

1 October 2026

INVITATION TO BID FOR PREMISES TO RUN UNFUNDED SOCIAL SERVICES

1.1 Introduction

1.1.1 The Ministry of Social and Family Development (MSF) invite Social Service Agencies (SSAs) and Social Enterprises (SEs) to submit proposals for the use of various pre-identified premises to run social services/programmes that are not funded by MSF.

1.1.2 Applicants must provide social services which contribute to the psychological and social well-being of the community, such as for vulnerable families and individuals (including lower income families, youth-at-risk, persons with disabilities and caregivers). This excludes health, direct financial aid, legal, sports, recreation and education programmes.

1.1.3 Please approach the relevant supervising agency for assistance for programmes under their purview (e.g. MOH for healthcare, mental health, and senior-related services).

1.2 Proposal submission

1.2.1 Applicants are invited to submit their proposal to set-up and operate unfunded programmes/services at various pre-identified premises.

1.2.2 Applicants are advised to thoroughly read all information provided and visit the pre-identified premises during the site visit before submitting their proposals.

1.2.3 This is a fully electronic process. All proposals shall be electronically signed and submitted to Infrastructure_and_premises@msf.gov.sg. Proposals not submitted through this email will not be considered. Applicants are to include the following information:

- a) Indicate **"Invitation to Bid for Premises (2H/2026) from <Organisation Name>"** as the email subject;
- b) Proposal in the required format;
- c) Testimonials from community partners and clients, if any;
- d) Copies of the SSA's registration with the Commissioner of Charities and/or acquired institution of Public Character (IPC) status;
- e) Supporting documents of track record, where applicable; and
- f) Latest financial statements

1.2.4 For a soft copy of the proposal form, please download the file from <https://www.msf.gov.sg/what-we-do/strengthen-the-social-service-sector/article/programmes/Premises-for-SSAs>

1.2.5 Applicants are allowed to bid for a maximum of 2 sites but will only be awarded 1 site per bidding exercise. A separate proposal will be required for each site.

1.3 Site Visits

1.3.1 Site visits to the pre-identified premises will be made available to interested organisations. The details of the visits are in Annex A. Applicants are to note that the premises will only be available for viewing on the date and time as stipulated in Annex A.

1.3.2 Other than the specified date(s) of visit stated in Clause 1.3.1, there will not be any further visits conducted.

1.3.3 There is no requirement for registration or prior notice for the visit to the pre-identified premises during the stipulated date and time.

1.4 Closing Date for Submission

1.4.1 Applicants are to submit their proposals by 12 November 2026, 04:00 pm.

1.4.2 Late, incomplete or illegible proposals will not be considered.

1.5 Confidentiality

1.5.1 Except with the written consent of the Government, the Applicant shall not disclose the information made in this bidding exercise or any provisions thereof or any information issued or furnished by or on behalf of the MSF in connection therewith to any person.

1.5.2 In addition to the foregoing, the Applicant shall not make use of any information obtained directly or indirectly from the MSF or compiled or generated by the Applicant in the course of this bidding exercise which pertains to or is derived from such information, other than use for the purposes of this bidding exercise, without the prior written consent of MSF.

1.5.3 This clause 1.5 will not apply to information that is or becomes publicly available without breach of agreement or other legal obligations on the part of the Applicant.

1.6 Evaluation Criteria and Outcome of Bid

1.6.1 The proposals will be evaluated by an Evaluation Panel and Applicants may be required to present or clarify their proposals to the Evaluation Panel. In the event MSF seeks clarification on any aspect of the proposal, Applicants shall provide full and comprehensive responses within seven (7) days of notification.

1.6.2 Components of the evaluation criteria for the application are as follows:

Critical Criteria

The Applicant shall comply with the following critical criteria for further consideration:

Criteria	Description
Registration	<u>For HDB sites:</u> SSAs must be registered with the Commissioner of Charities and/or acquired Institution of Public Character (IPC) status <u>For SLA sites:</u> • SSAs must be registered with the Commissioner of Charities and/or acquired IPC status • Social Enterprises must be registered with the Accounting and Corporate Regulatory Authority (ACRA) and raiSE
Disallowed usage of premises	<u>For HDB sites:</u> Residential purpose / Social Enterprise / profit-making purpose <u>For SLA sites:</u> Residential purpose
Approved usage of premises	Premises should support the Applicant in providing social services to the community, such as for vulnerable families and individuals (including lower income families, youth-at-risk), persons with disabilities and caregivers.
Distribution of usage of space	The space should predominantly be used to provide social services to benefit the community. Any space for ancillary use (e.g. office or storage space) should be kept to a minimum and no more than 50% of the gross floor area.

Non-compliance with any of the above-mentioned critical criteria may preclude the Application from further evaluation.

Other Criteria

- a) Relevance of Programmes/Services (50%)
- b) Track record of Applicant (20%)
- c) Sustainability of Programmes/Services (30%)

1.6.3 The outcome of the bid will be released tentatively in Q1 2027.

1.6.4 Results will be published on <https://www.msf.gov.sg/what-we-do/strengthen-the-social-service-sector/article/programmes/Premises-for-SSAs>. All applicants that submitted proposals will receive an email informing them of the results. The Evaluation Panel's decision is final. MSF shall not enter into correspondence with any unsuccessful Applicant regarding the reasons for non-acceptance of their application.

