

# 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 / ISO 45001

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

6 **Tender Admin Fee** (Non-Refundable)

\$\_\_\_\_\_ 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