Dear Sir/Mdm,

INVITATION TO TENDER (ITT) FOR THE OPERATION OF CANTEEN STALL AT ZUBIR SAID CAMPUS  (ITT REFERENCE NO: SAS/OP/2015/001/T)

1. Singapore Arts School Ltd. (SAS), the company that manages the School of the Arts, Singapore (SOTA), set up by the Ministry of Culture, Community and Youth (MCCY), invites proposal for the operation of canteen stall at 1 Zubir Said Drive, Singapore 227968 as described in the documents attached.

2. You are required to submit your proposal and any accompanying information to our Tender Submission Box at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968 by 10 June 2015, 1400 Singapore Time. Late and incomplete submissions will be disqualified.

3. The documents enclosed in this ITT include:
   (a) Section 1: Instructions to Tenderers
   (b) Section 2: Guidelines for Healthy Meals in School Programme
       : Annex A (HMSP Guidelines)
   (c) Section 3: Rules and Regulations
       : Annex B (Demerit Points System for Contractor)
   (d) Section 4: Application Form
       : Annex C (Template for Contractor)
   (e) Section 5: Terms and Conditions for Contract
   (f) Tendering Stall Location Drawing
4. The Invitation to Tender shall be submitted by the Tenderer’s authorised representatives.

5. Tender briefing session will be held on 28 May 2015 and 4 June 2015, 1000 Hours Singapore Time at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968. Tenderers are required to confirm their attendance with Ms Eunice Low through telephone or email no later than 27 May 2015 and 3 June 2015, 1700 Hours Singapore Time. Attendance is compulsory for participation in Tender. SAS reserves the right to have additional tender briefing sessions before the tender closing date.

6. All enquiries regarding this Invitation to Tender should be made in writing and directed to:
   (a) Mr Steven Law (Direct Line: 6594 8460 & Email: steven.law@sota.edu.sg)
   (b) Ms Eunice Low (Direct Line: 6342 5856 & Email: eunice.low@sota.edu.sg)

7. No oral representation shall be binding on SAS or construed as varying or adding to any part of this Invitation to Tender.

8. Only shortlisted tenderers will be invited for a food tasting session. Do note that allocation of stall numbers will be solely decided by SAS.

Yours sincerely,
(No Signature Required)
EUNICE LOW, BUYER
for CHIEF EXECUTIVE OFFICER
SINGAPORE ARTS SCHOOL LTD.
SECTION 1: INSTRUCTIONS TO TENDERERS

1. The canteen stalls are primarily for SOTA students and staff. The student and staff population in Year 2015 are estimated to be 1100 and 260 respectively. The recess times and lunch times of our students are staggered as follows:

<table>
<thead>
<tr>
<th>RECESS TIME (30 mins)</th>
<th>30-mins slot between 0900 hrs – 1100 hrs</th>
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</thead>
<tbody>
<tr>
<td>LUNCH TIME (1 hour)</td>
<td>1-hour slot between 1200 hrs – 1400 hrs</td>
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</table>

Please note that the above information are for reference only.

2. **One (1) stall** shall be released for tendering:
   - 1 Vegetarian and/or Salad Canteen Stall

   The types of food currently being offered by existing canteen stalls are as follows:
   - Drinks and Snacks
   - Chinese Cooked Food
   - Western Food
   - Japanese & Korean Food
   - Chicken rice, meat & Noodles
   - Muslim Food
   - Fruits & Juices
   - Café, pastries & sandwiches

   Please ensure that the proposed type of food to be sold is different from those stated above. SAS shall make the final decision on the type of food to be sold.

3. SOTA functions five (5) days a week from Mondays to Fridays. SOTA will observe all public holidays in Singapore. The operation hours for all canteen stalls are strictly from **Mondays to Fridays from 7.30am to 5.00pm** excluding public and school holidays with the flexibility to operate outside the stated days/ time if deemed necessary, e.g., during examinations or school activities period.

4. Tenderers are required to submit **two (2) sets** of the tender proposal and supporting brochures/ handbooks (if any). One set is to be marked as “Original” and the other as “Duplicate”.

