



**EAST COAST  
TOWN COUNCIL**

## **TENDER NOTICE**

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

### **PROJECTS**

(A) PROVISION OF NEWSLETTERS DESIGN, LAYOUT AND DELIVERY SERVICES FOR THE PERIOD 1 JANUARY 2024 TO 31 DECEMBER 2024 (WITH OPTION TO EXTEND FOR ANOTHER YEAR)

**(EMAIL ADDRESS : ES-23-005-EC@emservices.com.sg)**

(B) PROVISION OF CREATIVE DESIGN, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PERIOD 1 JANUARY 2024 TO 31 DECEMBER 2024 (WITH OPTION TO EXTEND FOR ANOTHER YEAR)

**(EMAIL ADDRESS : ES-23-006-EC@emservices.com.sg)**

### **Eligibility & Financial Grade**

Project (A) : Publishing and Bookbinding Services (EPU/SER/16) **OR** Advertising, Graphics Services (EPU/SER/18) - \$0.1 Million (S2) & above

Project (B) : Audio Visual, Photographic & Optical Products and Audio Visual Production Services (EPU/AVP/10) - \$0.1 Million (S2) & above

### **Tender Admin Fee**

**Projects (A) & (B) : \$108/- per set (inclusive of 8% 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 email address shown above **before 7 days from the tender closing date**. 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) : 1 Dec 2023 (Friday)**

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 **1 Dec 2023 between 8.30 am and 12.00 noon**. Any late submission 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>.