

19 September 2022

INVITATION TO BID FOR PREMISES TO RUN UNFUNDED SOCIAL SERVICES/PROGRAMMES

1.1 Introduction

1.1.1 The Ministry of Social and Family Development (MSF) is inviting Social Service Agencies (SSAs) to submit proposals for the use of various pre-identified premises to run social services/programmes that will not be funded by the government.

1.1.2 The agency must be a SSA which is registered as a non-profit organisation and offers social services/programmes e.g. those meant for lower-income families, youth-at-risk or persons with disability. For other programmes/services, e.g. healthcare services, services for seniors please approach the relevant supervising agency e.g. the Ministry of Health.

1.2 Proposal submission

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

1.2.2 SSAs 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 submitted to Facilities_Support@msf.gov.sg. Proposals not submitted through email will not be considered. SSAs are to include the following information:

- a) Indicate “**Invitation to Bid for Premises (Batch 1)**” 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 Registry of Societies, registration with the Commissioner of Charities ; and
- e) Any other required information as per proposal format.

1.2.4 For a soft copy of the proposal format, please download the file from <https://www.msf.gov.sg/assistance/Pages/Premises-for-SSAs.aspx>

1.2.5 SSAs are allowed to bid for multiple 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 SSAs. 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/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.

1.4 Closing Date for Submission

1.4.1 SSAs are to submit their proposals by 14 November 2022, 04:00 pm.

1.4.2 Incomplete proposals and information received after the closing date and time may not be accepted.

1.5 Confidentiality

1.5.1 Except with the written consent of the Government, the SSA 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 SSA shall not make use of any information obtained directly or indirectly from the MSF or compiled or generated by the SSA 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 SSA.

1.6 Evaluation Criteria

1.6.1 The proposals will be evaluated by an Evaluation Panel and SSAs 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, the SSA 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:

- a) Relevance of Programmes/Services (50%)
- b) Track record of SSA (25%)
- c) Sustainability of Programme (25%)

1.6.3 The outcome of the bid will be released tentatively in February 2023.

1.6.4 . Results will be published on <https://www.msf.gov.sg/assistance/Pages/Premises-for-SSAs.aspx>. All SSAs that submitted proposals will also be sent an email informing them of the results. The Evaluation Panel's decision is final. MSF shall not enter into correspondence with any unsuccessful SSA regarding the reasons for non-acceptance of their application.

1.6.5 Successful SSAs will be offered a "Letter of Support" from MSF to use the premises for their programmes/services. The support will be for 3-year at the first instance, with an option to renew support for another 3+3 years (up to 9 years).

1.6.6 Successful SSAs 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 SSA has met these conditions and deliverables before deciding if support for the premises will be renewed for the next 3 years. Before the end of the 9 years support period, SSA will have to submit a fresh proposal if they wish to continue running their programmes/services at the same premises.

1.6.7 With the Letter of Support, successful SSAs will be offered tenancy by the Premises Landlord (i.e. HDB or SLA). The lease agreement will be signed between SSA and landlord.

1.7 Lease Agreement & Rental Rate

1.7.1 The successful SSA 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 SSA. The successful SSA may be charged additional 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 SSA in as-is condition. The successful SSA may carry out renovation works subject to the Landlord's approval and assessment by relevant authorities.

1.7.4 All SSA(s) shall ensure that the premises is self-sustainable. MSF will not provide any rental subsidy for the premises.

1.8 Conditions and Deliverables

1.8.1 Critical Criteria

The SSA shall comply with the following Landlord conditions for use of the premises:

- a) The premises must be used for non-profit purposes, provide direct social services/ programmes to the community and falls under an approved use by the Landlord.
- b) The space should predominantly used for community outreach use (e.g. community engagement activities and provision for social services) and any space for ancillary use (e.g. office space) should be kept to a maximum of 40% of the total site area.
- c) The premises shall not be for residential purposes unless agreed upon by the Landlord.

1.8.2 Other criteria

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

- a) The proposed programmes/services meets the needs of the community and there is no duplication of programmes/services;
- b) The SSA maintains a good track record and continues to demonstrate capability to run the programmes/services adequately;

- c) The programme/service is sustainable (i.e. sustainable demand, SSA's manpower and funding support);
- d) To participate in ComLink (where applicable) and the annual SG Cares Community Network Sessions; and for Charity Food SSAs to participate in the Charity Food Workgroup (CFWG) and CFWG initiatives (for e.g. contribute data to the food database)
- e) To 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.
- f) To 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);
- g) To agree to adhere to any additional conditions, advisories and/or guidelines issued by MSF including Safe Management Measures (SMMs);
- h) 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 SSA intends to provide at the premises; and
- i) To 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.

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

1.9 Enquiries

1.9.1 This document may not contain all information which SSA(s) may require. SSA(s) should therefore make their own inquiries and seek such clarifications by 14 October 2022 as per clause 1.4.1. MSF shall not be liable to any SSA(s) for any information which is incomplete.

1.9.2 Clarifications and queries pertaining to the bidding exercise and information about the premises shall be made in writing via e-mail to:

Officer 1



Officer: Nicholas Kang
Tel. No: 6354 9100
E-mail: Nicholas_KANG@msf.gov.sg

Officer 2:

Officer: Zena Quek
Tel. No: 6355 6371
E-mail: Zena_QUEK@msf.gov.sg



1.9.3 All queries shall be directed to the above officers. HDB, SLA, SSO and grassroots organisations reserve the right not to entertain individual enquires from SSAs.

Site Location and information sheet

Location Map	Address	Unit Number	Estimated Floor Area (sqm)	Type of Premises	Town	Details of Site Visit
	Blk 125 Bedok North Rd	#01-125 & #01-127	134 (#01-125) 76 (#01-127)	HDB Vacant Unit	Bedok	10 October 2022 10:00am – 12:00pm
	Blk 64 Kallang Bahru Rd	#01-375	354	HDB Vacant Unit	Kallang / Whampoa	10 October 2022 10:00am – 12:00pm

Annex A

Site Location and information sheet

Location Map	Address	Unit Number	Estimated Floor Area (sqm)	Type of Premises	Town	Details of Site Visit
	<p>Blk 223A Jurong East St 21</p>	<p>#01-851</p>	<p>282</p>	<p>HDB Vacant Unit</p>	<p>Jurong East</p>	<p>10 October 2022 10:00am – 12:00pm</p>
	<p>Blk 503 Pasir Ris St 52</p>	<p>#01-235</p>	<p>279</p>	<p>HDB Vacant Unit</p>	<p>Pasir Ris</p>	<p>10 October 2022 10:00am – 12:00pm</p>