

Invitation to tender

Review of Corporate Governance and Provision of Internal Audit Services

Table of Contents

Invitation to Tender	2
About the Organisation	2
Tender Information	3
Background	3
Functional Requirements	3
Tender Requirements	4
Tender Proposal	4
Reasonable Adjustments	4

Conflicts of Interest	4
Selection Criteria	4
Submission	5
Timeline	5
Reporting Responsibilities	5
Further Information	5
Confidentiality Statement & Disclaimer	6
Appendix A	7
Appendix B	8
Appendix C	9

Invitation to Tender

This specification invites tenders for an internal control review tailored to assess the level of compliance to the Code of Governance (COG) For Charities & Institutions of Public Character dated April 2017.

About the Organisation

The Singapore Association for the Deaf (SADeaf) is a member of the National Council of Social Service (NCSS), and is supported by Ministry of Social and Family Development (MSF) and Ministry of Education (MOE). SADeaf has been serving the Deaf and Hard-of-hearing community for the past six decades to assist the deaf to achieve a better quality of life and to enable them to integrate and contribute to society.

SADeaf has around 60 staff working across various key function areas such as Corporate Affairs which oversees fundraising and volunteer management; Community Services that provides gamut of programmes to assist the Deaf in achieving a better quality of life and enable them to integrate into and contribute to society; Deaf Access Services that provides communication support by offering interpretation and note taking services for individuals and organisations as well as conduct sign language courses for the general public including the deaf and hard-of-hearing community.

Tender Information

Background

Perform a review of corporate governance and provide internal control review covering the following areas for the two (2) entities namely:

- The Singapore Association for the Deaf;
- Mountbatten Vocational School

Functional Requirements

Category	Requirements
General Functions	<p data-bbox="395 674 754 712"><u>Corporate Governance</u></p> <ul data-bbox="443 757 1461 896" style="list-style-type: none">• Review whether the entities have an effective corporate governance system in place. The Governance Evaluation Checklist (GEC) issued by the Charity Council will be used as a basis to assess the level of compliance to the Code of Governance (COG) For Charities & Institutions of Public Character dated April 2017. <p data-bbox="395 992 770 1030"><u>Internal Control Review</u></p> <ul data-bbox="443 1070 1461 1541" style="list-style-type: none">• Review<ul data-bbox="539 1108 927 1176" style="list-style-type: none">- Procurement and payment;- Revenue and receipts• Highlight the potential risks and weaknesses in the internal controls and their implications• Provide a set of recommendations to address the inadequacies or weaknesses identified in the course of review.• Provide feedback on any other observations and recommendations not specified but come to our attention in the course of review.

Tender Requirements

Tender Proposal

Candidates should deliver a concise tender, focusing on the requirements. The tender should also include the following information:

1. Candidate or organisation details including name, legal status, full contact details and lead contact
2. Reasons for interest in undertaking the work
3. Vendor Credentials
4. Itemize the cost of each service
5. Potential or actual conflicts of interest ([Refer to Conflicts of Interest section below](#))
6. A signed certificate of non-collusion and declaration ([Refer to Appendix A](#))
7. A signed certificate of non-canvassing ([Refer to Appendix B](#))
8. A signed certificate of Confidentiality Undertaking ([Refer to Appendix C](#))

Reasonable Adjustments

SADeaf will consider reasonable adjustments as requested.

Conflicts of Interest

In the event that a director, partner, employee or employee's representative of the candidate has an interest or connection in SDeaf, please provide that person's full name, position and the nature of the connection or interest in SDeaf.

Selection Criteria

In awarding the contract, SDeaf will consider the balance between the quality of the tender and value for money, taking account of the factors listed in this TENDER. Each candidate's tender shall be assessed on the following:

1. Conformity to the requirements of the specification
2. Cost: Understand that SDeaf is a Voluntary Welfare Organization (i.e. Charity)
3. Vendor's ability to deliver: team resources, project management capability, implementation timeline and project approach
4. Vendor Credentials: track record, credentials and reputation
5. Understanding of the need to work closely with SDeaf throughout the internal control review
6. Overall value for money

Submission

Please mail **hard copy** of your response to:

Tender documents enclosed – DO NOT OPEN

Ms. Sylvia Teng
Executive Director
The Singapore Association for the Deaf
227 Mountbatten Road
Singapore 397998

Your submission should arrive no later than 13 June 2018, 5.30 pm. SADeaf shall have the right to disqualify any candidates who submit incomplete or late tenders.

