



**INVITATION TO TENDER FOR LEASE OF  
COMMERCIAL SPACES AT MRT STATIONS**

**CHECKLIST FOR TENDER SUBMISSION**

I/We hereby certify that the following documents are attached to the tender form which are to be submitted together for the tender submission, failing which, we agree that our tender will be disqualified by SMRT.

- Tender Application Form (Form of Tender)
- Tender Deposit (3 months Gross Rent Offered) issued in favour of “**SMRT Trains Ltd**”  
Cheque No. \_\_\_\_\_
- Administrative Fee of **\$25.00** issued in favour of “**The X Collective Pte. Ltd.**” per Tender Submission  
Cheque No. \_\_\_\_\_
- Merchandising Plan (Appendix 1) – to be duly completed
- Price List of Merchandise
- Photocopy of Computer Information (Business Profile) from Registry of Companies and Businesses (ROC / ROB)
- Colour** copy of NRIC (for sole proprietor / partnership)
- Personal Income Tax returns for the preceding two years (for sole proprietor / partnership)
- Certified copies of Annual Returns submitted to the Registrar of Companies for the preceding two financial years (for Public Listed / Pte Ltd Company)
- Colour** Copy of preliminary layout(s) and interior design perspective(s) for the tendered unit
- Business Proposal

**Name of Tenderer** (\*Mr/Miss/Mrs/Mdm/Dr/Company)\_\_\_\_\_

**Authorised Person** \_\_\_\_\_

**Designation** \_\_\_\_\_

\_\_\_\_\_  
Tenderer's Signature / Date  
(please affix company stamp if applicable)



**INVITATION TO TENDER FOR LEASE OF  
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**TENDER SUBMISSION  
FORM OF TENDER**

Closing date and time of tender is on \_\_\_\_\_ at **2.00 pm sharp.**

The Tender shall be submitted in a sealed envelope clearly identified and shall be deposited **BY HAND** in the designated Tender Box at the above address.

<b>Station / Unit No. / Floor Area</b>	_____ MRT Station / Unit No. _____ / _____ sm
<b>Gross Rent Offered</b> (per month) <i>(Inclusive of service charge before GST)</i>	S\$ _____ (S\$ _____ per square metre) (in lump sum)
<i>All other utilities will be charged separately.</i>	Singapore Dollars _____ _____ (in words)
<b>Plus percentage (%) Gross Turnover Sales</b> (per month)	+ _____ % of monthly Gross Sales

**Important Notes**

1. Should there be any discrepancy amongst the Gross Rent Offered in lump sum per month as described in numbers, in words or the Gross Rent Offered in psm, the highest S\$ psm unit rent derived / stated shall take precedence.
2. The floor area is subject to final survey. The unit rent of S\$ psm that takes precedence shall be used to calculate the final gross rent based on the final surveyed area.
3. Fitting-out plans and the design of the unit's interior and shopfront are subject to Landlord's approval. Fitting-out costs shall **not be less than \$60psf** and shall adhere closely to SMRT's fitting-out manual (provided under the tender submission documents). Tenderers are to submit preliminary layout(s) and interior design perspective(s) in colour clearly showing the proposed concept for the tendered unit, and the unit number (#XX-XX) in **Arial** font, **Black** ink on the **bottom right hand corner** of the signage.

**Proposed Trades / Activities:** \_\_\_\_\_  
*(Please complete enclosed merchandising plan and attach separate proposal where applicable)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Tender Deposit**

3 months of Gross Rent Offered

*(Payable in favour of "SMRT Trains Ltd")*

**Cheque for Tender Deposit:** Name of Bank: \_\_\_\_\_ Amount: S\$ \_\_\_\_\_

\*Cheque/Cashier's Order/Money Order No.: \_\_\_\_\_

\*I/\*We have examined the Tender Documents, accept the Conditions of Tender (Version 6) stated herein and agree that this tender shall remain valid for SMRT Trains Ltd's acceptance for a period of six (6) months from the Tender Closing Date, or otherwise informed by SMRT Trains Ltd via written notice.

