

Address: 1 Finlayson Green #18-01, Singapore 049246

Website: kicc.sg

Invitation for Bidding

KICC(Singapore) Tender Invitation Number : **KICCSingapore2026-01**

We hereby announce the invitation to bid as follows.

2026. 02. 02.

< This Contract follows the Integrity Pact (Pledge) System >

This contract is subject to the Integrity Pact system in accordance with Article 40-2 of the Regulations on Contract Operations of NIPA. Bidders must review and accept the contents of the Integrity Pact set forth below at the time of bid submission. In the event of any violation thereof, the bidder shall raise no objection to any measures taken by the National IT Industry Promotion Agency.

The bidder's authorized representatives and employees participating in this tender hereby pledge to comply with the Integrity Pact conditions set forth below throughout the entire process of bidding, award, contract execution and performance, supervision, and inspection (including after completion or delivery). In the event of any violation, they agree to accept any disadvantages such as cancellation of the bid or award, or termination or rescission of the contract, and shall not raise any civil or criminal objections thereto.

1. We shall not directly or indirectly demand, promise, give, or receive money, valuables, entertainment, favors, gifts, employment offers (including improper employment of relatives), or brokerage or mediation services.
2. We shall not engage in any act that interferes with fair competition or constitutes unfair practices, such as prior consultation on bid prices or collusion intended to secure the award for a specific party.
3. We shall not request or receive specific information related to the bid or contract through solicitation, lobbying, or improper influence that interferes with the fair performance of official duties.

This Bid Instruction Document sets forth the matters that bidders and the successful bidder must review and comply with in connection with the tender conducted by NIPA. All prospective bidders are required to review this document in advance.

If you have any additional inquiries regarding this tender, please contact the person in charge. - Ashley Lee (Manager) (☎ 65 6221 – 8355 / ashleylee@nipa.kr)

**National IT Industry Promotion Agency
Korea IT Cooperation Centre (Singapore)**

1. Bidding Summary

Project Title: 2026 K-Tech Pioneers Singapore & Australia Road Show

Contract Method: Competitive Bidding

Project Budget: 72,000 SGD (all VAT included)

Bidding Method: Negotiable Contract

Contract Period: Contract start date ~'26. 08. 21.(Fri)

Note: Joint Contracting is Permitted

* Please be sure to review the Request for Proposal (RFP) and other documents attached to the bid notice for further details.

2. Bid (Opening) Date and Venue

1) Proposal and Price Bid Submission

① Submission Deadline: **2026.02.13. 13:00 (SGT)**

② Bid Opening Date: The price proposal will be opened after completion of the proposal evaluation

③ Submission method: **email** to ashleylee@nipa.kr

④ Bid Opening Venue: KICC Singapore

※ The project budget and bid prices shall include Value-Added Tax (VAT).

※ (Mandatory) If either the price bid or the proposal is not submitted, the bid shall be deemed invalid.

3. Eligibility Requirements

1) Bidders must meet all of the following eligibility requirements:

① **As of the bid announcement date, the bidder must hold a valid business registration certificate in Singapore.**

2) As of the bid announcement date, bidders that are undergoing or planning liquidation, merger, sale, or other restructuring procedures in Singapore, or that have filed for court receivership, composition, or similar proceedings, shall not be eligible to participate in this tender.

4. Required Submission Documents

1) **Bid Participation Application** (one copy, attached form)

2) **Bid Form (Price Proposal)** (one copy, attached form)

3) **Qualitative Proposal** (one copy) and Company Track Record (free format; brief description of similar services performed over the past three years)

4) Letter of Commitment for Bid Bond (submitted through bid participation application)

5) **ACRA Bizfile**

6) **Joint Contract Agreement** (only applicable if participating as a joint venture/consortium)
(attached form)

※ **(Post-Opening Review)** The contracting officer may determine the adequacy and compliance of submitted documents (including bid bonds and eligibility qualifications) even after the bid opening.