1.6.5 Successful Applicants will be offered a "Letter of Support" from MSF to use the premises for their programmes/services. The support will typically be for 3 years at the first instance and may include an option to renew support for another 3+3 years (i.e. up to 9 years).

1.6.6 Successful Applicants would have to fulfil conditions and deliverables related to the utilisation and/or relevance of the programmes/services. Before the end of each 3-year tranche, MSF will assess if the Applicant has met these conditions and deliverables before deciding if support for the premises will be renewed for the next 3 years (or as applicable).

The Applicant would also be required to demonstrate how they have engaged the local community and relevant stakeholders during the course of their tenancy to benefit the target clientele.

1.6.7 With the Letter of Support, successful Applicants will be offered tenancy by the Premises Landlord (i.e. HDB/SLA).

1.7 Tenancy Agreement & Rental Rate

1.7.1 The successful Applicant shall sign the tenancy agreement of the premises directly with the Landlord.

1.7.2 The rental rate of the premises shall be determined by the Landlord and made known to the successful Applicant. The successful Applicant may be charged Service and Conservancy Charges (S&CC), or maintenance charges subjected to the Landlord tenancy agreement.

1.7.3 The space will be provided to the successful Applicant in as-is condition, or as otherwise informed by MSF or the premises landlord. The successful Applicant may carry out renovation works subject to the Landlord's approval and assessment by relevant authorities.

1.7.4 MSF will not provide any rental subsidy for the premises.

1.7.5 Unless otherwise informed by MSF, Applicants will have to return the premises to the Landlord at the end of the support period, according to requirements set out in the tenancy agreement.

1.8 Conditions and Deliverables

1.8.1 The Applicant shall comply with the following MSF's conditions for the use of the premises:

- a) Ensure that the proposed programmes/services meet the needs of the community;
- b) Maintain a good track record and demonstrates capability to run the programmes/services adequately;
- c) Ensure that the programme/service is sustainable, including aspects of demand, manpower and funding support;
- d) Use the supported premises for the purposes as set out in the proposal/letter of support by MSF (i.e. ensure utilisation of programme space for said purpose);
- e) To agree to adhere to any additional conditions, advisories and/or guidelines issued by MSF;
- f) To seek MSF's concurrence at least three months in advance on any changes to the proposed service model or provision of any new programmes/services that the Applicant intends to provide at the premises; and
- g) Establish referral workflows and share data (after obtaining the necessary consent) with MSF and/or other community agencies, upon MSF's request, for the purposes of integrating interventions and coordinating the provision of assistance and services to the residents.

- h) Participate in the manpower and salary survey(s) conducted by MSF, within such timelines as may be stipulated by MSF;
- i) Adhere to any advisories and/or guidelines issued by MSF;
- j) Not collaborate, engage in any activity or be involved with a Political Party, or conduct, engage or participate in any activity that could be construed as being political in nature; accept any donation or sponsorship from any Political Party; and/or make or provide any donation or sponsorship to any Political Party, or for any activity that could be construed as being political in nature.

1.8.2 MSF reserves the rights to amend and include additional conditions where necessary.

1.9 Enquiries

1.9.1 Applicants may refer to Annex B for Frequently Asked Questions.

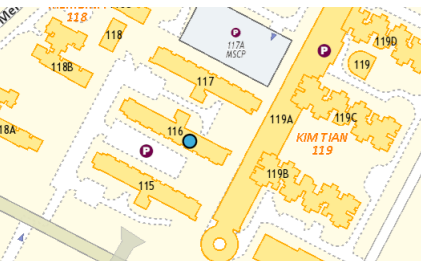
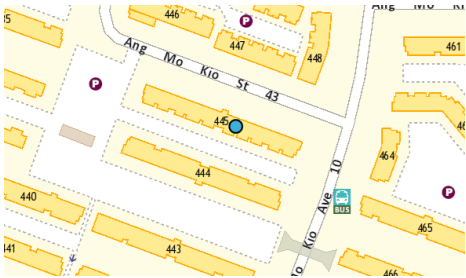
1.9.2 This document may not contain all information which Applicants may require. Applicants should therefore make their own inquiries and seek such clarifications by 22 October 2026. MSF/MOH shall not be liable to any Applicant(s) for any information which is incomplete.