Timeline

The project should start within 1 week after signing of contract. The candidate should note the following key dates:

Deadline for receipt of tenders : 13 June 2018, 5.30 pm

Deadline of Audit Report: 1 Nov 2018

The dates set out in above are provisional only and may be altered by SADeaf at its discretion.

Reporting Responsibilities

The successful tenderer will report to John Chan, Senior Admin & Finance Manager (A&F Department). Project status reports are to be sent by email to john@sadeaf.org.sg

Further Information

For further details, please contact:

John Chan
Senior Admin & Finance Manager (A&F Department)
Tel: 63448274 ext 28
Email: john@sadeaf.org.sg

Any queries about this tender should clearly reference the appropriate paragraph in the documentation. The deadline for submitting queries is 11 June 2018.

SADeaf will respond to all reasonable requests for clarification of any aspect of this tender and supporting documents as soon as is reasonably possible. Please note that no pre-tender negotiations are permitted.

Confidentiality Statement & Disclaimer

The information contained in this TENDER and all other information made available at any time to the candidates by and on behalf of SADeaf is supplied on the basis that the candidates will keep such information confidential at all times and that such information will be used only for the purposes of participating in the bidding process.

No information contained in this TENDER or any other written, oral or other information made available to the candidate shall form the basis of any warranty, representation or term of any contract by SADeaf with any third party.

SADeaf does not accept any responsibility or liability for the accuracy or completeness of the TENDER or any other oral or written information provided by SADeaf to any candidate.

SADeaf reserves the right not to follow this TENDER in any way and/or to withdraw from or amend the procurement process. SADeaf may reimburse expenses incurred by candidates in attending interviews as part of the selection process on request.

SADeaf Rights

SADeaf reserves the right, without prior notice and in its absolute discretion, to change or terminate the tendering procedure for the project, including requesting additional information, at any time before signing the contract with the successful candidate.

SADeaf is not bound to accept the lowest priced or any proposal, and is not bound to assign any reason for not accepting any tender. It reserves the right to reject all or any late submissions.

Appendix A

Certificate of non-collusion and declaration

I certify that:

- The prices in the tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other candidate or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the tender have not knowingly been disclosed by the candidate, directly or indirectly, to any other candidate or competitor, nor will they be so disclosed.
- No attempt has been made or will be made by the candidate to induce any other person or organisation to submit or not to submit a tender for the purpose of restricting competition.
- No attempt has been made directly or indirectly to canvas any employee or adviser of SADeaf concerning the award of the contract which is the subject of this invitation to tender.

I acknowledge that any price fixing or collusion with other candidates shall give SADeaf the right to exclude a candidate from the procurement process and may constitute an offence.

I am authorised by the candidate (and all relevant associated companies and organisations) to supply the information given in the tender.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Name & Signature

Date

Appendix B

Certificate of non-canvassing

I certify that:

- No attempt has been made to canvass or solicit any director, officer or employee of SADeaf in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by the candidate or acting on the candidate's behalf has done/will do any such act.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Name & Signature

Date

Appendix C

CONFIDENTIALITY UNDERTAKING

1. I understand and agree that all official information acquired by me in the course of my work in connection with the Contract with the Singapore Association for the Deaf is of a strictly confidential nature and is not to be published or communicated by me to any other person in any form whatsoever except in the course of any official duties on a strictly “need-to-know” basis.
2. I shall ensure that any other person who is authorized by me to have access to any official information shall similarly sign an undertaking to safeguard such official information.
3. I undertake to return any document received from the Singapore Association for the Deaf, any other copies made or reproduced from such document or part thereof whenever required by the Singapore Association for the Deaf.
4. I further understand and agree that the Singapore Association for the Deaf reserves the right to pursue legal action for any breach or neglect of this undertaking on my part.

Name

Designation

Signature

Date

Company Chop