4. **Joint Contracting** (Applicable Only to Joint Bidders)

1) Formation of a Joint Venture / Consortium

- ① Joint contracting method: All consortium members must meet the eligibility requirements specified in this tender.
- ② Number of members: Up to five (5) companies including the lead contractor; each member must hold a minimum participation share of 10%.
- ③ Multiple or overlapping consortium formations for participation in this tender are not permitted.

2) Submission of Joint Contract Agreement

- ① The Joint Contract Agreement must be submitted by the submission deadline (13:00 SGT on the proposal submission date).
- ② After the submission deadline, the agreement may not be submitted or modified. Even prior to the deadline, once a bid has been submitted, the agreement may not be submitted or modified.
- ③ Failure to submit the Joint Contract Agreement in accordance with the submission method and deadline specified in the bid notice shall result in the bid being declared invalid.

5. **Method of Selecting the Successful Bidder**

1) Selection Method: Contract Award through Negotiation

- Following proposal evaluation, a comprehensive evaluation combining the technical proposal score and the price score will be conducted. A preferred negotiation bidder will be selected, and the successful bidder will be determined through negotiations.

* In accordance with the Contract Operation Guidelines of the National IT Industry Promotion Agency (NIPA).

2) The successful bidder shall subsequently submit a detailed cost breakdown of the contract amount.

6. **Proposal Evaluation**

1) Evaluation Method

- Proposal evaluation shall be conducted through document-based (written) evaluation.

2) Important Notes

- ① If material false statements are found in the proposal or bid documents, the bidder may be excluded from evaluation and negotiation, and the award may be cancelled or the contract terminated.
- ② If collusion with other bidders is discovered or if there is concrete evidence suggesting collusion, the proposal may be declared invalid.
- ③ The bid price (submitted in the price proposal) shall be deemed to reflect all contents of the technical proposal. Bidders may not demand additional payments beyond the bid price during negotiations, even if additional proposals are indicated in the technical proposal. Failure to implement such additional proposals may be deemed an unfair act and result in loss of negotiation eligibility.

7. Selection of Negotiation Candidates and Negotiation Criteria

1) Negotiations shall be conducted in descending order of total score based on a comprehensive evaluation of the technical proposal (90%) and price (10%).

However, only bidders whose bid price does not exceed the project budget and whose technical evaluation score is at least 85% of the maximum technical score shall be deemed eligible for negotiation.

In the event of a tie in total score, the bidder with the higher technical score shall be given priority. If technical scores are also identical, priority shall be given to the bidder with the higher score in the technical evaluation item with the highest weight.

2) If submitted documents (including proposals) are determined to have been prepared fraudulently or falsely, the bidder shall be excluded from negotiation and award.

3) All NIPA guidelines and relevant laws of the Singapore civil court shall be followed.

8. Bid, Contract, and Defect Liability Bonds

1) Bidding Bond (Letter of Commitment)

- A bid bond or letter of commitment equivalent to at least 5% of the bid amount must be submitted.
- Submission of the bid participation application shall substitute for submission of the bid bond commitment letter.

2) Performance Bond

- Upon contract execution, the successful bidder shall submit a performance bond or a letter of commitment equivalent to at least 10% of the contract amount.
* Bond period: Contract period
- If the contractor fails to perform contractual obligations without just cause, the performance bond shall be paid to the Singapore IT Support Center, unless otherwise

specified in the contract.

3) Advance Payment Bond

- If an advance payment is requested after contract execution, an advance payment bond or letter of commitment must be submitted.
 - * Bond amount: Advance payment plus interest equivalent for the bond period
 - * Bond period: From prior to advance payment date until at least 60 days after completion of contract performance

9. Invalid Bids

- 1) If eligibility requirements are not met by the eligibility registration deadline (or specified date/time), the bid shall be invalid.
- 2) Bids that fail to submit the required bid bond (or letter of commitment) by the specified deadline shall be invalid.
- 3) Submission of two or more bids by the same bidder for the same tender shall render all such bids invalid.
- 4) In joint contracting cases, failure to submit the Joint Contract Agreement by the specified method and deadline—while submitting the proposal as a joint contract—shall result in an invalid bid.