5. Tenderers are required to quote the canteen stall rental per month that he/she is prepared to pay to SAS for every month of the Contract. SAS is not obliged to select the highest rental quoted.

6. Electricity services will be supplied through SAS and be metered separately for the successful Tenderer. The successful Tenderer shall make payment for the consumption of electricity through SAS to the appointed electricity provider. SAS will not be liable for any physical, financial or other damage incurred by the Contractor arising from or in connection with the use, supply or pricing of the electricity.

7. The successful Tenderer shall be responsible for making his/her own arrangement for the supply of water and gas services to the canteen stall. Tapping of gas or water from the School’s mains is strictly not allowed. Tenderer shall pay the deposits and fees for water and gas services directly to SP Services.
8. The successful Tenderer shall at its own expense make all necessary arrangements to maintain cleaning, pest control standards, grease trap, exhaust system and fixed equipment installed by him/her in the canteen stall area.

9. Tenderers are required to fill up the Application Form as set forth in Section 4 and submit it together with the Tender Proposal.

10. Tenderers shall propose a price list for every food item they propose to sell. The selling price of the items should be reasonably cheap and lower than the market prices (compared to that of hawker centres/ coffee shops). The items of the said food supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The approval of SAS shall be sought for each menu item and price during the term of the Contract.

11. Tenderers should be able to provide wholesome food and cater to the nutritional needs of the students. Section 2 sets out guidelines on the food to be sold in SOTA canteen stalls in line with the Healthy Meals in School Programme or any other programmes initiated by the relevant authorities.

12. The main business of the canteen stall operator is the sale of food. The successful Tenderer shall therefore not sell drinks, snacks, tidbits and ice cream. SAS may review this policy from time to time solely at SAS’s discretion, and direct the type of products sold at the canteen stall.

13. The cost of doing up the stall shall be deemed to be part of the successful Tenderer’s business start up cost. The setting up of the stall must be completed and ready for operation by 29 June 2015.

14. Tenderer shall comply with all obligations imposed by law and such rules and regulations made from time to time in connection to the canteen stall.

15. The successful Tenderer shall not assign or sublet, or part with the possession of the said canteen stall or part thereof or assign or hand over his/her said business to any person whomsoever, unless approved or directed by SAS. Operators who breach the contractual term shall be subject to termination of the contract within seven (7) days prior written notice.

16. SAS will not bear any expense incurred by the Tenderer in preparing his/her tender proposal.

17. The Tender Proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Tender.

18. The successful Tenderer shall be notified of the acceptance by SAS of his/her quotation and he/she would be required to sign a Contract (see Section 5).

19. The period of the Contract shall be for a period of two (2) years, estimated to commence on 29 June 2015. SAS shall have an option to renew the Contract for another two (2) years before expiry under the same terms and rates.

20. Tenderers are to declare if any of their immediate family members are presently holding management position in SAS, or are employed by SAS.
21. The successful Tenderer shall pay Goods and Services Tax in addition to the monthly rental fees with deposit within fourteen (14) days upon accepting the “Letter of Acceptance”.

22. Security Deposit will be forfeited if Tenderer fails to commence business within 1 month from the acceptance date unless agreed by both parties in writing.

23. **Section 3** sets out SOTA Canteen Stall’s Rules and Regulations, which the successful Tenderer needs to adhere to.

**Important Instructions to Tenderers**

**Submission of Proposal**

1. Tenderers shall respond giving details of:
   
   (a) types of food to be sold;
   (b) price list for every food item;
   (c) supply of manpower (number of workers);
   (d) concept for the canteen stall front;
   (e) décor & menu signage;
   (f) record and details of catering/ canteen operating experience for past 3 years;
   (g) list and details of current canteen contracts, value of contracts, current status etc.;
   (h) track record and expertise of the individual/ team who will be undertaking this project; and
   (i) any other information pertaining to the successful operation of the canteen stall.
   (j) proposed rental per month for the duration of the Contract;

**Evaluation and Selection Criteria**

1. Evaluation of tender proposals and food tasting session shall be based on:
   
   (a) types of food to be sold;
   (b) selling price and food proportion for every food item;
   (c) supply of manpower (number of workers);
   (d) overall concept of the canteen stall (including décor and menu signages);
   (e) quality of service standards rendered to schools;
   (f) Tenderer’s proposal, portfolio, track records and references;
   (g) any other provisions deemed relevant and that add value to the operation of the canteen stall.

