Ref No.: SGE/ICT/2024/002

8th July 2024

To: All Tenderers

INVITATION TO TENDER FOR THE IT INFRASTRUCTURE AND SYSTEM MAINTENANCE SERVICE TO SG ENABLE FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION TO RENEW FOR ANOTHER ONE (1) YEAR.

1. You are cordially invited to participate in this tender.

2. This Invitation to Tender ("ITT") comprises the following tender documents:

   a) This Covering Letter
   b) Instructions to Tenderers
   c) Conditions of Contract
   d) Evaluation Criteria
   e) Specifications
   f) Annex A – Tenderer's Information
   g) Annex B – Form of Tender
   h) Annex C – Schedule of Price Breakdown
   i) Annex D – Undertaking to Safeguard Official Information
   j) Annex E – IT Requirement Specifications
   k) Annex F – Statement of Compliance
   l) Corrigendum/Addendum issued for the tender (if any)

3. The list of information/documents to be submitted:

   a) Annexes A to D and F
   b) Proposals and documents stated in Evaluation Criteria
   c) Any other documents as otherwise indicated.

4. The ITT will close on **26th July 2024, 3.00pm** or the latest Tender Closing Date as notified by SG Enable. Tenders submitted after the closing date and time will not be accepted.

5. Submission Mode: **Electronic Submission**

   Tenderers are to note the following for e-submission:

   a) Tender Offer, including all documents must be sent in Acrobat PDF format compressed into zip file with password protection to **SGE-Finance@sgenable.sg**
   b) Password(s) relating to the Tender Offer shall be emailed to **Ang.YunnChyi@sgenable.sg** only.
   c) Subject title for the email to clearly indicate the tender in question whether with reference to the tender name and/or any other reference.
   d) Provided, in the following format: "Name of tender (Name of Tenderer) - File 1 of 1".
      For example, "Invitation to tender for IT Infrastructure and System Maintenance Services (ABC Company Pte Ltd) – File 1 of 1"

Tenderers are advised to submit their Tender Offers early to avoid late tender submission. In this regard, Tenderers agree that the time for closing of tender shall be based on the official time shown in the email that SG Enable received from the Tenderers.

6. Tenderers shall take into consideration and agree to be bounded by any Corrigendum which may be issued prior to the closing date and time.

7. All enquiries regarding this ITT shall be e-mailed at least 7 working days before the closing date to:

   Officer: Mr. Ng Chee Yong
   E-mail: Ng.CheeYong@sgenable.sg

Yours faithfully
Mr Jonathan Lee
Senior Director, Corporate Services