1.9.3 Clarifications and queries pertaining to the bidding exercise and information about the premises shall be made in writing via e-mail latest by 22 October 2026 to:

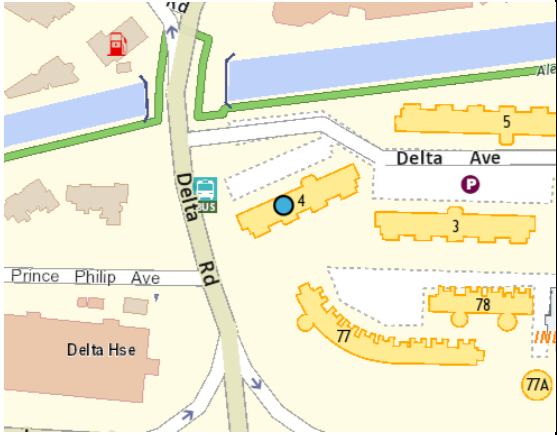
Officer: April Tam
E-mail: April_tam@msf.gov.sg

Officer: Royston Ang
E-mail: Royston_ang@msf.gov.sg

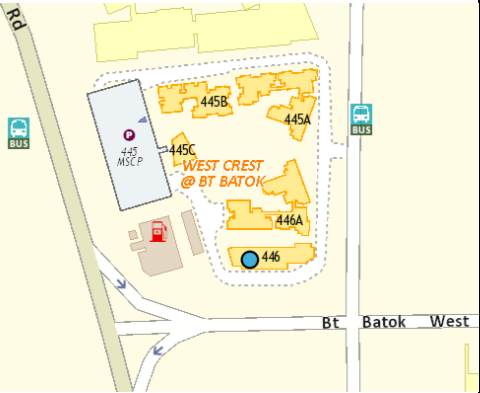
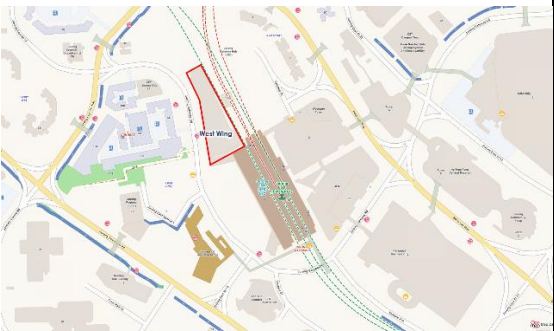
Annex A
Site Location and information sheet

Location Map	Address	Estimated Floor Area (sqm)	Type of Premises	Preferred Social Services	Details of Site Visit
1 	Blk 125 Bedok North Rd, #01-125 & #01-127	209 #01-125: 134 #01-127: 75	HDB vacant unit	SPED-related services	Fri, 16 Oct from 3pm to 5pm
2 	Blk 116 Jalan Bukit Merah #01-1635	80	HDB vacant unit (commercial unit)	No preference	
3 	Blk 445 Ang Mo Kio Avenue 10 #01-1637	192	Existing occupied HDB unit (to take over as-is condition)	Student/children-related services	Fri, 16 Oct from 10am to 12pm

Annex A
Site Location and information sheet

Location Map	Address	Estimated Floor Area (sqm)	Type of Premises	Preferred Social Services	Details of Site Visit
4 	Blk 244 Bt Batok East Ave 5, #01-02	147.14	HDB vacant unit	No preference	Fri, 16 Oct from 3pm to 5pm
5 	Blk 4 Delta Ave, #01-02	117.6	HDB vacant unit	No preference	

Annex A
Site Location and information sheet

Location Map	Address	Estimated Floor Area (sqm)	Type of Premises	Preferred Social Services	Details of Site Visit
6 	Blk 446 Bukit Batok West Ave 8	130	HDB Void deck space	Services which will benefit the rental flats at Blk 447A	SSAs to visit the open space at your own preference
7 	Jurong Gateway Hub, West Wing, Level 3	633.3	SLA Development (under construction)	Food court use only	Not available for visit. Expected completion in 1H 2028.

Frequently Asked Questions (FAQs)

Q1: Does the size of an agency and the length of its existence matter, e.g. can newly formed organisations apply?

A1: We accept applications regardless of the organisation's developmental stage, size and length of the organisation's existence.

Q2: Can my organisation apply in the upcoming exercise if we have been awarded premises to run unfunded social services during a previous exercise?

A2: Yes, organisations may submit proposals even if previously awarded premises.

Q3: My organisation has applied for void deck spaces to HDB. Do we still need to submit a proposal for the site we applied to HDB for during the bidding exercise?

A3: The HDB application form for void deck spaces indicates interest in the space and triggers assessments of its suitability with HDB. After the space is assessed to be suitable for non-MSF funded social services, it may be placed on the bidding exercise. Organisations should then submit proposals to MSF so that MSF may award the premises to the proposal that best fits the needs of the community.

Q4: Will agencies who have existing services that serve the community in the neighbourhood have higher weightage in the selection criteria?

A4: While this will not be an explicit criteria, agencies that have existing presence or experience serving the community in the neighbourhood may have an advantage in being able to better explain the relevance of their proposed programme/service to the community, and articulate their track record of serving the community in the neighbourhood.

Q5: After being awarded the premises, can my organisation change the services we want to offer there?

A5: The supported premises should be used for the purposes as set out in the proposal and letter of support by MSF. Should the organisation intend to make any changes to the proposed service model or provide any new programmes or services, the organisation should seek MSF's concurrence at least three months in advance.

Q6: Can my organisation appeal the decision if our application for premises to run unfunded social services is unsuccessful?

A6: All decisions made are final. No appeals will be considered.