2. Only short-listed Tenderers will be required to participate in a food-tasting session on **15 June 2015** (Time TBA) and may be required to present their proposal to SAS.
SECTION 2: GUIDELINES FOR HEALTHY MEALS IN SCHOOL PROGRAMME (HMSP)

1. The Healthy Meals in Schools Programme (HMSP) from Health Promotion Board (HPB) is designed to provide well-balanced meals at the school canteen and helps to provide the right nutrients for students at schools. Canteen contractors are expected to follow food service guidelines (refer to Annex A), which aim to limit the fat, salt and sugar content of food and drinks sold at school.

2. Contractors are also encouraged to serve whole-grains, fruit and vegetables in the form of healthy, well-balanced set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, fruit and vegetables.

3. Please refer to Annex A for the Food Service Guidelines under the Healthy Meals in School Programme (HMSP).
SECTION 3: RULES AND REGULATIONS

1. The Contractor must be a registered company or a registered sole-proprietor.

2. The Contractor must observe the hours of business determined by SAS.

3. The Contractor must register and pass the Basic Food Hygiene Course (WSQ BFHC) and then apply for a Hawker / Food Shop license from National Environment Agency (NEA). The hygiene standard must be maintained at “A” Classification.

4. The Contractor is permitted to employ assistants, who are also required to abide by these rules and relevant NEA and MUIS regulations where applicable. The Contractor shall also ensure the following:
   
   (a) there is sufficient number of assistants to run the canteen stall efficiently. No foreign worker shall be employed unless he/she has a valid work permit or employment pass issued by the relevant authority to work in Singapore; and
   
   (b) not at any time (whether directly or indirectly) employ, use or permit the use of any illegal immigrant in the operation of the canteen stall.

   SAS reserves the right at its sole discretion to require the Contractor to terminate the services of any assistant working at the stall.

5. Under the new Environmental Public Health (Food Hygiene) Regulation 1993, all food handlers, are required to:
   
   (a) attend and pass a 3-hour Food Hygiene Course conducted by National Environmental Agency (NEA) before a license is issued.
   
   (b) undergo a Chest X-Ray at 3-year intervals if the food handler is 45 years and above.

6. No person who is suffering from a contagious or infectious disease shall be allowed to engage in the preparation or sale of food on the school premises.

7. All persons engaged in the preparation and sale of food in the canteen stall shall take steps as may be reasonably necessary to protect it from contamination. They shall not handle or be permitted to handle any such food with their fingers, but shall use a scoop or other suitable implement for every such purpose. They shall not apply their fingers to the mouth, eye, ear, nose or scalp during the performance of such packing or serving. They shall not use their teeth to open any bag or wrapper. They shall not wipe their hands upon their clothing or by any means other than a clean towel. They shall not cough or sneeze near any food. They shall keep their hands clean by frequent hand washing with soap and clean water before and during the preparation and serving of food and after visiting the toilet.

8. The stallholder and his/her assistants must be clean and neat in their personal attire. No male contractor should keep his hair long.

9. No person shall spit or smoke within sight of staff and students of SAS or chew any substance while engaged in the preparation or sale of food.
10. The Contractor shall operate the canteen stall on self-service operation mode. The Contractor shall provide adequate number of trays and cutlery for purchasing of food and receptacles for collecting the used trays and cutlery.

11. The Contractor shall be responsible for the physical cleanliness of the canteen stall and the areas surrounding it and shall be responsible jointly with his/her assistants to keep the canteen stall clean to the satisfaction of SAS who shall have free and unrestricted access to the canteen stall premises for the purpose of inspecting the conditions thereof, including pest control measures to prevent breeding of pests in the canteen stall and its surrounding areas. A copy of the cleaning contract (if any)/pest control contract (including any subsequent signed contract of such), its servicing schedule and servicing reports must be forwarded to SAS prior to the commencement of operation of the canteen stall and upon each servicing works respectively.

