Date : 3 November 2026

TO ALL TENDERERS

Dear Sirs,

PROPOSED ADDITION AND ALTERATION WORKS TO 2ND STOREY (RETORT PLANT) OF THE EXISTING 4-STOREY SATS INFLIGHT CATERING CENTRE 2 ON LOT 04067K MK 31 AT 30 CHANGI NORTH CRESCENT SINGAPORE 499612 (CHANGI PLANNING AREA)

TENDER NO.: CT2611T097

We are pleased to invite your company to participate in the tender for the above-mentioned project.

A crossed cheque, made in favour of "KAY NGEE TAN ARCHITECTS" of **S$23,100.00** being the deposit shall be payable at the point of the award of the tender. **Only the successful contractor's deposit will need to submit to defray lithography charges.**

A mandatory site briefing will be held at 30 Changi North Crescent Singapore 499612 on **12 November 2026 at 10 AM**. Attendance is **mandatory**. Each Tenderer shall be represented by not more than two (2) authorised representatives, who shall register their attendance at the briefing. Tenderers who fail to attend the site briefing shall be disqualified and their tenders will not be considered. Tenderers are deemed to have visited and examined the Site, satisfied themselves as to its nature, extent, access, existing conditions and all local conditions and constraints affecting the execution of the Works, and to have allowed for the same in their tender. No claim for additional cost or extension of time arising from any matter which the Tenderer could reasonably have ascertained at the site briefing will be entertained.

Tenderers must satisfy all of the following critical criteria. Non-compliance with any one of these criteria will preclude the tender from further evaluation by the Employer:

S/No.	Critical Criteria
1	The Tenderer shall be registered with the Building and Construction Authority (BCA) under the Workhead CW01 (General Building) and financial grade of B2 or above.
2	The Tenderer shall hold a valid General Builder Licence issued under the Building Control Act (Cap. 29) and the Building Control (Licensing of Builders) Regulations.
3	The Tenderer shall be certified bizSAFE Level 3 and above status, or its equivalent.
4	All persons or entities shall not be debarred by the Standing Committee on Debarment, c/o Ministry of Finance, from participating in public-sector projects or disqualified under the Ministry of Manpower (MOM) Safety Disqualification Framework.
5	The Tenderer shall not enter the Business Under Surveillance ("BUS") programme either within the 3 months prior to the Tender Closing Date or any time after the Tender Closing Date but before the Tender Award Date, and shall not accrue 25 or more demerit points under MOM's Demerit Points Scheme for any of their individual

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	worksites either at the Tender Closing Date or between the Tender Closing Date and Tender Award Date (both dates inclusive). Where the Tender is submitted by a consortium or a joint venture, regardless of whether it is incorporated or otherwise, the consortium or joint venture shall not include any partner or member that does not meet the aforesaid safety performance criteria.
6	The Tenderer shall submit all mandatory financial standing documents listed as Items 1 to 5 of the Appendix to this letter, namely: (i) audited financial statements for the last three (3) financial years (or director-certified unaudited financial statements with a written declaration of the basis of audit exemption, where applicable); (ii) ACRA business profile dated not more than one (1) month before the Tender Closing Date; (iii) banker's letter(s) confirming credit facilities granted, facility limits and current utilisation, dated not more than one (1) month before the Tender Closing Date; (iv) summary of outstanding loan obligations and financing arrangements; and (v) copy of valid BCA registration certificate.
7	The Tenderer shall attend the mandatory Tender Briefing according to the date, time and venue as published.

As part of the tender evaluation process, the Employer will be assessing the financial standing and financial capacity of Tenderers. Tenderers are accordingly required to submit the documents set out in the Appendix to this letter, together with their tender submission, on or before the Tender Closing Date.

Items 1 to 5 of the Appendix are mandatory submissions. Failure to submit these documents, or submission of documents which are materially incomplete, may render the tender non-responsive and liable to be rejected without further consideration.

Where a Tenderer qualifies as a small company exempt from audit requirements under the Companies Act 1967, the Tenderer may, in lieu of audited financial statements, submit unaudited financial statements for the corresponding periods certified as true and correct by a director of the company, accompanied by a written declaration confirming the basis of the exemption.

All financial information submitted pursuant to this letter shall be treated as confidential by the Employer and its consultants and shall be used solely for the purpose of evaluating this tender.

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The Employer reserves the right to seek clarification on any submission, to waive any non-material non-compliance, and to reject any tender where the Tenderer's financial standing is, in the Employer's opinion, inadequate for the proper execution of the Works. The Employer shall not be bound to accept the lowest or any tender.

Yours faithfully,

SATS Procurement Services

For and on behalf of
SATS FOOD SERVICES PTE LTD

c.c. KAY NGEE TAN ARCHITECTS
WRX ENGINEERS PTE LTD
ALPHA CONSULTING ENGINEERS PTE LTD
OHA GLOBAL PTE LTD

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APPENDIX

FINANCIAL STANDING SUBMISSION REQUIREMENTS

No.	Document	Status
1	Audited financial statements for the last three (3) financial years (or director-certified unaudited financial statements where the Tenderer is audit-exempt, in accordance with paragraph 3 of this letter)	Mandatory
2	ACRA business profile, dated not more than one (1) month before the Tender Closing Date	Mandatory
3	Letter(s) from the Tenderer's banker(s) confirming credit facilities granted, facility limits and current utilisation, dated not more than one (1) month before the Tender Closing Date. A schedule of facilities certified by a director of the Tenderer may be submitted in lieu, subject to the Employer's right of verification under paragraph 5 of this letter.	Mandatory
4	Summary of outstanding loan obligations and financing arrangements, including term loans, hire purchase and lease obligations, trade facilities and contingent liabilities	Mandatory
5	Copy of valid BCA registration certificate for Workhead CW01 and Financial Grade B2 (if applicable)	Mandatory

Notes:

a) All documents are to be submitted in the English language. Where any document is in a language other than English, a certified English translation shall be provided.
b) Where the Tenderer is a joint venture or consortium, the above documents shall be submitted in respect of each constituent member.
c) The Employer reserves the right to request such further financial information as it may reasonably require during tender evaluation.

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