



**EAST COAST
TOWN COUNCIL**

TENDER NOTICE

Tenders are invited from EPPU's Registered Contractors for the following:

PROJECTS

- (A) PROVISION OF CREATIVE DESIGN, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING AND DELIVERY SERVICES FOR THE PERIOD 1 JUN 2022 TO 31 DEC 2023 FOR EAST COAST TOWN COUNCIL
(EMAIL ADDRESS : ES-22-003-EC@emservices.com.sg)
- (B) PROVISION OF EDITORIAL, PRINTING AND DELIVERY SERVICES FOR NEWSLETTERS FOR THE PERIOD 1 JUN 2022 TO 31 DEC 2023 FOR EAST COAST TOWN COUNCIL
(EMAIL ADDRESS : ES-22-004-EC@emservices.com.sg)

Eligibility & Financial Grade

- Project (A) : Audio Visual, Photographic & Optical Products and Visual Production Services (EPU/AVP/10) - \$0.1 Million (S2) & above
- Project (B) : Stationery and Printing and Photocopying Services (EPU/STA/10) **OR** Publishing & Bookbinding Services (EPU/SER/16) **OR** Advertising, Graphics Services (EPU/SER/18) - \$0.1 Million (S2) & above

Tender Admin Fee

Projects (A) & (B) : \$107/- per set (inclusive of GST; non-refundable)

Tender Admin fee shall be paid via Internet Banking or PayNow. Interested participants shall download the Request Form from EM Services' website (<http://www.emservices.com.sg>). The participants shall verify their tender eligibility & payment details and email their request together with the completed Request Form and proof of payment to the Project Manager at the respective email address shown above by **3 May 2022 (Projects A & B)**. Upon verification of payment, the tender documents will be sent via email to eligible participants within 3 working days. **No refund will be made.**

Closing Date

Projects (A) & (B) : 10 May 2022 (Tuesday)

All tenders must be submitted in printed hard copy by hand in a sealed envelope marked with the above Tender Title and placed in Tender Box at EM Services Pte Ltd, Block 201 Kim Tian Road, #03-400, Singapore 160201 on **10 May 2022 between 8.30 am and 12.00 noon**. Any late tenders received shall not be considered.

East Coast Town Council reserves the right not to accept the lowest or any tender without assigning any reason thereof.

No contract shall be awarded to a contractor if the contractor or any of its directors and/or employees has been debarred by the Town Councils and/or Statutory Boards and/or Government Bodies from participating in the same or all types of contracts. Any contractors who are currently debarred shall not be eligible to participate in this tender.

Tender Results will be posted on the notice board at the Managing Agent's Office and published at the website <http://www.emservices.com.sg>.