12. The Contractor is required to thoroughly clean food preparation areas on, at least, a daily basis and to clean the oil filters of the cooking exhaust hood at least once a week.

13. The Contractor is required to maintain to the reasonable satisfaction of SAS the canteen stall and its immediate vicinity in a clean, tidy and serviceable condition.

14. If SAS in its reasonable opinion considers that the Contractor has failed to clean and service the canteen stall area SAS may give written notice to the Contractor to carry out within 48 hours or such longer period as SAS in its reasonable opinion may allow the necessary cleaning and servicing work in the canteen stall.

15. In the event that the Contractor fails to carry out the work as directed, SAS may without further notice close the canteen stall area or any part thereof for a period not exceeding 2 days on any one occasion to cause the said area and its immediate vicinity to be cleaned and serviced and the Contractor shall pay the cost thereof to the SAS on demand.

16. The Contractor shall be responsible for the maintenance of the grease trap and exhaust system for the canteen stall. The Contractor is required to carry out cleansing and clearing of all the grease traps in the canteen stall area for which the Contractor is liable on, at least, a daily basis and of all the drainage and sewerage pipes in the canteen stall area to SAS’s reasonable satisfaction to prevent choke and blockage of the drainage, and to ensure that all water and liquids discharged from the canteen stall are free of grease.

17. The repair cost incurred by the SAS in cleansing and clearing of choked and blockage of drains, sewers and grease traps due to the act, default or negligence of the Contractor or any of its employees, will be chargeable to the Contractor.

18. Any paper which has been printed or written or drawn on or had been used previously for other purposes shall not be used as wrapping material for food sold on school premises except as an outer covering in addition to an inner wrapping.

19. Food on sale on school premises shall be kept at least eighteen inches from the ground and shall be protected by fly-proof covers.
20. No ice which has been kept in sawdust shall be placed in or on any food offered for sale on school premises.

21. No food other than those stipulated in the Schedule to the Contract or subsequently approved by SAS shall be sold by the Contractor. All food sold shall be of the quality and price approved by SAS.

22. The prices of food sold in stalls must be displayed prominently at all times. SAS must be informed prior to any change in food prices and any change of food items offered for sale in the canteen stall must have the prior approval of SAS. The display must be in English and shall be put up in such form, manner and at such locations as approved or prescribed by SAS.

23. No commodity which involves a game of chance shall be sold on the school premises.

24. No article other than food shall be sold in the canteen stall.

25. The Contractor shall obtain halal certificate from MUIS where relevant and display prominently as proof for the Muslim stall. A copy of the halal certificate must be submitted to SAS prior to the operations of the Muslim stall.

26. Unauthorised person should not be permitted to remain in the canteen stall or food preparation area.

27. No person shall be allowed to sleep in the canteen stall.

28. The school authorities are not responsible for any private transactions of contractors and their assistants.

29. A Contractor whose assistant(s):
   (a) is persistent in being unreasonable in his/her attitude thereby making the efficient running of the canteen stall difficult or impossible;
   (b) is quarrelsome and uncooperative;
   (c) fights with anyone within the school premises;
   (d) neglects his/her business for a period exceeding one (1) week; and
   (e) overcharges for food.

   shall be dealt with by the Principal and/or the SAS’s authorized representative/personnel in accordance with current guidelines for the management of canteen stalls as per Annex B.

30. SAS is not responsible for the loss of any article/food/drinks etc. from the canteen stall and Contractors are requested to take adequate security measures for the safe custody of their personal properties.
31. The Contractor who uses electrical energy for purposes other than for lighting, shall ensure that separate power meters are installed. The tapping of electricity from the School mains is strictly forbidden.

32. The Contractor shall, in the event of any damages caused to the canteen stall premises, at his/her own expense make good all such damages promptly and in the event of his/her failure to do so within fourteen (14) days after the occurrence of such damage, the Contractor hereby irrevocably authorises SAS to make good such damage and thereby covenants to indemnify the SAS against all costs, charges and expenses in respect thereof.