\*I/\*We understand that if \*I/\*We do not respond within the time specified for acceptance in the Letter of Offer, it will be assumed that \* I/\*We do not accept the offer and the tender deposit and all other monies paid to SMRT shall be forfeited.

**Name of Tenderer** (\*Mr/Miss/Mrs/Mdm/Dr/Company) \_\_\_\_\_

**Authorised Person** \_\_\_\_\_

**Designation** \_\_\_\_\_

\_\_\_\_\_  
Tenderer's Signature / Date  
*(please affix company stamp if applicable)*

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Note: Tender shall be subjected to contract  
\*Delete where not applicable

**INVITATION TO TENDER FOR LEASE OF  
COMMERCIAL SPACES AT MRT STATIONS**

**TENDERER'S PARTICULARS FORM  
(For Private Limited Company / Public Listed Company)**

**Details to be incorporated into Lease Agreement if awarded tender**

Name of Company : \_\_\_\_\_  
(Name to be reflected in Lease Agreement)

Company Registration No. : \_\_\_\_\_

Registered Address : \_\_\_\_\_  
*(as stated in Accounting & Corporate Regulatory Authority (ACRA))*

**Company Details**

Authorised Person : \*Mr/Miss/Mrs/Mdm/Dr \_\_\_\_\_

Designation : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Contact No(s). : \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email : \_\_\_\_\_

Company Website : \_\_\_\_\_

Main Trade Industry of Organization : \_\_\_\_\_  
\_\_\_\_\_

Name for display in shop : \_\_\_\_\_  
\_\_\_\_\_

*(If successful in tender)*



**Contact Details**

Any notice or communication regarding this tender shall be deemed to have been duly served (if given or made by facsimile or email) immediately or (if given or made by letter) 24 hours after posting, to the following contact:

Contact Person : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. (s) : \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email : \_\_\_\_\_

**Note :**

1. **Tender shall be subjected to contract.**
2. **\*Delete where not applicable.**
3. **Where not applicable, please indicate with 'N.A.' or 'Nil'.**



**INVITATION TO TENDER FOR LEASE OF  
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**TENDERER'S PARTICULARS FORM  
(For Sole Proprietorship / Partnership)**

**Details to be incorporated into Lease Agreement if awarded tender**

**Tenderer's Details**

Name as in NRIC : \_\_\_\_\_  
(Name to be reflected in Lease Agreement)

NRIC No. : \_\_\_\_\_

Address as in NRIC : \_\_\_\_\_  
\_\_\_\_\_

Company Name : \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

**Partners (if applicable)**

1. Name as in NRIC : \_\_\_\_\_

NRIC No. : \_\_\_\_\_

Address as in NRIC : \_\_\_\_\_  
\_\_\_\_\_

2. Name as in NRIC : \_\_\_\_\_

NRIC No. : \_\_\_\_\_

Address as in NRIC : \_\_\_\_\_  
\_\_\_\_\_



**Contact Details**

Any notice or communication regarding this tender shall be deemed to have been duly served (if given or made by facsimile or email) immediately or (if given or made by letter) 24 hours after posting, to the following contact:

Contact Person : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. (s) : \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email : \_\_\_\_\_

**Note :**

1. **Tender shall be subjected to contract.**
2. **\*Delete where not applicable.**
3. **Where not applicable, please indicate with 'N.A.' or 'Nil'.**

## MERCHANDISING PLAN

1. **Shop Name:**
  
2. **Main Product Line / Main Food & Beverage / Type of Business:**
  
3. **List types of goods sold and the percentage of floor space each type may occupy and/or type of services to be rendered:-**
  
  
  
  
  
  
  
  
  
  
4. **Projected sales per month:**
  
  
  
  
  
  
  
  
  
  
5. **The Number and Description of staff to be present during normal business hours:-**
  
  
  
  
  
  
  
  
  
  
6. **For Food & Beverage Business, please complete the following section:-**
  1. Full Menu and Price Range\*:  
(please attach list)
  2. Projected sales per day:
  3. Seating capacity (if applicable):

\* Please note that any variations or changes of concept, menu and/or price range shall be subject to Landlord's prior written consent.