

Ministry of Defence

Project Title: Supply and Tailoring Services for Gurkha Security Unit (GSU) – Five (5) Years Contract

Project Ref: MINDEF/DFA/RC/34(9)

SECTION 2

REQUIREMENTS

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Appendix 1 – List of Items and Quantities

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1 INTRODUCTION

1.1 The Ministry of Defence (MINDEF) is looking for a company to provide tailoring services to meet the needs of Military Personnel in the Gurkha Security Unit (GSU) below. The successful Tenderer (hereinafter referred to as the Contractor) shall enter into a contract with the Government (see Section 4 of this Invitation to Tender).

2 SCOPE OF SERVICES

2.1 **Scope.** The Contractor shall provide tailoring services for the types of outfits, garments and uniforms (hereinafter collectively referred to as Uniforms) as summarised below. The list of Uniforms and estimated annual quantities are specified in **Appendix 1** and the sample images in **Appendix 1A**.

Types of Uniforms /
Jacket
Shirt
Short
Trouser
Coverall
Midi / Skirt
Cummerband
Table Clothes
Cover Cushion/Mattress
Seat cover

2.2 The Contractor shall provide their services for military personnel in Gurkha Security Unit (GSU) at Sungai Akar Camp.

2.3 The contractor shall maintain a full team consisting of one skilled master cutter and 7 experienced tailors to be able to fully meet the requirement of this tailoring contract at all times. The master cutter must be able to speak "ENGLISH or HINDI". Once established on the job, no tailors are to be removed to other location without first consulting the GRU Quartermaster. The contractor must keep his man happy by paying them monthly on time and releasing them to observe statutory public holidays. Unhappy workers will be considered a liability to GRU as they can strike against the Contractor and cause disruption to the tailoring service and administrations.

2.4 For coordination of day-to-day matters and general operations, the Contractor shall liaise with the Quartermaster Office.

2.5 The Contractor shall enter into a five (5) years contract with the Government. If the Contractor's services and performance are satisfactory at the end of the initial contract duration of 5 years, the Government shall have an **Option** to extend the contract for 2 additional years if necessary.

3 SUPPLY AND TAILORING OF GSU UNIFORM

3.1 The Contractor shall ensure that all Uniforms are **tailored to fit** for each individual military personnel.

3.1.1 The Contractor shall measure each personnel prior to tailoring any and all Uniforms so as to ensure that the Uniforms conforms in all manner whatsoever to the Government's requirements.

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3.1.2 The tailoring service shall include any additional measurements, fittings and alterations to ensure the Uniform fits the military personnel prior to acceptance.

3.1.3 The Contractor is expected to provide additional goods, items and notion in doing tailoring service for example provision of buttons, threads, linings, sewing ribbon for medals and extra clothing (if necessary).

3.2 **Material/Fabric.** The Contractor must ensure that the supplied material / fabric is in accordance with specification specified in **Appendix 1**. Examples of material / fabric will be shown and briefed during the Information Day.

3.2.1 Any written agreement between the Contractor and their Suppliers of material or fabric must be included in the tender submission.

3.2.2 Contractor to ensure having an adequate stock of material/clothes to accommodate urgent requirements as well as any contingency needs.

3.3 The Government shall be entitled to conduct a pre-production inspection on the fabric purchased by the Contractor to tailor the Uniforms. The Contractor shall only commence the production and the first delivery of the fabric with the approval of the Government. The Government shall complete the inspection and provide feedback within [specified number] days of receiving the fabric. If the fabric is not approved, the Contractor must take corrective action as directed by the Government.

3.4 **Tailoring Service and Measurements.** The Contractor shall only provide tailoring service upon receiving a Service Order issued by the Quartermaster Office.

3.4.1 The Service Order shall outline the type and quantities of Uniform required to be tailored by the Contractor as well as the urgency if any.

3.4.2 The Contractor is required to be present at the GSU Camp when required by the Government, to take the necessary measurements of the personnel.

