



TENDER NOTICE

PROJECT

DESIGN, PRINT AND DELIVERY OF DESKTOP CALENDAR 2027 WITH OPTION TO EXTEND FOR DESIGN, PRINT AND DELIVERY OF DESKTOP CALENDAR 2028

ELIGIBILITY

Tenders are invited from EPPU's Registered Suppliers for: Stationery and Printing and Photocopying Services (EPU/STA/10) or Advertising, Graphics Services (EPU/SER/18) - \$0.1 Million (S2) & Above and must have track record with Town Councils / Public Agencies

ADMIN FEE

\$109/- per set (inclusive of GST) non-refundable.

Admin Fee shall be paid via Internet Banking or PayNow. Participants shall download the Request Form from <http://www.emservices.com.sg>, shall verify their tender eligibility before making payment and email their request together with the completed Request Form and proof of payment to Procurement Manager at ✉: ES-26-001-TM@emservices.com.sg before **7 days from the tender closing date**. Upon verification, the tender documents shall be emailed to eligible participants within 3 working days.

TENDER BRIEFING

**29 May 2026 (Friday), 10.00 am at Tampines Town Council,
Block 136 Tampines Street 11, Conference Room, Singapore 521136**

Only participants that have attended the tender briefing are eligible to participate in the tender.

CLOSING DATE / TIME (Late submission will not be accepted)

Tender must be submitted in hard copy by hand in a sealed envelope marked with the above Project Title and placed in a Tender Box on **12 Jun 2026 (Friday) before 5.00 pm at:**

**Tampines Town Council
Block 136 Tampines Street 11, Singapore 521136**

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

No contract shall be awarded to a Tenderer, if the Tenderer 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 Tenderer who are currently debarred shall not be eligible to participate in this tender.

Tender Result will be posted at <http://www.emservices.com.sg>.