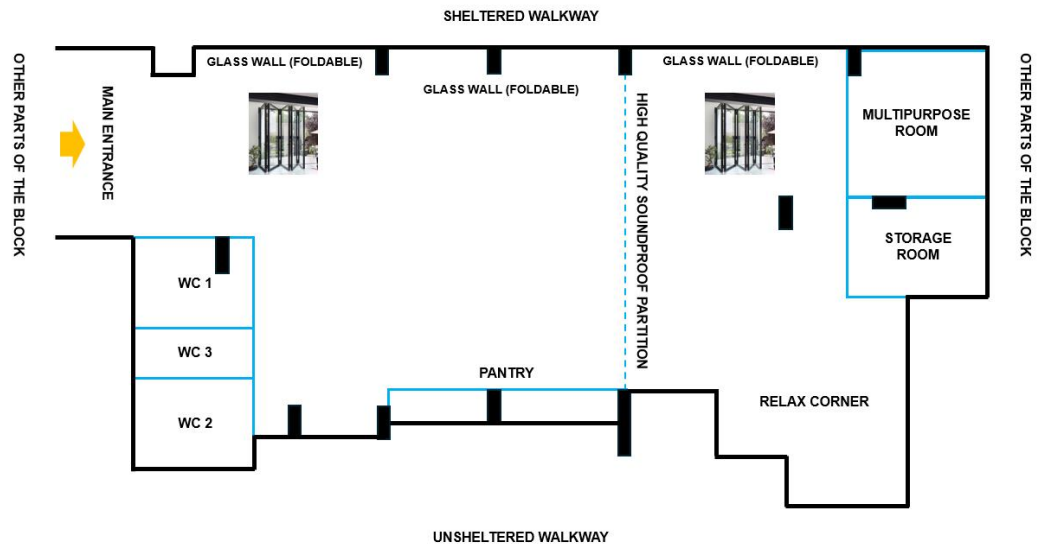


Table 1: Design requirements on proposed site

Areas	Approx Size	Purpose
Toilets (3 qty)	20 sqm	WC1 & WC2 Wheelchair accessible (one with shower)
Multipurpose Room	20 sqm	For karaoke, meetings, or quiet space
Storage Room	15 sqm	For logistics / supplies
Pantry/Kitchen	10 sqm	Self-service. To make drinks and snacks
Relax Corner	10 sqm	With movable equipment/furniture
Main activity area	140 sqm	For gatherings, physical activity or events

- c. Other space requirements include:
 - i. High quality glass folding doors along the sheltered walkway
 - ii. Glass windows with seating bench and storage cabinets where feasible
 - iii. Acoustic/ Sound absorbing ceilings (fits with the overall centre design theme)
 - iv. High quality laminate/ vinyl flooring for main activity areas
 - v. High quality soundproof/ acoustic partition

- d. For general reference - More details are enclosed in the 'Design Guide for Active Ageing Centre (AAC)' and 'Material and Workmanship Specifications' document.

Scope Of Works

4. The vendor shall ensure that the proposed design and construction of the spaces comply with all the latest and prevailing statutory requirements and regulations, including Building Construction Authority (BCA) of Singapore Barrier-free Accessibility Code, and Singapore Civil Defence Force (SCDF) Fire Code.

The scope of works includes:

a. Architectural & Engineering Consultancy

- i. Preparation and submission of necessary drawings, forms and permits to relevant building authorities such as Housing Development Board (HDB), Building and Construction Authority (BCA), National Environmental Agency (NEA), Public Utilities Board (PUB), Land Transport Authority (LTA), Urban Redevelopment Authority (URA), Singapore Power (SP), Singapore Civil Defence Force (SCDF), and the Town Council for the obtainment of BCA Temporary Occupation Permit Certificate of Statutory Completion (TOP/CSC).
- ii. Preparation of wall layout, Plumbing & Sanitary (P&S) information and aircon layout plan for submission to HDB
- iii. Licensed plumber for preparation and submission of plumbing plan to PUB
- iv. Application and submission for change of use to URA
- v. Licensed Electrical Workers (LEW) for electrical works, carrying out relevant inspections of electrical work and submission of CS/3 form and Schematic Layout and Single-line Diagram (SLD) to SP/HDB for approval
- vi. Registered Inspector (RI) for Architectural Works
- vii. Registered Inspector (RI) for Mechanical & Electrical Works
- viii. Carrying out relevant RI inspections and obtainment of Form 1 / Form 2 for Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)
- ix. Fire Safety Works Submission to SCDF/ Fire Safety and Shelter Department (FSSD) for TFP/FSC
- x. Professional Engineer (PE) for the appraisal of existing structural layout plan for proposed design works

