

**INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS**

60 Cecil Street, ISCA House Singapore 049709

Tel: 65 6749 8060

<https://www.isca.org.sg>

**Invitation to Quote (ITQ) No. : FAC-06-2025**

**Minor Renovation Works at ISCA House Level 2 Dining & Coffee Rooms and Others**

The Institute of Singapore Chartered Accountants (ISCA) hereby invites suitable vendors to submit their quotations for minor renovation works at ISCA House, 60 Cecil Street, Singapore 049709 commencing works in February / March 2025 and expected to complete works by March / April 2025.

**A. Scope of Works**

ISCA would like to engage suitable vendor(s) to carry out minor renovation works at ISCA House as follows:

- i. Carry out enhancement works to existing Dining Room at ISCA House level 2 based on approved design by interior designer appointed by ISCA
- ii. Convert existing Coffee Room at ISCA House level 2 to new Dining Room (no. 2) based on approved design by interior designer appointed by ISCA
- iii. Other optional works such as:
  - a. Create new door opening for Mentoring Lab in Reading Lounge at level 2 facing spiral staircase and to seal existing door opening and glass wall
  - b. Create new door opening at level 1 beside spiral staircase
  - c. Replace existing carpeted flooring in Utility (Copier) Room at level 3 and Compactus Room at level 4 to convert these rooms for meeting / discussion usage

Due to ongoing operations of ISCA House building from Monday to Friday, 8.30am to 5.30pm (except public holidays), renovation works is to be carried out either during weekdays evenings and / or weekends to minimise dust, noise and disruption to occupants of building and safety as well.

Vendor is to provide adequate and valid insurance coverage (Contractor's All Risks) for its workers and/or its sub-contractor(s)' workers during whole course of renovation works, where necessary.

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Bill of Quantities (refer to ISCA's appointed Interior Designer's drawings) :

Item	Description	Qty	Unit Cost (\$)	Amount (\$)
<b>1</b>	<b>ISCA House Level 2: Enhancement Works to Existing Dining Room</b>			
1a	Preliminaries such as floor and wall protection, ISCA, contractor's renovation, workers' insurance coverage, etc. To dismantle and dispose off-site all existing unwanted materials and/or finishes as per interior design (ID) approved by ISCA and make good affected areas.	1 lot		
1b	To supply & install new fluted panels on wall as per approved ID drawing, including painting	1 lot		
1c	To supply & install new P.U brick wall at pantry area as per approved ID drawing	1 lot		
1d	To supply & install selected IKEA METHOD pantry cabinets c/w selected work top	1 lot		
1e	To supply & install IKEA blinds & curtains, track lights & display shelves	1 lot		
1f	To supply & install artificial plants	1 lot		
1g	To supply labour & tools for dismantling & disposal of existing pantry	1 lot		
1h	To supply & install mounted signage on fluted panel wall	1 lot		
1i	To supply & install 90cm diameter rounded Lazy Susan turntable to match existing dining table finish	1 pc		
1j	To supply & install frosted film on existing glass panel with artwork provided by our appointed designer	1 lot		
1k	To supply false ceiling board & remove existing ceiling lights	1 lot		
1l	To supply & install selected pendant light for dining table	1 pc		
1m	To supply & install LED strips behind P.U brick wall	1 lot		

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1n	To supply & install double-gang 13A electrical power point	1no.		
1o	To supply & install tricolour LED downlight	1 lot		
1p	Provisional sum for any other works deemed necessary to complete works – pls state:	1 lot		
			<b>Sub Total</b>	
<b>2</b>	<b>ISCA House Level 2: Convert Existing Coffee Room into New Dining Room (No. 2)</b>			
2a	To supply & install new fluted panels on wall as per approved ID drawing, including painting	1 lot		
2b	To supply & install new P.U brick wall as per approved ID drawing	1 lot		
2c	To supply & install selected IKEA METHOD pantry cabinets c/w selected work top	1 lot		
2d	To supply & install IKEA blinds & curtains, track lights & display shelves	1 lot		
2e	To supply & install IKEA dining table (extendable) c/w 8 chairs and 3 no. of benches	1 lot		
2f	To supply & install artificial plants	1 lot		
2g	To supply & install wall mounted signage on fluted panel wall	1 lot		
2h	To supply labour to dismantle existing & install new carpet tiles (vinyl carpet tiles by ISCA)	1 lot		

