SYNAPXE PTE. LTD.
RFP INVITATION

1. Synapxe Pte. Ltd. ("**Synapxe**") invites you to participate in an RFP (**Synapxe_RFP_WS2435062343_Term Contract for Legal Services for a Period of 5 Years**) published on 26 October 2026 (Mon).

2. This RFP shall call for Participating Vendors to submit proposal for the appointment to Synapxe's panel of law firms, with a specific focus on specialist boutique law firms with recognised expertise in artificial intelligence (AI), data protection, cybersecurity and technology law, in order to enhance Synapxe's legal access to specialised legal expertise, and strengthen Synapxe Legal's access to subject-matter expertise in these areas.

3. The RFP Document consists of the following:

PART 1 FOLDER - INSTRUCTION TO PARTICIPATING VENDOR	
(i)	RFP Invitation
(ii)	Conditions of RFP
(iii)	RFP Clarifications and Answers
PART 2 FOLDER – CONDITIONS OF CONTRACT	
(iv)	Conditions Of Contract
PART 3 FOLDER – SPECIFICATIONS	
(v)	Part 3 - General Requirements
PART 4 FOLDER – PARTICIPATING VENDOR'S PROPOSAL	
(vi)	Guidelines for Submission of Proposal
(vii)	Annex 1 - Participating Vendor Survey Questionnaire and Profile
(viii)	Annex 2 - Personnel Resume
(ix)	Annex 3 – Statement of Compliance to Conditions of RFP
(x)	Annex 4 - Statement of Compliance to Standard Conditions of Contract
(xi)	Annex 4A - Statement of Compliance to Specifications
(xii)	Annex 5 - Proposal Submission Format
(xiii)	Annex 6 - Participating Vendor's Guidelines
(xiv)	Pricing and Financial Provisions
(xv)	Pricing Forms

4. [Not Used]

5. Eligibility:
   (a) Participating Vendors shall:
      (i) be a valid law firm licensed under the Legal Profession Act 1966;
      (ii) be registered under Supply Head EPU/SER/34 with a Financial Grade of S3 and above OR provide a letter of undertaking from the Participating Vendor's external auditors certifying that its net tangible assets and income exceed $250,000 should the Participating Vendor not have the relevant Government Supply Registration (GSR); and
      (iii) have specialised experience in artificial intelligence, data protection, cybersecurity and/or technology law. Participating Vendors must demonstrate specialised experience in at least one of the following practice areas: artificial intelligence, data protection, cybersecurity or technology law, via all of the following:
         (1) submission of profiles/CVs or equivalent of key lawyers proposed for

the panel, showing relevant qualifications and experience;

(2) submission of at least three representative matters previously undertaken by the Participating Vendor within the last five years in the relevant practice area, including a description of the matter, scope of advice provided and the role of the proposed key lawyer(s) (subject to confidentiality obligations); and

(3) evidence of recognised experience in the relevant practice area(s), including relevant legal directory rankings, professional certifications, awards, publications, speaking engagements, or other industry recognition.

6. The Closing Date of this RFP is **23 November 2026 (Mon) @ 1700 hours SHARP**.

7. All Proposals shall be duly completed and submitted as per **Guidelines for Submission of Proposal**.

8. The Participating Vendor shall refer to **Annex 5 - Proposal Submission Format** for the required structure and content of the Proposal, and submit its Proposal via Ariba e-Procurement system (http://supplier.ariba.com) **with maximum file size of 100MB for each upload**. The Participating Vendor shall upload its Proposal in ONE (1) editable softcopy and ONE (1) non-editable softcopy for each of the following packages:

   (a) **PACKAGE 1: Proposal Documents (Excludes Pricing and Financial Provisions)**

   The Proposal documents shall contain all required sections or Exhibits (where applicable), but not be commingled with **Pricing and Financial Provisions** related attachments or other information, i.e. shall not include any pricing information.

   (b) **PACKAGE 2: Commercial Documents (Pricing and Financial Provisions)**

   The Participating Vendor's compliance (if required) to **Pricing and Financial Provisions** and all related attachments or other information associated with **Pricing and Financial Provisions** shall be organised separately and not commingled with any other required sections or Exhibits (where applicable).

   Note: Late submission shall NOT be accepted.

9. The Synapxe Procurement's contact persons for this RFP are as follows:

   Primary Contact: Ng Chway Lian
   Procurement Department
   Tel: 9753 3217
   Email: ng.chway.lian@synapxe.sg

   Secondary Contact: Eric Lim
   Procurement Department
   Tel: 8123 3391
   Email: eric.lim3@synapxe.sg

10. All Participating Vendors are discouraged from verbal communication with Synapxe during the period of clarifications. All RFP clarifications shall be submitted officially in Word format using the provided **RFP Clarifications and Answers** template, by **emailing** the contacts stated below by **10 November 2026 (Tue) before 1700 hours** at the latest. Any RFP clarifications submitted using any other methods or submitted after this deadline shall not

be entertained.

To:
Synapxe Contract Management Team synapxe.contract_management@synapxe.sg
Louisa Lim, louisa.lim@synapxe.sg
Michelle Loh, michelle.loh@synapxe.sg

Cc:
Ng Chway Lian, ng.chway.lian@synapxe.sg
Eric Lim, eric.lim3@synapxe.sg

11. **Ariba Helpdesk**

If you encounter any issues using Ariba e-Procurement system, please contact Ariba Helpdesk at https://support.ariba.com/Help_Center/help.