

FORM OF QUOTATION

To: National University of Singapore
21 Lower Kent Ridge Road
Singapore 119077

Dear Sirs

1. We, _____ (Name of Bidder) hereby offer and undertake on the acceptance of this Quotation to execute the Agreement issued by National University of Singapore ("University") and to pay the below-mentioned Licensed Fee and all other amounts stated therein and operate the Business in conformance and in accordance with your Invitation to Quote, this Form of Quotation and the License Agreement
2. Our Quotation is fully consistent with and does not contradict or derogate from anything in your Invitation to Quote or downgrade anything in the Specifications. You are entitled to reject our Quotation if it is inconsistent with or contradict or derogate from anything in your Invitation to Quote or downgrade anything in the Specifications.
3. We undertake that we shall execute with you a License Agreement with such further terms and conditions, if any, agreed upon between the University and us. Until the said License Agreement is prepared and executed, this offer shall constitute a binding agreement between us.
4. Our quoted price (hereinafter referred to as "License Fee") for the sale of takeaway food at the Licensed Premises is SINGAPORE DOLLARS:

Demised Premises: Temporary Takeaway Food Kiosks at School of Computing and NUS Business School

Location	No. of Kiosk*	Proposed Food Type	Licence Fee (\$ per month per kiosk)	Total Licence Fee (per month)
COM1				
COM2				
Foyer				
BIZ1				
		Total		

Note: * Please indicate the total number of kiosks you are tendering for at each location.

Remarks (if any): _____

Note:

- a) There will be a cleaning fee of **\$300 per month per kiosk** payable for cleaning of the common seating area and disposal of the takeaway lunch boxes and etc. The quoted license fee shall exclude the cleaning fee payable.
- b) All prices to be filled in here are to exclude the GST payable.
- c) Licence fee shall not be chargeable if the takeaway kiosk is not in operation during school vacation.
5. We undertake that if our offer is accepted, we shall pay all outgoings (including but not limited to utilities charges) and fees set out in the Agreement.
6. We understand that you are not bound to accept the highest, the whole or any quotation you may receive.
7. We understand that you shall have the right to assign us or relocate us to any location as deem appropriate by the University.
8. All terms used in the Form of Quotation which are defined in the Agreement shall have the meanings so ascribed to them.
9. We further undertake to give you any further information which you may require.
10. We warrant, represent and declare that we are duly authorised to submit, sign this quotation, receive instruction, give any information, accept any contract and act for and on behalf of _____
(Insert Name of firm/ company).
11. Our GST registration number is _____ .

Dated this _____ day of _____, 2019.

Authorized Signature

Company stamp (for company lease)

Name:

NRIC:

Designation:

In the presence of:

Name of Witness:

NRIC No.:

SCHEDULE TO FORM OF QUOTATION

1. PROPOSED CONCEPT

- 1.1 This is a performance-based quote with emphasis on bidder's ability to propose a good concept and operation plan for the takeaway kiosk(s). The bidder is required to submit the following:

- 1) Menu and Price List
- 2) Proposal on queue or crowd management, green label or packaging
- 3) Layout Plan for the proposed set up. All cost incurred for the set up shall be borne by the successful bidder.
- 4) Manpower on-site
- 5) Operating Hours

2. OPERATIONAL MATTERS

- 2.1 The successful bidder shall be required to pay \$300 per month per kiosk for the following cleaning charges:-

- 1) Rubbish disposal fee
- 2) Cleaning fee for seating area
- 3) Pest control fee

The licence fee quoted in the Form of Quotation is excluding the cleaning charges. For instance, if the licence fee payable is \$500 per month, the total amount payable shall be \$800 per month (including the cleaning charges).

Licence fees and cleaning fees shall not be payable during vacation period if kiosk is not in operation. However, advance notice of minimum one month must be given to the University.

- 2.2 The successful bidder shall comply with SFA's regulations for the operation of this takeaway kiosk. This includes (but not limited to) the display of time stamp for the takeaway food sold at the kiosk and application of SFA licence (where required).
- 2.3 The successful bidder shall dress up the takeaway kiosk and obtain approval for the design from the University.
- 2.4 The successful bidder shall offer cashless payment options at the takeaway kiosk.
- 2.5 The successful bidder shall participate in the re-usable lunch box and tumbler scheme as required by the University and pay for the cost (if any) as indicated by the University.

PARTICULARS OF BIDDER (For Private Limited Company)

1. GENERAL INFORMATION

Registered Name of Company/Firm :

(Name to be reflected in the Agreement)

Company Registration number ::

Registered address :

Company Details

Authorised Person

Designation

Correspondence address

Contact No. :

Email Address :

PARTICULARS OF BIDDER (For sole proprietorship / partnership)

2. Name as in NRIC :

(Name to be reflected in the Agreement)

NRIC No.

Address as in NRIC

Business Name

Business Registration No.

Name as in NRIC :
(Fill in this portion only if it is a partnership)

(Name to be reflected in the Agreement)

NRIC No.

Address as in NRIC

Contact No. :

Email Address :

3. Experience of Bidder

Please list the details of the outlets over the past 5 years to which reference may be made.
(Please submit as a separate attachment according to the format below if space is inadequate and include relevant testimonials).

Period	Location of Outlet	Trade (\$)

4. I declare that the information contained is in the best of my knowledge and belief in all respects true and should there be any false statement I understand that my Firm/Company may be debarred from tendering for any University work.

I hereby undertake to inform the University of any changes of partnership/ director of Firm/ Company taking place during the term of the contract.

I confirm that the consent of all persons whose personal data are disclosed in this submission have been obtained for NUS' use for purposes of this Invitation to Quote and consequent contract, if awarded.

Signed/Confirmed by:-

(Please state designation of signatory
in Firm/Company i.e. Manager, Managing
Partner or Managing Director)

Firm/Company Stamp

Date : _____

CHECKLIST FOR APPLICANTS

Kindly ensure that you have enclosed the following in your submission:

Please Tick

1) Form of Quotation -----

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2) Menu & Price List -----

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3) ROC / ROB (For Companies) -----

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Signed/Confirmed by:-

Name of Applicant

Date