3.4.3 The Contractor shall ensure that the Uniforms are completed within **two (2) weeks** from taking the measurements and delivered to the Quartermaster Office with the relevant Delivery Order. The Government will provide the Contractor a designated temporary room during the respective days as stipulated in the said paragraph.

3.5 **Quality Assurance.** The Government reserve the right to reject and withhold payment for any items or services that are unsatisfactory and do not meet requirements:

3.5.1 In the event that the Uniforms are not tailored to fit or does not conform to the Government's requirement, the Contractor shall alter / amend / replace the said Uniform to meet the requirements within **fourteen (14) calendar days** at no additional cost to the Government.

3.5.2 In the event of any inconsistencies of quality and/or colour of the materials, the Contractor shall replace the non-conforming materials within **fourteen (14) calendar days** at no additional cost to the Government.

3.6 **Delays.** Any late deliveries to the Quartermaster Unit without any notice of delay will not be entertained. If the Contractor fails to complete the work/order on time, liquidated damages will be imposed at the rate of one (1) percent (%) of the Order for each week of delay up to a maximum of ten (10) percent (%).

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3.7 Urgent Requirements. For urgent requirements, the Contractor shall ensure the Uniforms are completed within 24 hours from the request. The Contractor must also be prepared to provide tailoring / sewing services for any emergency and contingency necessities at time of crisis or like (if necessary).

4 CONTRACTOR PERSONNEL, EQUIPMENT AND FACILITIES

4.1 Personnel. The Contractor's personnel shall be:

4.1.1 Healthy and fit to perform work;

4.1.2 Skilful and qualified pertaining to tailoring and alteration service;

4.1.3 Sufficiently able to communicate in Malay and English;

4.1.4 Polite, dress neatly and appropriately; and

4.1.5 Required to adhere to the rules and regulations of the Government when providing the tailoring service for the respective Camps.

4.2 Security Vetting. The Contractor shall from time to time submit to Quartermaster Office, Sg Akar Camp:

4.2.1 The name and identification of each of their personnel involved in the provision of the services for access and entry into the Camps in order to carry out the Services. The submission shall be made by the Contractor fourteen (14) days prior to the first date the access is required.

4.2.2 The quantity and type of vehicles for access and entry into the Camps to transport goods and personnel for the duration of this Contract.

4.3 Tailoring Equipment. The Contractor is responsible for ensuring that they have any and all necessary tailoring service equipment which may include, but not limited to tailoring/sewing/measuring equipment and appliances as well as furniture to accommodate the deadlines, frequency and emergency requirements of the User in order to efficiently carry out their services under this contract. Additionally, the Contractor must have their own button machine to avoid reliance on external premises for button-related tasks.

4.4 It is mandatory for the Contractor to be on call and to be present at the respective Camps for the purposes of order management and collection / delivery service, and/or during events, as and when required, throughout the duration of the contract.

4.5 Inspection of Contractor Premises. The Contractor should be prepared to receive inspectors from Ministry of Defence to review their premises, assets and performance assessment, when required.

5 GENERAL TERMS

5.1 The Contractor shall provide a point of contact to coordinate on matters relating to this contract, the services rendered, compliance with agreed conditions and actions. If the point of contact is not the owner of the company, a valid and legal letter of appointment must be included.

6 PAYMENT TERMS

6.1 The Contractor shall list out the rates for the tailoring and sewing services in the tender submission.

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6.2 The tailoring services will be under yearly expenditure of GSU.

6.3 For this Contract, the Directorate of Finance and Acquisition, MINDEF (DFA) shall issue Purchase order through TAFIS 2.0 according to approved yearly contract cap.

6.3.1 The Contractor shall track the yearly expenditure and take care not to exceed the overall contract cap without an approved Variation Order executed by DFA. The Government shall not be liable to pay any sum which exceeds the approved value.

6.4 At the start of each month, the Contractor shall produce and submit to the GSU only one invoice for services rendered in the previous month including supporting documents such as:

6.4.1 Purchase Order; and

6.4.2 Delivery Order of the finished items certified by the Quartermaster Officer.

6.5 If non-listed tailoring/sewing work is included/listed in the invoice/DO, Quartermaster, the Contractor shall upload the monthly invoice with the relevant supporting documents to DFA through the Government Vendor Portal (GVP) for payment process.

