



24<sup>th</sup> November 2022

From

**SMM Pte Ltd**  
(A member of Surbana Jurong)  
168 Jalan Bukit Merah Connection One #01-01  
Singapore 150168

Dear Tenderer,

**REQUEST FOR PROPOSAL – PROPOSED DESIGN & BUILD FOR EXISTING SATS PREMIER LOUNGE (SPL) AT PASSENGER TERMINAL BUILDING 3, #03-04 (Est. 720sqm)**

**A. OUR INTENT**

On behalf of our client, SATS Airport Services Pte Ltd (“SATS”), the appointed Project Manager, SMM Pte Ltd, has been authorized to administer this tender process. The successful tenderer will enter into a contract directly with SATS.

Our intent is to engage a Design & Build (D&B) Company with the capability to provide integrated services from design to construction. The scope of works includes but not limited to interior/architectural, structural and M&E works, construction management, site coordination with other trades of works as nominated by SATS, authorities submission and approvals.

**B. PROJECT BACKGROUND**

SATS Ltd is Asia’s leading provider of food solutions and gateway services. Today, SATS caters to the needs of the aviation sector and a host of other businesses in hospitality, food, healthcare, freight and logistics industries.

The passion to bring the best to every individual customer is what has catalysed the expansion of the business lines, to include the finest of food offerings as well as an extended set of services that brings them the benefit of speed, quality and absolute reliability.

With an experience spanning over 65 years and a growing regional presence, SATS is poised for a new phase of growth, creating value for customers, partners and shareholders, in Singapore and beyond.

This project will offer SATS the opportunity to adopt the open office concept and refresh the workplace environment; to project SATS’ Values and the “Passion to Delight” branding.

This RFQ relates to the fit-out works in connection with the existing SATS Premier Lounge 3 at Passenger Terminal 3, #03-04 (720sqm approximately). And tenderers are encouraged to propose new unique selling point (USP) for the new facelift lounge incorporating technology ideas to their design. Successful tenderers will be required to complete the entire renovation within 4 weeks includes the obtaining of the FSC and POI.

**C. INSTRUCTIONS TO SUBMISSION**

You must complete all information requested on the documents provided to you. Only completed bids will be considered. Any company attachments that may help to describe specific programs and procedures are welcome to be included for review.



Tender for:

**The tenderer shall return the duly completed tender documents based on the requirements as set forth under clause 8 of the Conditions of Tender.**

To ensure that information is shared with bidders in a timely and impartial manner, a Q&A document will be distributed detailing responses to questions received (RFP Tender Clarification).

All questions regarding the RFP should be submitted via email to;

Person(s) to : Ms Jane Ho  
contact/Tel : Ms. Sophia Shu, 8383 9994 (Project Consultant)  
Nos. :  
:

Email : [sophia.shuyh@surbanajurong.com](mailto:sophia.shuyh@surbanajurong.com)

by **09 December 2022 (Friday), 1500 hours Singapore time**. All questions will be compiled and a response will be sent to all bidders.



**D. PROJECT OVERVIEW**

**1. Project Brief**

The project consists;

- Refer to Appendix G1 – Scope of Work –
- Refer to Appendix G2 – SATS Branding Guidelines
- Refer to Appendix G3 – CAG Renovation Requirements
- Refer to Appendix G4 – Contract Sum Analysis
- Refer to Appendix G5 – Schedule of Rates (SOR)
- Refer to Appendix G6 – Technical Specification (TS01-TS20)

As part of the selection criteria, the tenderers will need to evaluate the existing space and provide a proposed office/area layout in a manner that provides the functionality that SATS requires and efficiently utilizing the existing building utilities and infrastructures.

**2. Project Key Milestones**

<b>Project Task</b>	<b>Date</b>
Issue of Tender Notice	29 November 2022
Receipt of queries from tenderers	09 December 2022 before 3pm
Issue of clarification	12 December 2022
Tender submission	15 December before 12pm
Tender interview	TBA
Tender clarification and final negotiation	TBA
Appointment	By 06 January 2023
Submission of permits, drawings and all relevant documents	By 31 January 2023
<u>Construction Phase</u>	
Fit-out works for existing SATS Premier Lounge (SPL) at Terminal 1	4-6 weeks upon approval of work permit from CAG

**E. SUBMISSION REQUIREMENT**

SATS would appreciate a brief written proposal of your firm’s capabilities and relevant experience with respect to this project. The proposal should be concise to address this RFP response. The proposals will be reviewed in advance of your firm’s interview. The submission shall cover requirements as set forth in clause 8 of the Conditions of Tender.

**E. CONDITIONS OF CONTRACT**

1. The Form of Contract shall be executed in accordance with SATS Service Agreement (Appendix B) and “REDAS Design and Build Conditions of Contract, 3rd Edition”, published by the Real Estate Developers’ Association of Singapore.



2. The REDAS Design and Build Conditions of Contract (as stipulated above) is not included in this tender set. For more information, please contact REDAS Secretariat at Tel: 6336 6655 or email [enquiry@redas.com](mailto:enquiry@redas.com). The tenderer is

deemed to have examined the full contents of the REDAS Design and Build Conditions of Contract thereto and have taken into account the provisions contained therein in the pricing of this tender.

#### **F. PROPRIETARY DOCUMENTS**

The information contained in this RFP and the RFP itself is proprietary in nature and shall not under any circumstances be released, in part or in whole, to third parties without the written approval of SMM Pte Ltd. Bidders should indicate if any information in their proposal responses is proprietary and should not be disclosed or used for any purpose other than evaluation of the proposal.