10. Prohibition of Unfair Practices

- 1) Bidders or contractors shall not engage in any act that undermines the fairness of bidding or contracting processes, including but not limited to:
 - ① Offering, promising, or expressing intent to offer money, valuables, or entertainment
 - ② Prior consultation on bid prices or collusion intended to secure the award for a specific party
 - ③ Requesting specific information related to bidding or contracting through solicitation or improper influence
 - ④ Unfairly restricting the contractual interests of subcontractors or suppliers of materials and equipment
 - ⑤ Any other acts that undermine fair competition in the bidding or contracting process

11. Miscellaneous

- 1) If the contractor violates material contractual conditions or if submitted documents are found to have been prepared falsely or fraudulently, the contract may be terminated and sanctions imposed in accordance with applicable laws and regulations.
- 2) All bidders must review and fully understand the bid notice, instructions, regulations, and specifications comprising this bid document. Any responsibility arising from failure to do so shall rest solely with the bidder.

- 3) If a bidder fails to execute or perform the contract due to misunderstanding of specifications or regulations, the bidder may be subject to sanctions, including restrictions on future bidding participation, in accordance with applicable laws.
- 4) If any employee of KICC Singapore requests money, entertainment, or engages in unfair practices related to this bid or contract, please report the matter to:

Mr. Chang-Yeol Yum, Head of Office (KICC Singapore) : yumcy@nipa.kr

<Applicable Laws, Regulations, and Guidelines>

1. Laws under the Singapore Courts (Civil Law Act 1909)
2. Contract Operation Guidelines and Bidder Selection and Evaluation Guidelines of the National IT Industry Promotion Agency (NIPA), Republic of Korea
3. Operational Guidelines for Overseas Offices of the National IT Industry Promotion Agency (NIPA), Republic of Korea
4. Act on Contracts to Which the State Is a Party, its Enforcement Decree, and Enforcement Rules of the Republic of Korea

* In the event of any conflict among the above laws, regulations, or guidelines, the applicable laws and regulations of Singapore shall prevail.

Bid Participation Application				Validity
* Please answer all applicable questions.				
Applicant	Company Name		Company UEN	Immediately
	Address		Incorporation Date	
	CEO/ Director		Phone Number	
Bidding	Bid Invitation Number	No. KICCSingapore2026-01	Bid Entry Date	
	Project Title	2026 K-Tech Pioneers Singapore & Australia Road Show		
Bidding Bond	Payment	<ul style="list-style-type: none"> · Bond Ratio : 5% (5/100 of Contract Amount) · Bond Amount : SGD _____ · Method of Bid Bond Submission: Letter of Commitment (submitted through this Bid Form) 		
	Letter of Commitment for Payment	<ul style="list-style-type: none"> · I hereby undertake that, in the event I am awarded the contract but fail to sign the contract thereafter, I shall pay to your institution, in cash, the prescribed bid bond amount corresponding to the awarded bid price. 		
Authorization	I hereby delegate all authority related to this bid to the following individual: Affiliation : Authorized Representative / Employee Name : Telephone Number :	I hereby declare the signature to be used for this bid as follows: Signature by Director:		
	Having reviewed and agreed to all bid instructions and bid notice conditions prescribed by your institution, I hereby submit my application to participate in the competitive tender announced under the above reference number, together with the attached documents.			
Attachments :				
20 Applicant				
Addressed to: KICC Singapore Head of Office				

Bid Form (Price Proposal)

1. Bid Invitation No.: No. KICCSingapore2026-01
2. Bid Date: ____ / ____ / ____
3. Project Title: 2026 K-Tech Pioneers Singapore & Australia Road Show
4. Bid Amount: SGD \$ _____
5. Completion (Delivery) Date: ____ / ____ / ____

I hereby submit this bid in accordance with your institution's Bid Instructions and Contract Conditions.