b. Project Management

- i. Preparation of project overall timeline
- ii. Manage all phases from inception to completion
- iii. Coordination of rectification of defects work, testing and commissioning, and of inspections of statutory completion

- iv. Coordinate with relevant stakeholders and local authorities
- v. Completion of project, handover and final accounts certification

c. Interior Design

- i. Preparation of concept interior design with layout plans, 3D perspective proposal for the client's approval
- ii. Revisions of design as required during the phase of the project
- iii. Preparation of detailed carpentry drawings and selection of materials
- iv. Selection of paint colours and recommendations for loose furniture and fittings
- v. Preparation of the design material palette, samples, fixtures & equipment proposals

d. Renovation

- i. Demolition works
- ii. Masonry works
- iii. Plumbing works including the construction of Inspection Chamber
- iv. Ceiling works
- v. Carpentry & countertop works
- vi. Glass, doors & windows works
- vii. Floor works
- viii. Partition works
- ix. Electrical works
- x. Aircon works
- xi. Painting works

Mandatory Site Visit

5. Site visit is mandatory to be eligible for proposal submission eligibility. Vendors may schedule the visit at a mutually convenient time prior to the proposal submission closing date, subject to S3's availability. To schedule your visit, please contact Liaw Ying Hong at yinghong.liaw@s3.org.sg as early as possible.

Submission of Quotation

6. Please submit your tender via email to finance@s3.org.sg by the closing date and time as indicated above. Only quotations that are received via email shall be considered valid. Vendors must submit through email the following:
 - a. Duly completed Part 2 – Schedule of Prices
 - b. Duly completed Part 3 – Company's Track Record Form
 - c. Duly completed Design Proposal & Project Timeline

7. In no case will any expense incurred by any vendor in the submission of its proposal for this ITT be borne by S3.

Evaluation Criteria

8. The submission will be evaluated based on the following Evaluation Criteria:
 - a. **Critical Criteria (Applicants must meet all these criteria to be eligible)**
 - i. The vendor must not be debarred by the Ministry of Finance on or after the closing date of quotation
 - ii. The vendor shall possess at least BizSAFE 3 Certification on the closing date of quotation and remain valid up till the project completion date
 - iii. Compulsory site visit as per paragraph 5
 - iv. Submission of the required documents in Para 6, failing which the vendor will not be considered for evaluation
 - b. **Essential Criteria**
 - i. Price quoted (40%)
 - ii. Design concept (30%)
 - iii. Project timeline (20%)
 - iv. Track records (10%)
9. Prices quotes shall include all delivery and handling charges, but exclusive of any tax levied on the supply of goods and services (GST).

Contract Period

10. The contract period for the works is **6 months** from the date of site possession by the vendor.

Awarding of Vendor

11. S3 shall be under no obligation to accept the lowest price or quotation received.
12. S3 may award the ITT in full or in parts, unless the vendor expressly stipulates in its offer that certain parts of the offer are to be treated as indivisible. The prices shall be adjusted in accordance with the schedules of prices set out in the offer.

13. Upon successful awarding of the ITT, the Conditions of Contract for the project will be issued to the vendor. These conditions will outline the detailed terms and obligations of both parties, including scope of work, payment schedules and compliance requirements. Vendors are encouraged to review and be prepared to adhere to these conditions as part of the contract execution process.

Confidentiality

14. Except with prior consent in writing of S3, the vendor must not disclose to any person other than employees, sub-contractors, suppliers or agents on a “need-to-know” basis, for the purposes of preparing or submitting an offer or subsequent clarifications this ITT, or any of its provisions, or any specification, plan, drawing, pattern, sample or information issued by S3 in connection with this ITT.

Enquiries

15. For enquiries, please contact Liaw Ying Hong via +65 93276477 or yinghong.liaw@s3.org.sg