

**PART 3**  
**GUIDELINES FOR PROPOSAL**

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## 1. OVERALL GUIDELINES

- 1.1 The Proposal must follow the general layout below. Non-compliance to this format shall invalidate the Proposal:

Section 1:	Management Summary
Section 2:	Form of Proposal and Price Schedule
Section 3:	Proposer Information
Section 4:	Proposal for Services
Section 5:	GST Registration Status

- 1.2 Further information may be provided as additional sections, appendices or annexes. Appendices and annexes must be properly labeled and cross-referenced in the main body of the Proposal.

## 2. MANAGEMENT SUMMARY

- 2.1 The first section of the Proposal shall contain an overview of the Proposer and the services offered.
- 2.2 By submitting the Form of Proposal, the Proposer shall comply with every clause of the Part 1 of the Request for Proposal.

## 3. FORM OF PROPOSAL AND PRICE SCHEDULE

- 3.1 The prescribed Form of Proposal must be completed and attached in the second section of the Proposal together with a Price Schedule.
- 3.2 The Proposer must submit his Price Schedule clearly stating the rates of the services offered, including any alternative parts thereof, according to the format specified in the Annex attached.
- 3.3 The rates shall be quoted in Singapore dollars.
- 3.4 **All mandatory requirements must be quoted for. Failure to quote shall render the Proposal liable to rejection.**

## 4. PROPOSER INFORMATION

- 4.1 This third section of the Proposal shall contain the background information of the Proposer, including at least a brief history, scope of operations and expertise (including, if relevant, information about its local or foreign affiliates and its regional or international offices), track record of work undertaken in Singapore (and, if relevant, regionally or internationally), staff size and distribution, and financial standing.

4.2 The Proposer shall submit the curriculum vitae (CV) of the personnel who may be assigned to provide the offered services to SGNIC. The CVs shall include information on:

- (a) educational and professional qualifications; and
- (b) a brief description of past and present work portfolio and experience highlighting, in particular, experience that is relevant to services offered.

**5. OFFERED SERVICES**

The fourth section of the Proposal shall contain a comprehensive description of the services offered by the Proposer.

**6. GST REGISTRATION STATUS**

The Proposer shall state in the fifth section of his Proposal whether he is or is not a taxable person under the Goods and Services Tax Act (Cap 117A). Where applicable, the Proposer shall state his GST registration number and provide a copy of the GST Registration Certificate stating that he is a taxable person under the Goods and Services Tax Act.

**ANNEX – FORMAT FOR PRICE SCHEDULE**

Reference : Clause 3.2 of the Guidelines for Proposal

The price schedule shall be in the following format and must include any items specified below:

<u>No.</u>	<u>Item</u>	<u>Rate / Cost</u> <u>(S\$)</u>	<u>Remarks (if any)</u>
1.	<b><u>General hourly rates</u></b> for each grade of the Proposer's staff, for example:		
	(a) Managing Director / Director / Managing Partner / Senior Partner / Consultant		
	(b) Associate Director / Partner		
	(c) Junior Partner		
	(d) Senior Associate		
	(e) Associate		
	...		

Note: Where appropriate, rates for each level of the Proposer's staff may be quoted in price bands, e.g. where there is a variation in the rates for different partners in the firm.