If this bid is accepted by your institution, I undertake to complete (manufacture, deliver, or perform the services) the relevant works (goods or services) within the prescribed completion (delivery or service performance) period, at the above bid amount, in accordance with the contract, design documents, specifications, and site briefing matters, and hereby submit this Bid Form.

Year: Month: Date:

Bidding Applicant

Address :

Company Name :

CEO/Director (Name and Signature):

UEN :

Addressed to: KICC Singapore Head of Office

Standard Joint Contract Agreement (Joint Performance Method)

Article 1 (Purpose) The purpose of this Agreement is to stipulate a joint and several undertaking by the members of the Joint Venture, whereby the members agree to jointly perform the contract described below, in accordance with their respective contribution ratios, by mobilizing their financial, managerial, and technical capabilities, as well as personnel and equipment, for the planning, bidding, and execution of construction, goods supply, or services.

1. Contract Title :

2. Contract Amount :

3. Contracting Authority :

Article 2 (Joint Venture) The name of the Joint Venture, the location of its principal place of business, and its representative shall be as follows:

1. Name :

2. Principal Office Address :

3. Name of Representative :

Article 3 (Members of the Joint Venture) ① The members of the Joint Venture shall be as follows:

1. Company Name :

(Representative :)

2. Company Name :

(Representative :)

② The representative of the Joint Venture shall be _____.

③ The representative shall represent the Joint Venture vis-à-vis the procuring entity and third parties, and shall have the authority to manage the assets of the Joint Venture and to request and receive payments on behalf of the Joint Venture.

Article 4 (Term of Validity) This Agreement shall enter into force upon execution by the parties and shall remain effective until the completion of performance of the relevant contract.

Article 5 (Obligations) The members of the Joint Venture undertake to faithfully, diligently, and in good faith utilize all knowledge and technical expertise necessary to achieve the purpose set forth in Article 1.

Article 6 (Liability) The members of the Joint Venture shall be jointly and severally liable for the performance of all contractual obligations owed to the procuring entity.

IN WITNESS WHEREOF, the parties have executed this Joint Venture Agreement in one original counterpart each, and each member of the Joint Venture has affixed its name and seal/signature thereto, with each party retaining one original.

Date: ____ / ____ / ____

Signature : _____

Date: ____ / ____ / ____

Signature : _____

Addressed to: KICC Singapore Head of Office

Contract through Negotiation – Score Calculation Method (Bid Price)

▷ Evaluation of Bidders Who Submit a Bid Price of 80% or More of the Estimated Price

$$Score = Bid Price Score Max \times \left(\frac{Lowest Bid Price}{Bid Price} \right)$$

- * Lowest Bid Price : The lowest bid price among valid bidders; however, if a bid price is less than 70% of the estimated price, it shall be deemed as 70% of the estimated price for calculation purposes.
- * Bid Price : Bid Price by the bidder subject to evaluation.
- * Bid Price shall include all applicable VAT.

▷ Evaluation of Bidders Who Submit a Bid Price of Less Than 80% of the Estimated Price

$$Score = Bid Price Score Max \times \left(\frac{Lowest Bid Price}{80\% of Estimated Price} \right) + \left[2 \times \left(\frac{80\% of estimated price - Bid Price}{80\% of estimated price - 70\% of estimated price} \right) \right]$$

- * Lowest Bid Price : The lowest bid price among valid bidders; however, if a bid price is less than 70% of the estimated price, it shall be deemed as 70% of the estimated price for calculation purposes.
- * Bid Price : The bid price submitted by the bidder subject to evaluation; however, if the bid price is less than 70% of the estimated price, a score equivalent to 30% of the maximum available points shall be awarded.
- * Bid price shall include all applicable VAT.
- * Where the result of the bid price score calculation contains decimals, the figure shall be rounded at the fifth decimal place.