

Supply, Implementation, Maintenance and Support Services for Check-in System AICB Building

UNDERTAKING OF CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

Date: **[Insert Date]**

To: Tender Committee

Dear Sir

Letter of Undertaking of Confidentiality and Ownership of Intellectual Property Rights

With regard to all documents received/acquired/managed/delivered while participating in the Request for Proposal (RFP) exercise for RFP for Supply, Implementation, Maintenance and Support Services for Check-in System AICB Building on STFR,

I, _____,

[Insert full name of the individual representing the tendering entity]

(NRIC No.: _____)

[Insert NRIC No. of the individual representing the tendering entity]

of _____,

[Insert company name and address of tendering entity]

do hereby solemnly and sincerely declare that I am fully aware that all information or documents acquired in the RFP exercise is strictly confidential. At all times during the RFP exercise:

- a) I agree and will undertake to ensure that I do not reveal, divulge or discuss any information obtained prior to, while participating in, and after the RFP exercise — including but not limited to any information provided to me by STFR prior to, while participating in, and after the RFP exercise — to any person, unless authorised in writing by STFR to receive such information, or unless such information has been officially released by STFR to the public;
- b) I accept that ownership of Intellectual Property Rights of the project proposal, deliverables and services (i.e. know-how, other proprietary knowledge and information, and all documents, information and materials provided by the consultant) shall always remain vested with STFR;
- c) I shall not make copies of, make or cause to be made public, and/or remove or cause to be removed, any documents, notes and other materials or documents or property used for the purpose of the RFP exercise, without prior written approval from STFR;
- d) I shall not make, or cause to be made public, any findings made through the RFP exercise without prior written approval from STFR;



- e) I shall store safely and with utmost care any documents, notes and other materials or documents or property used in the RFP exercise, which shall at all times remain the property of STFR;
- f) I shall faithfully and honestly maintain the confidentiality of the affairs and concerns of STFR and all information relating to STFR or its customers; the banking and other financial institutions or its customers; or any other information obtained, while participating in the RFP exercise;
- g) I shall not reveal or make known any matters, affairs, concerns or information that I may come to know while participating in the RFP exercise to any person, except under the compulsion or obligation of the law; and
- h) I shall indemnify STFR against all losses, damages, costs and expenses that STFR may incur or sustain by reason of any breach on my part of the terms and conditions of this letter.

Signed by _____)

 Name:
 NRIC No.:
 Date:

for and on behalf of _____)

[insert company name]

Witnessed by: _____)

 Name:
 NRIC No.:
 Date: