STANDARD QUESTIONS FOR ADOPTION IN M&E TENDER QUESTIONNAIRES, WHERE APPROPRIATE

PROJECT:
TENDER FOR _____ INSTALLATION

TENDER QUESTIONNAIRE NO. _____ FOR XXX COMPANY PTE LTD

A. STANDARD NOTES AS PREAMBLE:

Important Notes:

Note 1 : The tenderer is required to answer each question in full in a proper manner; answers such as 'Yes', 'We confirm' or 'We agree' indicated by the tenderer shall be deemed to signify affirmative answer for full compliance to the issue raised in the question.

Note 2 : In the event there is cost implication for complying with a request made in the question, either for withdrawal of qualification(s) or compliance with revised requirements/ workscope, the tenderer shall state clearly the price adjustment involved, failing which it shall be deemed that there is no cost implication for compliance. ***(This question will not be applicable to all Government or Statutory Board's projects, where no tender price adjustment is permitted.)***

B. QUESTIONS APPLICABLE TO COMMON ISSUES OF M&E SERVICES:

No.	Question	Tenderer's Reply
1.	You are to confirm your agreement that all drawings, specifications, technical literatures, catalogues, brochures, etc. included in your tender submission, if any, are strictly for the Architect's general information only and that they shall have no contractual effect unless specifically agreed to in writing by the Architect.	
2.	You are to confirm your agreement that notwithstanding the particulars and information submitted by you, all your offers comply fully with the specifications. Any deviation from the specifications shall be clearly stated in the "Schedule of Deviations" for acceptance by the Architect, failing which all your offers are deemed to be in full compliance with the specifications and any item found unable to comply with the specifications later shall be replaced by acceptable substitutes in compliance with the specifications without any cost or time implication.	

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No.	Question	Tenderer's Reply
3.	**For Lift (& Escalator, if applicable) Installation** You are to check and confirm that all spatial and structural provisions made for lifts (& escalators, if applicable) in respect of hoistways, pits, overrun, machine room, etc. as shown in the various specifications and the relevant architectural and structural drawings, are suitable and adequate to accommodate all your equipment & accessories, including safety devices, railings, cablings, control panels, etc. intended for the respective space/ room, bearing in mind all clearances required, by codes or otherwise, for safety, access for operation, maintenance and/or repair, including their subsequent replacements etc. **For Other M&E Installations** You are to check and confirm that all spatial and structural provisions made as shown in the various specifications and/or the relevant architectural and structural drawings, are suitable and adequate to accommodate all your equipment & supports, pipework, ductwork, cabling work, switchboards, control panels, etc. intended for the respective space/ room, bearing in mind all clearances required, by codes or otherwise, for safety, access for operation, maintenance and/or repair, including their subsequent replacements etc.	
4.	You are to confirm that notwithstanding the site staff nominated by you or yet to be nominated by you, they are subject to the approval of the Architect. In the event any of your nominees is not approved by the Architect later, he/she shall be replaced by another person with qualifications and experience acceptable to the Architect.	
5.	Notwithstanding the breakdown of prices entered by you in the Schedule of Prices, you are to confirm that your total tender price shown includes all equipment/materials and works which are obviously necessary for safe, proper and efficient functioning of the whole installation meeting all the specified performance requirements, including all requirements stipulated by the local authorities and applicable codes, whether or not the items are explicitly mentioned in the specifications and drawings.	

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No.	Question	Tenderer's Reply
6.	You are to confirm your agreement that where more than one make/brand of materials/equipment are offered by you, the Architect reserves the right to select whichever one of the makes/brands proposed by you, upon your submission of the full technical details after award of the contract.	
7.	You are to confirm that the delivery periods of all the equipment offered are able to meet the stipulated project milestones/completion including times required for installation, testing and commissioning.	
8.	You are to confirm that all the equipment/plants offered including mountings/supports as well as pipework, ductwork and cabling work, where applicable are able to perform within the stipulated acoustic criteria. All necessary accessories such as anti-vibration mountings/neoprene pads, insulations, silencers, enclosures etc. required to enable the equipment/ installations achieving this shall be deemed to have been included in the tender prices submitted for the respective items concerned.	
9.	You are to confirm your agreement to adjust the rates submitted in the Schedule of Unit Rates to reflect fair market rates for those items which are considered high by the Architect, before award of the contract.	
10.	You are to submit your proposed organization chart showing, among other things, the project team members assigned for the key positions called for, together with their curriculum vitae as well as your proposed Project Execution Plan to meet all stipulated requirements for technical/codes compliance, quality control, completion dates, etc.	
11.	You are to confirm that all liaisons with the local authorities and service providers for permits to carry out work, road openings, site inspections/testings/ meetings, opening of utility accounts, power/water/ gas supplies turn-ons, licenses for operation etc., where applicable, have already been accounted for in the tender prices submitted for the relevant items.	
12. *	Notwithstanding the details/information submitted or not submitted by you, you are to confirm your agreement that your work will be executed in accordance/co-ordination with the building work for completion within the stipulated times/milestones, in the manner as required by the Main Contractor.	