33. The Contractor shall at all times keep SAS indemnified against all loss, damage, actions, claims, proceedings, costs, expenses and other liabilities of whatsoever nature which may be incurred or suffered by SAS arising from or in connection with the rights granted to the Contractor under the Contract.

34. All correspondences on any matter connected with the canteen stall must be addressed to or through the Manager, Office of Property Management of SAS, and/or any appointed representative of SAS as notified by authorised representative of SAS.

35. Any instructions from the Principal or any appointed representative of SAS, which may be issued from time to time, shall be complied with promptly.

36. A Contractor who has been convicted by a Court of Law for a criminal offence shall have his/her Contract cancelled.

37. The Contractor shall send a representative for any canteen stall meeting conducted by SAS and follow up on the necessary actions.

38. The Contractor shall not accumulate 12 or more demerit points under the National Environment Agency’s Point Demerit System or be implicated in 2 or more food poisoning incidents within a 12-month period.

The Contractor shall attend to any non-compliance highlighted by SAS promptly failing which the Demerit Point System for Contractor as shown in Annex B shall apply.
School of the Arts (Staff)
Annex A

Healthy Meals in Schools Programme
- Food Service Guidelines
The following guidelines are applicable to all the food and beverages sold by the canteen and café to the entire school population which includes students and staff. They are also applicable to all the vending machines in the school.

**Guideline 1**

Sale of drinks and desserts with less sugar.

a) For commercially prepared sweetened drinks, these must have the Healthier Choice Symbol (HCS) logo.

b) At least 10% of all the commercially prepared drinks sold in the school must be calorie-free (e.g. bottled water).

c) For home-made drinks and desserts (e.g. barley, coffee, tea, green bean soup, tau huay, "pearl"/“bubble” tea, chin chow and sago),
   - The sugar content must be equal to or less than 6g/100ml
   - There shall be no artificial sweeteners (e.g. aspartame) added
   - Solid ingredients (e.g. canned fruit in syrup, "pearl"/“bubble”, chin chow and sago) which are sweetened shall not be used.

d) There shall be no sweetener (e.g. syrup, sugar, honey) added to home-made fruit juices.

**Guideline 2**

Deep-fried food and preserved food (e.g. sausage, ham, luncheon meat, preserved vegetables, preserved eggs) shall not be sold.

**Guideline 3**

When high-fat ingredients (e.g. coconut milk/cream, full-cream milk, full-fat yoghurt, full-fat cheese, mayonnaise, cream) are used in food and beverage preparations, half or more of the required amounts of such ingredients shall be replaced with low-fat alternatives (e.g. low-fat milk, low-fat evaporated milk, low-fat yoghurt, low-fat cheese, low-fat mayonnaise and low-fat cream).

Use oils with the Healthier Choice Symbol (HCS) in food preparation. Butter, lard and ghee shall not be used in food preparation.

**Guideline 4**

Use skinless poultry and lean meat when preparing food.

**Guideline 5**

Gravy/sauce/oily or salty soup shall not be served unless requested.

Upon request, do not serve more than 2 dessertspoons of gravy/sauce/oily or salty soup. This guideline is not applicable to noodles/pasta.

**Guideline 6**

There must be at least two working water coolers within the canteen area.
Guideline 7

Inclusion of food from the four food groups in each set meal. Vegetables and fruit are to be served in the following amounts:

a) Vegetables: At least 2 heaped dessert spoons
b) Fruit: At least ½ serving of fruit. Examples of ½ serving of fruit is ½ small apple and ½ wedge of watermelon

Guideline 8

Inclusion of whole-grains where available

a) Rice/porridge served must contain at least 20% unpolished rice e.g. brown rice
b) Noodles/pasta served must contain at least 20% of wholemeal noodles/pasta
c) Use only wholemeal/whole-grain bread to prepare sandwiches
d) For instant noodles, these must have the Healthier Choice Symbol.

