



Our Reference: CARC/ITD/042023
Date: 21 FEBRUARY 2023

To All Tenderers

**INVITATION TO TENDER FOR LEASE
RE: OPERATION CHANGI AIRPORT RECREATIONAL CLUB CAFE**

1 Changi Airport Recreation Club (CARC), the Landlord, hereby invites Tenderers to submit bids to lease and operate cafe that is situated on its premises for the period of 15th May 2023 to 14th April 2025.

2 Located on Level 3M of Terminal 2, CARC serves as a recreation and social club for employees of airport companies based at Changi Airport. Besides operating sports and recreation facilities for members, CARC also regularly organizes events and workshops for members and guests. In addition, CARC also rents facilities for meetings and events to the airport community. While CARC is a member-only club, non-members are welcome to patronize the café at CARC.

3 Please contact christineheng@carc.org.sg for the Key Terms and Conditions of the Lease Agreement for the café.

4 Tenderers should have a proven track record of F&B operations of at least 3 years and be able to meet all the requirements of obtaining the required and/or relevant license(s) to operate F&B operation.

5 Tender submissions should include the following:

- i. Proposed F&B concept, menu and pricing
- ii. Monthly rental proposal in accordance to the terms stated in Schedule 1
- iii. Supporting documents demonstrating track record, expertise and experience in F&B operations and management
- iv. Copy of ACRA company registration with director information
- v. Last 3 years of IRAS tax filing, where applicable
- vi. Last 3 years of financial statements, where applicable
- vii. Initial period (first 3 months) marketing and promotions plan, and marketing and promotions budget
- viii. Refer to table below for Evaluation Criteria

Price Criteria
Monthly rental bid
Quality Criteria
F&B concept desirability (primary target group)
Menu (variety, taste & pricing)
Operator's track record and credentials
First 3 month's marketing plan and promotions

6 Tender closes on **4th April 2023 at 4pm**. All submissions should be sent no later than tender closing date, **in sealed envelopes** via post to:

Attn: Ms Christine Heng
Re: CARC Café Tender Submissions
Changi Airport Recreation Club
Singapore Changi Airport
PO BOX 1020
Singapore 918155

Tender submissions received after Tender Closing will be disqualified.

7 A **Tender briefing** followed by a **site visit** has been arranged on **28th February 2023 at 4pm**, meeting place:

CARC Reception

Singapore Changi Airport, Level 3M Carpark 2B, Terminal 2, Singapore 819643

To get to the Reception, kindly proceed to Lift Lobby 7 of Carpark 2B and take lift no. 5 to level 3M. Tenderers are strongly encouraged to attend the site visit in order to better understand and appreciate the business opportunity and the operating environment.