

Bank of Taiwan Singapore Branch
80 Raffles Place #28-20 UOB Plaza 2 Singapore 048624
PUBLIC INVITATION TO QUOTE

Date : 16 May 2025

CLOSING DATE : 20 May 2025 5:00 PM

Bank of Taiwan Singapore Branch invites you to submit your proposal and quotation of Outsourcing Legal Advisory Service. The scope of tender is as stated in **Appendix A**.

Quotation documents must be sealed and submitted to:

Bank of Taiwan Singapore Branch

Invitation Number: BOTSG11404

Attention: Mr. Chris Tseng
80 Raffles Place
#28-20 UOB Plaza 2
Singapore 048624

CONDITIONS OF QUOTATION

1. Definitions
 - (a) The word "Company" means Bank of Taiwan Singapore Branch.
 - (b) The word "Vendor" means the party who submits this quotation.
 - (c) The word "Closing Date" means the closing date for submission of Quotation.
2. Non-compliance with any condition or an incomplete submission will render the quotation liable to rejection. 1 copy of quote to be submitted via email.
3. Please provide for each item/service the following (if applicable):
 - (a) Date of completion (needs to be completed by the end of year 2025)
 - (b) Name of service provider and country of Incorporation
 - (c) If alternative item/service (s) are offered, please give full detail
 - (d) Appropriate catalogues of the item/service
 - (e) Warranty period
4. Quotations should include net unit price and the total price excluding GST in Singapore dollars for each of the items inclusive of delivery and all duties. **Grand Total Price should be included GST payable.**
5. The company does not bind itself to accept the lowest or any quotation.

Appendix A

Description	Quantity
<p>1. Background The Company is seeking a qualified legal advisory firm to provide Outsourcing Legal Advisory Services related to the implementation and compliance requirements of MAS Notice 658, issued by the Monetary Authority of Singapore.</p> <p>2. Purpose of the project</p> <ul style="list-style-type: none"> • Identify contractual gaps on current Service Level Agreement (SLA) with the Company's Head Office; and • Establish supplemental agreement for existing outsourcing agreements; and • Revise consent form pertaining to sub-contractors handling customers' information. <p>3. Scope of Work The selected Vendor will be engaged to provide professional legal services to ensure the Company remains fully compliant with applicable regulatory requirements in Singapore. The scope of services shall include:</p> <ul style="list-style-type: none"> • Drafting a supplemental agreement template that adheres to the requirements of the Monetary Authority of Singapore (MAS) Notice 658 and the Guidelines on Outsourcing (Banks); • Reviewing the Company's current Service Level Agreement in place with its Head Office, with the objective of identifying any gaps or areas of non-compliance with MAS Notice 658 and the Guidelines on Outsourcing (Banks); • Reviewing the Company's current customer consent form template, which is used to obtain customer consent for third-party/sub-contractor data handling. The Vendor shall propose modifications to ensure compliance with MAS Notice 658 and the Singapore Personal Data Protection Act 2012 (PDPA), while maintaining operational practicality and clarity for end users; and • Collaborate with the Outsourcing Advisory Service provider. <p>4. Eligibility Criteria</p> <ul style="list-style-type: none"> • Vendors should possess a solid understanding of MAS regulatory requirements, particularly relating to outsourcing and data protection obligations; • Experience in advising financial institutions or regulated entities on compliance with MAS guidelines and the PDPA is strongly preferred; and • The ability to provide practical, implementation-ready legal documents and clear regulatory interpretation will be an advantage. <p>5. Proposal Requirements Responding Vendors shall provide:</p> <ul style="list-style-type: none"> • Detailed company profile, including team composition and relevant credentials; • Project plan, deliverables, and timeline; and • Commercial proposal with fee structure. <p>6. Evaluation Criteria Proposals will be evaluated based on:</p>	1

<ul style="list-style-type: none">• Relevant experience and past project success;• Technical approach and methodology; and• Credentials and expertise of proposed consultants.	
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Note: The execution of this service shall be based on the schedule notified by the Company and/or agreed upon with the Vendor.

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