Guideline 9

Stalls selling snacks shall only sell home-made snacks (e.g. salad, sandwiches) or commercially-prepared products with the Healthier Choice Symbol / Healthier Snack Symbol. Home-made snacks shall be prepared according to the guidelines below (where applicable):

a) Comply with the Healthy Meals in Schools Programme guidelines 2,3,4,5,7,8
b) Sugar content must be equal to or less than 1 tablespoon per student per serving

Health Promotion Board ©2014
保健促进局学校健康餐点计划 2014/2015

注意：准则有效期至 2015 年 12 月 31 日

下列所有准则适用于学校食堂和咖啡座售卖的所有食品和饮料，而这些餐饮服务的对象是学校的全体人员包括学生及员工。这也适用于学校里所有的自动贩卖机。

准则 1
售卖含糖量较少的饮料和甜品。
a) 所卖的商业化生产的加糖饮料，必须贴有较健康选择标志 (HCS)。
b) 学校里所卖的商业化生产的饮料，至少 10% 必须是无热量 (如：瓶装水)。
c) 自制饮料和甜品 (如：薏米、咖啡、茶、绿豆汤、豆花、珍珠”/“泡泡”茶、仙草和西米)，
   • 每 100 毫升的水，糖份含量必须等于或少于 6 克。
   • 不得添加人工甜味剂（如：阿斯巴甜）。
   • 不得使用已加糖的固体食材（如：糖浆浸制的罐头水果、“珍珠”/“泡泡”、仙草和西米）。
d) 不可在自制果汁中加入任何甜味剂（如：糖浆、糖、蜂蜜）。

准则 2
不可售卖油炸和腌制食品 （如：香肠、火腿、午餐肉、腌菜、腌蛋）。

准则 3
如在食物和饮料准备中使用高脂肪的食材（如：椰奶/椰浆、全脂牛奶、全脂酸乳酪、全脂乳酪、蛋黄酱、奶油），一半或以上所需的食材必须以低脂肪的替代品来取代（如：低脂肪牛奶、低脂肪淡奶、低脂肪酸乳酪、低脂肪乳酪、低脂肪奶油）。

在食物准备中，使用贴有较健康选择标志的食油。在食物准备中， 不可使用牛油、猪油和酥油。

准则 4
在食物准备中，使用去皮的家禽和瘦肉。
准则 5
除非顾客要求，否则不得提供肉汁/酱汁/高脂肪或盐份的汤。
当顾客要求时，不得提供超过 2 甜品匙的肉汁/酱汁/脂肪或盐份高的汤。这项准则不适用于面条/面食。

准则 6
食堂范围内必须有至少两台可运作的饮水机。

准则 7
每一份套餐包含 4 组食物组别。在每一份套餐里，蔬菜及水果的建议份量：
a) 蔬菜：至少 2 甜品匙。
b) 水果：至少半份（半份水果相等于，如：半粒小型苹果或半片西瓜）。

准则 8
尽可能包含全谷类食物：
a) 米/粥必须包含至少 20% 的糙米（如: 糙米）。
b) 面条/面食必须包含至少 20% 的全麦面条/面食。
c) 仅使用全麦/全谷类面包来制作三文治。
d) 快熟面必须贴有较健康选择标志 (HCS)。

准则 9
小吃摊位只可以售卖自制小吃（如：沙拉、三文治）或贴有较健康选择标志/零食食品的较健康选择标志的商业化生产小吃。
应按照以下的准则，准备自制小吃（如适用）：
a) 符合学校健康餐点计划的准则 2,3,4,5,7,8。
b) 每位学生食用的每一份小吃，糖份含量必须相等于或少于 1 汤匙。
Creating a Health Promoting Environment

HEALTHY MEALS IN SCHOOLS PROGRAMME
An enhanced programme to replace the Healthy Eating in Schools Programme (HESP)

Consists of 2 components
Food service and nutrition education

Aims to achieve the followings:
1) Increase awareness of healthy nutrition
2) Increase consumption of fruit, vegetables and whole-grains
3) Reduce intake of high fat, salt and sugar
Overview of Healthy Meals in Schools Programme (HMSP)

- Applicable to all food and beverages sold by the canteen and café to the entire school population which includes students and staff
- HMSP has started across mainstream (primary & secondary) schools in Singapore last year
Why Healthy Meals in Schools Programme (HMSP)?