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No.	Question	Tenderer's Reply
13. *	You are to check and confirm that all electrical provisions made as shown in the specifications and drawings under the Electrical Service package to cater for the plants/equipment to be offered by you are suitable and adequate for the starting up and operation of your plants/equipment. Any subsequent upgrading of the said electrical provisions including additional devices required to assist in the starting up and/or operation of your plants/equipment shall be at your own account.	
14. *	You are to withdraw unconditionally all qualifications shown in your tender covering letter, entries in Schedules of the Tender Document and elsewhere in respect of payment terms, ascertained liquidated damage, works by others etc.	
15. *	In the event that you are successful in your tender for the sub-contract, please confirm that you are agreeable to be nominated to any Main Contractor appointed by the Employer to undertake the building works as their Nominated Sub-Contractor.	

** For questions marked with asterisks, the text/description shall be revised where necessary to reflect the actual circumstance of work, contract packing etc.*

C. QUESTIONS APPLICABLE TO SPECIFIC ISSUES OF M&E SERVICES OR TENDERS:

No.	Question	Tenderer's Reply
1.	You are to complete and submit the following schedules which you have left blank in your original tender submission: ……. …….	
2.	In Schedule 3 – Schedule of Prices, you are to: (a) Confirm that the costs for those items where left blank or annotated 'Nil', '-' 'NA' and the like, have already been accounted for in prices entered for other items of work in the schedule.	
	(b) Confirm your agreement to withdraw unconditionally all qualifications entered therein.	
3.	In Schedule 3 – Schedule of Prices, the total tender price entered is under/over computed by S$____. Please confirm that you will adhere to the total tender price entered in the Form of Tender.	

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No.	Question	Tenderer's Reply
4.	In Schedule 7 – Schedule of Technical Particulars, you are to: (a) Furnish information called for in those items where you have left blank or annotated 'Nil', 'NA', 'TBA', '-' and the like.	
	(b) Confirm your agreement that where more than one make/brand of materials/equipment are offered by you, the Architect shall have the right to select whichever one of the makes/brands proposed, upon your submission of the full technical details after award of the contract.	
	(c) Revise downward the unit rates submitted for the following items, which are considered high: ……. ……. Other items where unit rates are found to be high later should also be revised downward to reflect fair market rates before award of the contract.	
	(d) Confirm unconditional withdrawal of any qualifications made in the unit rates submitted.	
5.	In Schedule 6 – Schedule of Servicing & Maintenance after Maintenance Period, you are to:	
	(a) Indicate the maintenance costs for items where you have omitted to provide in your original tender submission.	
	(b) Revise and re-confirm the monthly/yearly* maintenance costs submitted for the following as the costs submitted are comparatively high: ……. …….	
	(c) Withdraw unconditionally any qualifications made on original maintenance costs submitted.	
6.	In Schedule 9 - Schedule of Site Staff, you are to: (a) Submit name of the person who you intend to propose to fill up the post of _____ together with his CV.	

**delete where not applicable*

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No.	Question	Tenderer's Reply
	(b) You are to confirm that notwithstanding the site staff nominated by you or yet to be nominated by you, they are subject to the approval of the Architect. In the event any of your nominees is not approved by the Architect later, he/she shall be replaced by another person with qualifications and experience acceptable to the Architect. *(Item B4 should be deleted if this is adopted)*	
7.	In Schedule 5 - Schedule of Daywork, you are to revise and resubmit:	
	(a) Daywork rates for ____ which are considered high.	
	(b) Percentage add-on to ____ which is considered high.	