



BASKETBALL ASSOCIATION OF SINGAPORE

Singapore Basketball Centre, 601 Aljunied Crescent, #01-04, Singapore 389862
Tel: (65) 6743 8425 Fax: (65) 6743 8426 Website: www.bas.org.sg

Cover Letter

Request for Proposal (RFP)

Project Title: Renovation of Singapore Basketball Centre

8 Oct 2024

(Last updated on 18 Oct 2024)

1. Introduction

The Basketball Association of Singapore invites qualified contractors to submit your proposal for the renovation/retrofitting works for the Singapore Basketball Centre, addressed at 601 Aljunied Crescent #01-04, Singapore 389862.

2. Project Overview

The BAS is seeking proposals for the renovation of the Singapore Basketball Centre to improve the facilities for the sport of Basketball. The premises include two indoor basketball courts, two toilets, one office space, a gym and a conference room. The facilities are expected to close for renovation on 3 Nov 2024, and the target is to return to operation before Jan 2025.

Instructions to Tenderer

3. Scope of Work

The scope of work includes but is not limited to items listed in Annex A as attached.

4. Proposal Requirements Specification

The vendor is expected to complete the tasks as listed in Annex A and provide the information of the company, but not limited to the details, as required in the following:

- Company profile and relevant experience
- Project approach and methodology
- Timeline for deliverables
- Detailed budget and breakdown of pricing structure
- References from past clients



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5. Evaluation Criteria

The proposals will be evaluated by the BAS building committee. The committee will consider recommending the contract based on the proposal, experience, cost, and approach.

6. Submission Guidelines

- Submission format:
 - o Drop the proposal in a sealed envelope into the tender box at the BAS office before the closing date.
 - o The tenderer's name, address, and contact person should appear on the label or the envelope.
 - o Softcopies of the proposal (stored in a USB memory drive) shall be included in the submission sealed envelope.
- Tenderer must issue a crossed cheque of SGD\$1,000 made payable to "Basketball Association of Singapore". (The cheque will be returned if the tenderer is not appointed)

7. Timeline

Timeline for the RFP process, such as:

- RFP release date – 8 Oct 2024
- Site show-round – 9 Oct 2024 at 12 pm
- Proposal submission deadline – 23 Oct 2024 before 5 pm
- Compilation – 24 Oct 2024
- Tender Interview for shortlisted tenderer – 25 Oct 2024
- Submission of revised quote – 28 Oct 2024 by 10 am
- Expected ad hoc Board Meeting – 29 Oct 2024
- Final clarification – 30 Oct 2024
- Expected decision date – 31 Oct 2024
- Expected start work – early November 2024



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8. Terms and Conditions of Contract

Refer to Annex B.

9. Conclusion

Thank you for your interest and please reach out to the personnel below if you have any questions.

10. Contact Information:

Name: Leon Neo

Designation: CEO

HP: 97437642

Email: Leon_Neo@bas.org.sg



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Annex A

3.1 Demolition

- Remove existing ceilings, or other elements as requested.
- Dispose of debris and hazardous materials following local regulations.

3.2 Structural Work

- Repair or replace components as required (e.g., doors, partitions, toilet bowls, basin, aircon, lighting, etc).
- Ensure all work meets local building codes.

3.3 Interior Renovation

- **Flooring:** Install new flooring materials (types, e.g., tile, carpet, vinyl, laminate, etc).
- **Walls:** Make good and paint the walls.
- **Ceiling:** Propose and install new ceiling design; install new lighting fixtures.

3.4 Plumbing

- Update plumbing fixtures (sinks, toilets, showers).
- Reroute plumbing lines if necessary.

3.5 Electrical

- Install new outlets, switches, and lighting fixtures if required.

3.6 Roof

- Install patch works to repair the existing insulation roof for ventilation and waterproofing.
- Ensure compliance with energy efficiency standards.

3.7 Finish Work

- Install cabinetry, countertops, and other finish carpentry, if required.
- Complete all touch-up painting and final cleaning.

3.8 Scope of Work

S/N	Item	Description of work
1	Roof repair (spot repair + exterior waterproofing)	To propose an effective method to repair the existing roof. The quote include providing access, labour and material cost for the repair work.



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2	Courts Flooring (sand + varnish)	To repair spoiled floor, sand and polish the floor to anti-slip finishing. Tenderer may counter propose alternative solution to repair/replace the flooring. The finished flooring surface must fulfil FIBA approved standard.
3	Repair Exit doors	To repair/replace 3 x exit doors.
4	Backyard (remove plants, cement the floor, set up tentage as shelter)	To clear the plants and level the floor with cement.
5	Toilets (Tiling overlay, replace toilet seats, cubicle, painting)	To propose a solution for the toilets wall, replace ceiling boards, replace basins, replace urinal, replace toilet bowl and seat covers, make good all areas and painting.
6	Entrance facade (to propose design and renovate)	To propose a solution for entrance flooring, repair light boxes, replace ceiling boards, make good all areas and painting.
7	Office space (to propose design and renovate)	To propose a solution for open concept work desks, flooring, replace ceiling board, replace 1 x aircon cassette unit, replace glass door with digital access lock, make good all areas and painting.
8	Gym (To make good)	To replace rubber mat, replace 2 x aircon cassette units, replace ceiling board, make good all areas and painting.
9	Conference Room (to propose design and renovate)	To propose a solution for conference room, flooring, replace ceiling board, replace 1 x aircon cassette unit, remove 1 x aircon, make good all areas and painting.
10	Aircon replacement (Office, Conference Room, classrooms, Gym)	As described in the above items.
11	Repair and Repainting of entire premises	To make good all areas affected and painting of entire premises.



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Annex B

When undertaking a renovation project, it's essential to consider various legal and compliance requirements to ensure that the work is conducted within the law. Here are some key areas to focus on:

1. Building Permits

- **Description:** Ensure that renovations require permits from local authorities before work can commence. If required, the vendor must attain.

2. Zoning Regulations

- **Compliance:** Ensure your renovation complies with local zoning ordinances regarding land use, building heights, and setbacks.

3. Safety Codes

- **Description:** Renovations must adhere to safety regulations, including fire codes and health standards.
- **Compliance:** Check local safety codes to ensure all work meets these standards, especially in multi-unit or commercial properties.

4. Environmental Regulations

- **Description:** Ensure renovations do not impact the environment, such as those involving hazardous materials.
- **Compliance:** Be aware of regulations regarding asbestos, lead paint, and other hazardous substances. The vendor may need to conduct environmental assessments or remediation.

5. Accessibility Requirements

- **Description:** Renovations must comply with accessibility standards, especially for public buildings.

6. Contractor Licensing

- **Description:** Ensure that all your contractors and subcontractors are properly licensed and insured.
- **Compliance:** Provide certification that your contractors comply with state and local licensing requirements.

8. Insurance Requirements

- **Description:** The vendor is required to purchase a Liability insurance of not less than \$2 million SGD, and workers' compensation for protecting against accidents or damage during the renovation.



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- **Compliance:** Provide a copy of all parties involved to have appropriate insurance coverage.

9. Building Codes

- **Description:** Specific construction standards must be followed during renovations.
- **Compliance:** Ensure that all work is performed according to the local building codes, which cover structural integrity, electrical systems, plumbing, and more.

10. Notification Requirements

- **Description:** The vendors are required to put up a signature in notifying neighbours about significant renovations.
- **Compliance:** To comply with the laws regarding notification requirements and adhere to them to avoid disputes.