

PROPOSED ADDITION & ALTERATION (A&A) WORKS TO DATA CENTRE IN SIA DATACENTRE BUILDING (CCB) AT 720 UPPER CHANGI ROAD EAST

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A. CONDITIONS OF THE PRE-QUALIFICATION

1 INTRODUCTION

It is the intent of this document to pre-qualify vendors with the capability of providing a solution for SIA, specializing in datacenter fit-out works.

This pre-qualification document sets out the requirements and templates which you are to adhere to as part of this submission.

2 EXECUTIVE SUMMARY

SIA currently owns the primary datacentre building (CCB) that hosts its servers and network equipment to run its suite of applications to support the SIA Group of companies. The combined floor space of current datacentre and M&E equipment is about 2,135sqm which excludes the common areas in the building. The current datacentre's white space is 1,590sqm and it host an estimated 180 computer racks of various sizes.

The proposed addition & alteration works to the datacenter within CCB include a new space of up to 600sqm to house up to 300 computer racks (mix of different sizes racks), 500kW IT load, to Tier 3 data-centre white space. This should include upgrade options for the datacentre as well as the M&E, with considerations for minimal downtime to IT services during implementation and migration.

SIA is providing critical real-time flight information, bookings etc. from its datacentre in CCB. Hence, SIA is looking for a competent vendor with extensive experiences to ensure that the datacentre upgrading does not impact SIA business.

The new datacentre space and its associated M&E infrastructure will be designed to meet at least Uptime Institute Tier 3 requirements.

The datacentre shall be designed and constructed to support an average datacentre electrical load density of at least 1.5KW per sqm with options and solutions to support high density rack above 10KW per rack.

SIA requires the upgrading of the datacentre to be ready by end May 2017 for IT migration from current datacentre to new space.

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A. CONDITIONS OF THE PRE-QUALIFICATION (CONT'D)

3 SCOPE OF WORK

3.1 The Contractor(s) awarded the tender after the Tender Exercise (the "Contractor") shall carry out the fitting-out of the Data Centre at SIA Computer Room at 720 Upper Changi Road East. These works are to be tendered in following separate packages including but not limited to:-

- 1) Main Contractor
 - Demolition works,
 - Fire-rated drywall partitions,
 - Doors and ironmongeries,
 - Floor and wall finishes,
 - Ceiling finishes,
 - Joinery fit-out works,
 - Electrical services,
 - Air-conditioning and mechanical ventilation system,
 - Fire protection system,
 - Building management system (BMS)
- 2) Nominated Sub-Contract (NSC) - Un-Interrupted Power Supply (UPS) System
- 3) Nominated Sub-Contract (NSC)- Computer Room Air-Conditioning (CRAC) System

3.2 The Contractor shall include for the supply of labour, materials, plants, transportation and etc. for the satisfactory and smooth completion of the Works.

3.3 The Contractor shall accept the employment of such sub-contractors and suppliers as may be nominated by SIA for the following works:

- Supply and Installation of Un-Interrupted Power Supply (UPS) System
- Supply and Installation of Computer Room Air-Conditioning (CRAC) System

4 PROGRAMME OF WORK

Tender for the Works is expected to be called in **early November 2016**. The anticipated Contract Period for the Works is five (5) months. The Maintenance Period shall be twelve (12) months.

5 SITE SHOW ROUND

A Site Show Round shall be conducted after the issue of the Tender Documents, and attendance shall be a condition of the Tender bid acceptance. All costs associated with attendance of the Site Show Round shall be borne by the Contractor.

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A. CONDITIONS OF THE PRE-QUALIFICATION (CONT'D)

6 ELIGIBILITY CRITERIA

Contractors must satisfy the following minimum criteria to participate in this pre-qualification exercise: -

- a) Contractors must be BCA registered
 - Main Contractor - under ME01 or ME05 (L4 & above)
 - Un-Interrupted Power Supply (UPS) - under SY04 or SY05 (L2 & above)
 - Computer Room Air-Conditioning (CRAC) - under ME01 (L2 and above)
- b) Contractors must not be currently debarred from tendering public projects, and must be ISO 9000:2000 SAC accredited;
- c) Contractors must have sound financial standing; and
- d) Contractor with prior experience in constructing datacentre will have an advantage.

7 COMPLETED APPLICATION

All completed application forms are to be submitted in **duplicate**, with one copy stamped as "ORIGINAL", including one softcopy in CD format, enclosed in a sealed envelope, clearly marked "Confidential", with the title:-

PREQUALIFICATION DOCUMENTS FOR

PROPOSED ADDITION & ALTERATION (A&A) WORKS TO DATA CENTRE IN SIA DATACENTRE BUILDING (CCB) AT 720 UPPER CHANGI ROAD EAST

on the top left hand corner of the envelope and to be submitted to: -

**The Secretary
SIA Properties Quotation Committee**

**Singapore Airlines Limited No. 4 Airline Road
SIA Pass Office
QUOTATION BOX NO. 1 (SIA PROPERTIES)
Changi Airfreight Complex (CAC) Singapore 819825**

Note: Documents submitted in connection with the pre-qualification shall be treated as private and confidential and will not be returned.

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A. CONDITIONS OF THE PRE-QUALIFICATION (CONT'D)

8 CLOSING DATE OF APPLICATION

The closing date and time for the submission of application is **10 October 2016 before 15:00hrs (Singapore time)**. Any application received after the stipulated closing date and time may not be considered.

9 VERIFICATION

The Employer reserves the right to conduct all enquiries, interviews, verification and searches which may be deemed necessary in connection with the pre-qualification application and the Contractor in submitting his application authorises the Employer to conduct any such searches.

10 DECISION OF THE EMPLOYER

The Employer reserves the right not to shortlist any applicant and is not bound to accept any submission.

