

# **TENDERING FOR A HAWKER STALL**

# OVERVIEW

## Am I eligible?

### Yes! If you are:

- ▶ A Singapore Citizen or Permanent Resident;
- ▶ 21 years old and above;
- ▶ Not debarred from holding a SFA hawker licence;
- ▶ Not banned by the Government / Statutory Boards from taking part in any business tenders;
- ▶ Not an undischarged bankrupt;
- ▶ Not renting or a joint operator of two cooked food stalls in markets / hawker centres managed by NEA

## When and how do I tender for a stall?

- ▶ NEA's tender exercise is typically from **13th (10.30am) to 26th (10.30am) of every month**. If the 13th or 26th falls on a weekend / public holiday, the tender will start / end on the next working day.

### For stalls available for tender:

- ▶ Visit NEA website at [go.gov.sg/tendernotice](https://go.gov.sg/tendernotice) or
- ▶ Notice board at our One-stop Information and Service Centre at HDB Hub (East Wing), 480 Lorong 6 Toa Payoh, #26-01

**NEW!**

### Preparation to submit an online tender bid:

**From 13 Dec 2023, NEA only accepts online tender bids.**

- ▶ Computer / laptop / tablet / mobile phone with internet access;
- ▶ Singpass / Singpass mobile app;
- ▶ A valid email account;
- ▶ Debit card / Credit card / PayNow to make online payment of \$510 (comprising tender deposit of \$500 and non-refundable processing fee of \$10).



# WHAT ARE THE STEPS TO TENDER FOR A STALL?

## Step 1:

### Access the Form of Tender



- ▶ Visit NEA website at [go.gov.sg/tendernotice](https://go.gov.sg/tendernotice)
- ▶ Click the link to access the Form of Tender
- ▶ You will be redirected to the Form of Tender via FormSG (Note: Make sure that the link starts with 'go.gov.sg')

## Step 2:

**singpass**

### Login with Singpass

- ▶ Click on 'Log in with Singpass app' (Note: Person who login will be the registered stallholder if successful in the tender)
- ▶ You will be redirected to Singpass login page

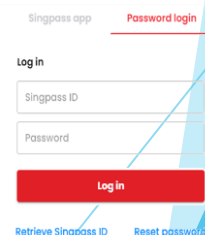
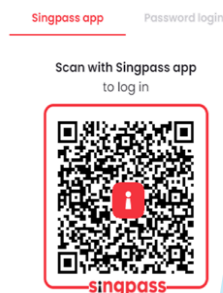
- If you are logging in with **Singpass app**:

Scan (or tap) the QR code displayed on the login page using the Singpass app. Use your fingerprint, face or 6-digit passcode (depending on your device settings) to verify your identity. Click 'I Agree' to allow Singpass to retrieve the data from your MyInfo profile. You will be redirected back to FormSG.

or

- If you are logging in with **Singpass ID and Password**:

Select the "Password login" tab on the Singpass login page. Enter your Singpass ID and password. Scan your face using Singpass Face Verification, or enter a One-Time Password (OTP) sent via SMS to your registered mobile number. Click 'I Agree' to allow Singpass to retrieve the data from your MyInfo profile. You will be redirected back to FormSG.



### Step 3:

#### Fill in the Form of Tender in FormSG

- ▶ Read the **Terms and Conditions of the Tender** at [go.gov.sg/tendernotice](http://go.gov.sg/tendernotice)
- ▶ Verify your **'Mobile number'**  
(Note: Your 'Name', 'Mobile number', 'Home number', 'Date of birth', 'Gender', 'Nationality', 'Race' and 'Registered address' has been pre-filled with data retrieved from your MyInfo profile)
- ▶ Select the **'Type of Stall', 'Hawker Centre / Market'** and **'Stall Number'**
- ▶ Fill in the **'Trade'**  
(Note: Please refer to the List of Stalls for Tender in the Tender Notice and indicate one type of trade)
- ▶ Fill in **'Items Sold'** and **'Tendered Rent Offered'**  
(Note: Bid amount does not include GST and other operating charges)
- ▶ Acknowledge the **'Declaration / Consent'** and **'Declaration on Non-Collusion'**
- ▶ You may wish to take a screenshot of the Form of Tender before submitting, for your reference

### Step 4:

#### Verify email address

- ▶ Fill in your email address and click **'Verify'**
- ▶ Access your email to retrieve the **6-digit One-Time-Password (OTP)**
- ▶ Fill in the OTP in FormSG and click **'Submit'**
- ▶ Your email address is now verified. Click **'Proceed to pay'**

Email address

Proof of payment will be sent to this email



Verify your email

An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

PIT-

Received OTP in 55s

## Step 5:

### Make payment

- ▶ Note: **A tender deposit of \$500 and a non-refundable processing fee of \$10 shall be paid for each stall tendered**
- ▶ Select the mode of payment:
  - If you are paying by **Credit card / Debit card**:
    - ✓ Fill in the card details and click 'Submit payment'
  - If you are paying by **PayNow**:
    - ✓ Click 'Scan PayNow QR code'. You will be redirected to a page with a QR code
    - ✓ Save the QR code to your mobile phone's photo library or take a screenshot of the QR code
    - ✓ Open your bank's mobile banking app
    - ✓ Select the option to scan a QR code
    - ✓ Upload the QR code that you have saved
    - ✓ Confirm the payment amount and proceed to pay
- ▶ You will be redirected to the successful payment page
- ▶ Scroll up and click 'Log out'
- ▶ You will receive an acknowledgement email from FormSG on the successful submission
- ▶ You will also receive an email from Stripe on the payment receipt

### For more information:

- ▶ On the **tender of hawker stall**, visit [go.gov.sg/tendernotice](https://go.gov.sg/tendernotice) to read the frequently asked questions.

## WHEN AND WHERE WILL THE TENDER RESULTS BE PUBLISHED?

- ▶ The **5 highest tender bids** may be released 1 week after tender is closed.
- ▶ The **final results** may be released 5 to 7 weeks after tender is closed.
- ▶ The above results will be posted on NEA website at [go.gov.sg/tendernotice](https://go.gov.sg/tendernotice) and displayed on the notice board at our One-stop Information and Service Centre.
- ▶ If your bid is **successful**, NEA will send you a Letter of Offer to digitally sign the Tenancy Agreement.
- ▶ If your bid is **unsuccessful**, NEA will refund your tender deposit of \$500 after the release of tender results.

RESULTS
5 to 7 weeks



Visit <https://www.nea.gov.sg/our-services/hawker-management> to find out more.

### NEA One-stop Information and Service Centre:

HDB Hub (East Wing)  
480 Lorong 6 Toa Payoh, #26-01  
Singapore 310480

### NEA Contact Centre:

6225 5632