



**INVITATION TO QUOTE**

**FOR Addition & Alteration Works to Woodlands Recreation Centre (WRC)**

**FOR Dormitory Association of Singapore Limited (DASL)**

**Reference No.: DASL/WRC/001**



## **1. Invitation to Quote**

### **1.1 Project:**

Addition & Alteration Works to Woodlands Recreation Centre (WRC), estimated project value at SGD 4 million.

### **1.2 Client:**

Dormitory Association of Singapore Limited (DASL)

### **1.3 Purpose:**

Invitation for Architects to submit quotations for the provision of architectural consultancy services for the proposed Addition & Alteration works at Woodlands Recreation Centre (WRC).

### **1.4 Site:**

200 Woodlands Industrial Park E7 (Woodlands Recreational Centre)

### **1.5 Scope of Works:**

Provision of full architectural consultancy services, including design, authority submissions, tender documentation, contract administration, and coordination with consultants.

### **1.6 Submission:**

**1.6.1** Quotation based on description of Scope of Works

**1.6.2** Fixed Consultancy Fee (with basis of computation clearly stated)

**1.6.3** Detailed Schedule of Fees (by project stages)

**1.6.4** Mode and Terms of Payment (including milestone-based structure)

### **1.7 Submission Deadline:**



4<sup>th</sup> May 2026

**1.8 Contact Person:**

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## **2. Project Brief**

The objective of this project is to upgrade and improve facilities at Woodlands Recreation Centre (WRC) to better support recreational, social, and community activities for migrant workers and visitors.

The works include improvements to the retail areas, amenities spaces, sports facilities, external areas, and security facilities.

All necessary Authority Submissions (including URA and relevant agencies) shall be undertaken by the Architect.

The Architect shall also support DASL in the ITQ process for the selection of the main contractor.

The Architect shall consider operational requirements of WRC throughout the design and construction phases. Works will need to be phased to allow continued operations of WRC.

### **2.1 Retail Zone:**

- 2.1.1 Flooring Upgrades
- 2.1.2 Standardised retail shopfronts
- 2.1.3 Electrical and ACMV works
- 2.1.4 Fire-related matters and considerations

### **2.2 Amenities Area:**

- 2.2.1 Demolition Works
- 2.2.2 Make good of Amenities Flooring
- 2.2.3 Electrical, ACMV and Internal Works for Administrative Office, Meeting Room
- 2.2.4 Selection of loose furniture

### **2.3 Sports Zone:**



2.3.1 New Multi-Purpose Event Space with stage

2.3.2 New covered linkway from Event Space to Open Plaza

2.3.3 Recondition Container Cabin as Gym

2.3.4 Recondition Container Cabin as multipurpose usage such as Changing Rooms / Classrooms

2.3.5 Court Markings Upgrade

2.3.6 Electrical works

## **2.4 External Works:**

2.4.1 Hardscape refreshment works including brick paving, ramps, bollards, fencing, and drainage covers.

2.4.2 Retain and Make Good Existing Sewer.

## **2.5 Guard Room:**

2.5.1 Demolition of Existing Guardhouse and Construction of New Guardhouse

2.5.2 New Permanent Development Entrance Shelter.

## **2.6 Signage:**

2.6.1 Wayfinding Strategy

2.6.2 Development Signage

## **3. Quotation Submission**

Architects are required to submit quotations based on the above scope of works.



The submission shall include:

- 3.1 Fixed consultancy fee (with basis of computation clearly stated)
- 3.2 Detailed schedule of fees (breakdown by project stages)
- 3.3 Mode and terms of payment (including milestone-based payments)
- 3.4 Project timeline
- 3.5 Company profile and relevant project experience



## **4. Terms and Conditions**

### **4.1 Consultancy Fee Adjustment**

The quoted consultancy fee shall be subject to adjustment based on the final approved project budget when the Project proceeds. DASL reserves the right to revise the consultancy fee proportionately in accordance with the final approved construction cost, and not solely based on the initial quoted or estimated project value.

### **4.2 Fee Breakdown and Payment Terms**

The Architect shall provide a detailed breakdown of fees by project stages. DASL reserves the right to review and negotiate the proposed payment structure prior to award. This shall include any abortive fee, if applicable.

### **4.3 Right of Termination**

In the event, DASL does not receive the required funding, approval, or financial support from the Ministry of Manpower (MOM), or if DASL decides not to proceed with the Project for any reason, DASL reserves the right to terminate the Architect's appointment and/or any Letter of Award issued by written notice.

Upon such call-off or termination, the Architect shall only be entitled to submit a claim for work done up to the date of notice. Such claim shall be limited to services actually performed, shall be supported by documentary evidence, and shall be subject to DASL's assessment and approval.

Any payment made by DASL in respect of such claim shall be deemed full and final compensation for abortive architectural work, and DASL shall have no further liability whatsoever in respect of the appointment.

### **4.4 No Obligation to Award**

DASL reserves the right not to accept the lowest or any quotation and is not bound to award the contract.

## **5. Evaluation Criteria**



Submissions will be evaluated based on the following:

- 5.1 Price competitiveness
- 5.2 Relevant experience
- 5.3 Quality and clarity of submission
- 5.4 Proposed methodology and timeline