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2i	To supply & install frosted film on existing glass panel with artwork provided by our appointed designer	1 lot		
2j	To supply false ceiling board & remove existing ceiling lights	1 lot		
2k	To supply & install double-gang 13A electrical power point	1no.		
2l	To supply & install tricolour LED downlight	1 lot		
2m	To supply & install LED strips behind P.U brick wall	1 lot		
2n	Provisional sum for any other works deemed necessary to complete works – pls state:	1 lot		
			<b>Sub Total</b>	
<b>3</b>	<b>Other Works (Optional) - ISCA May Choose Selected Works To Be Carried Out By Vendor</b>			
	<b>ISCA House Level 3 Utility (Copier) Room</b>			
3a	To supply labour to dismantle existing & install new vinyl carpet tiles (vinyl carpet tiles by ISCA)	1 lot		
3b	To supply & install tv set mount bracket & existing tv set onto wall	1 lot		
3c	To supply & install double-gang 13A electrical power point	3no.		
	<b>ISCA House Level 4 Compactus Room</b>			
3d	To supply labour to dismantle existing & install new vinyl carpet tiles (vinyl carpet tiles by ISCA)	1 lot		

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3e	To supply & install double-gang 13A electrical power point	7no.		
3f	To supply labour to mount existing glass writing board and accessories onto wall	1 lot		
	<b>ISCA House Level 1 Members' Lounge (Next to Spiral Staircase)</b>			
3g	To supply labour to relocate existing tv set hanging on wall	1 lot		
3h	To supply labour to relocate existing ISCA Distinguished Lifetime Members board	1 lot		
3i	To supply labour to hack existing wall (create door opening), make good affected wall, install concealed door and erect full height partition wall with top covering next to spiral staircase	1 lot		
3j	To supply & install double-gang 13A electrical power point	2no.		
	<b>ISCA House Level 2 Mentoring Lab in Reading Lounge (Near Spiral Staircase)</b>			
3k	To supply labour to relocate existing door (relocated door to face spiral staircase) – use back existing door and accessories (ironmongery). Seal existing door opening and glass panel with partition wall. Relocate existing glass writing board in affected room.	1 lot		
3l	To supply & install double-gang 13A electrical power point	2no.		
3m	To prepare & submit QP/PE endorsed drawing to relevant Authorities for MAA application/submission	1 lot		
3n	Provisional sum for any other works deemed necessary to complete works – pls state:	1 lot		

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B. Quotation Validity

Quotations submitted must be valid for thirty (30) days from the date of opening of ITQ.

C. Disclaimer

i. ISCA shall be under no obligation to accept the quotation with the lowest quote or enter correspondence with any vendor regarding the reason for non-acceptance of the quotation.

ii ISCA reserves the right unless the vendor expressly stipulates to the contrary in its quotation, to accept only such portion(s) of a quotation as ISCA may in its sole discretion decide and the quotation shall be adjusted accordingly. ISCA may choose to award part or whole of the renovation works to a vendor or otherwise.

D. Enquiries

For further enquiries and submissions, please email to [paul.lim@isca.org.sg](mailto:paul.lim@isca.org.sg) with the subject "**ITQ : FAC-06-2025 – Minor Renovation Works to Dining & Coffee Rooms at ISCA House level 2**" before the closing / submission date.

Closing / submission date: **14 February 2025 (Friday), 5pm**

ISCA reserves the right to reject late submissions which will not be accepted or entertained.

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Annex A:  
ISCA House level 2 partial floor plan (actual dimensions to be taken on site by vendor)