The Employer reserves the right to select or reject any applicant without having to provide any reasons. The decision of the Employer shall be final and binding on all parties and no correspondence shall be entertained.

11 PRE-QUALIFICATION EXPENSES

All costs and expense incurred in connection with the pre-qualification applications shall be borne by the applicants. The Employer shall not entertain nor be held liable for any claims for such costs or expenses.

12 JOINT VENTURE

For firms intending to tender on a joint venture basis, the parties forming the joint venture shall furnish the required information in separate forms and submit them together in a single envelope together with information on the format and shareholding of the proposed joint venture company.

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A. CONDITIONS OF THE PRE-QUALIFICATION (CONT'D)

13 SUPPORTING DOCUMENTS

Supporting documents shall include but not limited to the following:-

- a) A copy of the company's Business Registration, Trade Registration, and all requisite licenses;
- b) A copy of the company's audited and certified statement of Profit and Loss Account for the last three (3) financial years;
- c) Company's organization chart indicating the key personnel and their respective duties/responsibilities;
- d) Resumes of key personnel;
- e) Any other relevant information that may enhance the company's grading score for this Pre-qualification exercise – such as special skills / expertise relevant to the proposed Works;
- f) Copy of the joint-venture agreement that your company have entered into, including details of your joint-venture partner, where applicable.

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A. APPENDICES TO THE PRE-QUALIFICATION

APPENDIX A - PARTICULARS OF THE FIRM

1.1 Company Name : _____

1.2 Registered Address : _____

1.3 Telephone No. : _____

Fax No. : _____

Email Address : _____

Contact Person : _____

1.4 Business / Trade Registered Certification : _____
(Please attach a copy of the certificate(s))

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX B – FINANCIAL INFORMATION

(Based on audited/certified accounts for latest financial year)

- 2.1 Authorized Capital \$ _____
- 2.2 Paid Up Capital \$ _____
- 2.3 Retained Profit / Loss \$ _____
- 2.4 Latest Shareholders' Fund \$ _____ (Total of items
2.2 and 2.3)
- 2.5 Name of Shareholders / Directors
& percentage of shares owned : _____ (%)
- _____ (%)
- _____ (%)
- _____ (%)

NB: To attach certified true copy of audited/certified Statement of Profit & Loss Account and Balance Sheet of the last three financial years.
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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX C - LITIGATION / LEGAL ACTION

C.1 Has your Company been involved in any litigation or legal action in the past?

If so, please give details :

C.2 Is your Company involved in any outstanding or pending suits against creditors?

If so, please give details :

C.3 Has your Company been involved in any outstanding or pending suits against debtors?

If so, please give details :

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX D - COMPANY'S ORGANISATION CHART

Categories	No. of Persons	Category Includes
Directors		
Senior Technical Staff		
Mid-Level Technical Staff		
Junior Technical Staff		
Technical Support Staff		
Administration Staff		
Site Staff		
Others		
TOTAL		

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX E - HEALTH & SAFETY MANAGEMENT

Item	Question	Answer
1	Details of your companies Health and Safety Policies & Procedures (append as required)	
2	Detail the name, qualification and date of any staff whom hold Safety Certifications	
3	Has your company been involved (in the last five years) in any reportable accidents/ safety incidents? (If yes, please provide a brief description of the nature of the incident/accident, date(s) and the parties involved)	
4	Details of how your company would effectively manage and implement Health & Safety processes and procedures if successfully awarded this project (append as required)	

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX F - QUALITY MANAGEMENT

Item	Question	Answer
1	Describe your companies Quality Management Policies & Procedures (append as required)	
2	Does your company hold any Quality certifications from a recognised industry/ government body (append copies)	
3	Details of your companies staff whom hold any Quality certification	
4	BCA Certification	

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX G - REFEREES

Please nominate three contactable referees:		
1	Name: Contact Details: Project Referenced (incl. location)	
2	Name: Contact Details: Project Referenced (incl. location)	
3	Name: Contact Details: Project Referenced (incl. location)	

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX H - LIST OF CURRENT PROJECTS

S/No	Name/Brief Description of Project	Name of Client & Contact Person	Key Consultant & Contact Person	Value of Project (SGD)	Expected Date of Completion
1					
2					
3					
4					
5					
6					

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX H - LIST OF CURRENT PROJECTS (CONT'D)

S/No	Name/Brief Description of Project	Name of Client & Contact Person	Key Consultant & Contact Person	Value of Project (SGD)	Expected Date of Completion
7					
8					
9					
10					
11					
12					

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX I - LIST OF RELEVANT / SIMILAR PROJECTS CARRIED OUT WITHIN THE LAST 5 YEARS

S/No	Name/ Brief Description of Project	Name of Client & Contact Person	Key Consultant & Contact Person	Value of Project (SGD)	Date of Completion
1					
2					
3					
4					
5					
6					

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX I - LIST OF RELEVANT / SIMILAR PROJECTS CARRIED OUT WITHIN THE LAST 5 YEARS (CONT'D)

S/No	Name/Brief Description of Project	Name of Client & Contact Person	Key Consultant & Contact Person	Value of Project (SGD)	Date of Completion
7					
8					
9					
10					
11					
12					

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B. APPENDICES TO THE PRE-QUALIFICATION (CONT'D)

APPENDIX J – DECLARATION

We certify that all the information provided for this pre-qualification exercise is true and correct. Any inaccuracy and misrepresentation will render the company to be disqualified from tendering or if having submitted a Tender, will render the Tender liable for rejection and may render the parties liable for prosecution.

Signature of Authorised Signatory : _____

Name of Authorised Signatory : _____

Designation of Authorised Signatory : _____

Name of Company : _____

Company Stamp : _____

Date : _____