

TENDER DOCUMENT REQUEST FORM

- 1 **Client / Town Council** : _____
- 2 **Project Title** : _____

- 3 **Advertised On** : _____ **Contract Ref No.** : _____

Note : The Contract Ref No. is shown in the respective email address eg. AA-99-999-TC in the Tender Advertisement

4 **Tenderer's Particulars**

| | |
|----------------------------------|----------------------------|
| Company Name : | Company Bank/Account No. : |
| Company Registration No. (UEN) : | Tel No. : |
| Company Address : | Email Address : |
| | Date of Purchase : |

5(a) **Registration** (BCA/EPPU)

| Client's / Town Council's Requirement | |
|--|----------------|
| Registration Workhead : | |
| Financial Category (Tendering Limit) : | |
| BCA/EPPU Certificate Validity Period : | Expiring _____ |

- 5(b) **Registration (Minimum WSHC's bizSAFE Level 3 as stipulated in Tender Notice)** : Level : 3 / 4 / Star / OHSAS

Note : Only those Contractors with bizSAFE Level 3 or above are allowed to purchase tender document.

6 **Tender Admin Fee**

\$_____ per set payable to **EM Services Pte Ltd** (to indicate UEN 198803538N if using PayNow or UOB A/c No 101-336-674-3 if using internet banking)

- (a) Please indicate the **Contract Ref No.** under "Comments for Recipient" (during transaction using Paynow or Internet Banking).
Note : The Contract Ref No. is shown in the respective email address eg. AA-99-999-TC in the Tender Advertisement

(b) Name of Requestor / Payer : _____

(c) Please also capture and attach a screenshot of the payment to be submitted together with this form.

Checked by : _____
Name of SAA
Signature
Date