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APPENDIX 1 – LISTS OF ITEMS AND QUANTITIES

SER NO	ITEMS	MATERIAL SIZE (YDS)	ANNUAL USAGE QTY (EA)
FAST MOVING TAILORING ITEMS			
1	Jacket Bush OG Dacron	60	20
2	Jacket new digitized DPM	2750	1000
3	Shirt light blue Dacron	3000	1500
4	Short PT White	94	94
5	Short PT Blue	550	550
6	Trouser digitized DPM	2062.5	1000
7	Trouser OG Dacron	2625	1500
8	Coverall Blue	980	280
9	Re-Fitting/Alteration(New Part worn garment)	As required	200
10	Tradesman Coverall	1260	280
11	Tropical Hat D2P	1028.25	1371
SLOW MOVING TAILORING ITEMS			
1	Cover Cushion for Foam	90	30
2	Cover Mattress Single	350	50
3	Cumberband (waistband) Black/Red	10	10
4	Jacket Long white Medical Officer	25	10
5	Jacket White Medical	60	20
6	Jacket White Mess Kit Officer & WO1s	30	10
7	Jacket White No 3 Dress	90	30
8	Jacket Bush Khaki for Ladies	27	9
9	Pyjama Shirt Hospital	54	27
10	Pyjama Trouser Hospital	47.3	27
11	Seat Cover set 14 Seaters Bus	180	4
12	Seat Cover set 29 Seaters Bus	582	6
13	Seat Cover set 42 Seaters Bus	135	1
14	Seat Cover set Staff Car & L200 D/Cab	8	1
15	Shirt white MO/Medical Orderly & Mess Staff	120	60
16	Shirt White Long Sleeve	50	20

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17	Table Clothes	40	10
18	Trouser Black No 3 Dress	70	40
19	Trouser White MO/Med Orderly	35	20
20	Under Layer for Mattress	15	5
21	Midi/Skirt Ladies	17.5	4
22	Apron White Cook	20	20
23	Cap White Cook	20	20
24	Trouser Cook	35	20

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APPENDIX 1A – SAMPLES

FAST MOVING TAILORING ITEMS



SER NO. 1
Jacket Bush OG Dacron



SER NO. 2
Jacket Digitized D2P



SER NO. 3
Shirt Dacron



SER NO. 4
Short PT White



SER NO. 5
Short PT Blue



SER NO. 6
Trousers Digitized D2P



SER NO. 7
Trousers OG Dacron



SER NO. 8
Coverall Blue



SER NO. 10
Coverall Tradesman



SER NO. 11
Tropical Hat D2P

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SLOW MOVING TAILORING ITEMS



SER NO. 1
Cover Cushion for Foam



SER NO. 2
Cover Mattress Single



SER NO. 3
Cumberband (Waistband)
Black/Red



SER NO. 4
Jacket Long White MO



SER NO. 5
Jacket White Medical



SER NO. 6
Jacket White Mess Kit



SER NO. 7
Jacket White No. 3 Dress



SER NO. 8
Jacket Bush Khaki Ladies



SER NO. 9
Pyjama Shirt Hospital



SER NO. 10
Pyjama Trouser Hospital



SER NOs. 11 - 14
Bus/Car Seat Covers Set



SER NO. 15
Shirt White MO/Med
Orderly & Mess Staff



SER NO. 16
Shirt White Long Sleeve



SER NO. 17
Table Cloths



SER NO. 18
Trouser Black No. 3 Dress



SER NO. 19
Trouser White MO/Med Orderly

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SLOW MOVING TAILORING ITEMS



SER NO. 20
Under Layer for Mattress



SER NO. 21
Midi/Skirt Ladies



SER NO. 22
Apron White Cook



SER NO. 23
Cap White Cook



SER NO. 24
Trousers Cook