What is the recommended serving(s) of vegetables intake per day?
Answer: 2

What is the recommended serving(s) of fruit intake per day?
Answer: 2
**Why Healthy Meals in Schools Programme (HMSP)?**

<table>
<thead>
<tr>
<th>One serving of vegetable:</th>
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<tbody>
<tr>
<td>100g raw non-leafy vegetables</td>
</tr>
<tr>
<td>mug cooked vegetables (100g)</td>
</tr>
<tr>
<td>plate* cooked vegetables (100g)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One serving of fruit:</th>
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</thead>
<tbody>
<tr>
<td>1 small apple, orange, pear or mango (130g)</td>
</tr>
<tr>
<td>1 wedge papaya, pineapple or watermelon (130g)</td>
</tr>
<tr>
<td>10 grapes or longans (50g)</td>
</tr>
<tr>
<td>1 medium banana</td>
</tr>
</tbody>
</table>
Why Healthy Meals in Schools Programme (HMSP)?

20% of students meet 2+2 fruit and vegetable intake requirement

Meet fruit and vegetable intake guideline
Why Healthy Meals in Schools Programme (HMSP)?
Among all the health issues, **heart disease**, **diabetes**, and **high blood pressure** are predicted to have largest increase in 2023.
Why Healthy Meals in Schools Programme (HMSP)?

At least 2 meals a day are being consumed in schools, and there’s only so much the school can do to help, it’s difficult for us to control what the students consume outside or at home.

That’s why it’s important to educate students on healthy eating, and encourage students to have a healthy and balanced diet in school!

WE CARE!
Why Healthy Meals in Schools Programme (HMSP)?

It’s important to have a HEALTHY and BALANCED diet!

Inclusion of the four food groups:

- **Wholegrain**: Rich in proteins and fibre
  - Makes you feel full -> Smaller meal portions
- **Meat**: Rich in protein and gives energy
  - Curbing hunger
  - Helps to maintain weight
- **Vegetables**: Provide nutrients
  - Reduce blood pressure and cholesterol
  - Helps to maintain weight
- **Fruit**: Provide vitamins and dietary fibre
  - Reduce constipation
  - Provides a feeling of fullness with lower calories
Why Healthy Meals in Schools Programme (HMSP)?

Benefits of participating in HMSP:

- Knowledge of daily recommended no. of servings of fruit and vegetables: 42% (pre) to 72% (post)
- Consumption of 2 + 2: 31% (pre) to 52% (post)
- Consumption of whole-grains 5 or more times/week: 43% (pre) to 50% (post)

Benefits of continuing to participating in HMSP:

- Consumption of 2 + 2: 51% (pre) to 54% (post @ 3 mths) to 60% (post @15 mths)
- Consumption of whole-grains 5 or more times/week: 26% (pre) to 34% (post @ 3 mths) to 51% (post @ 15 mths)
Healthy Meals in Schools Programme
学校健康餐点计划

9 Food Service Guidelines 2014/2015
9 项饮食服务指导准则

• The guidelines are applicable to all the food and beverages sold by the canteen and café to the entire school population which includes students and staff
所有准则适用于学校食堂和咖啡座售卖的所有食品和饮料，而这些餐饮服务的对象是学校的全体人员包括学生及员工

• They are also applicable to all the vending machines in the school
这也适用于学校里所有的自动贩卖机
Guideline  准则 1

Sale of Drinks and Desserts with Less Sugar
售卖含糖量较少的饮料和甜品

a)  For commercially-prepared sweetened drinks, these must have the Healthier Choice Symbol (HCS) logo
所卖的商业化生产的加糖饮料，必须贴有较健康选择标志(HCS)
b) At least 10% of all the commercially-prepared drinks sold in the school must be calorie-free (e.g. bottled water)

学校里所卖的商业化生产的饮料，至少10%必须是无热量
(如：瓶装水)

Example: Out of 10 types of commercially-prepared drinks, 2 types are calorie-free (20%)
c) For home-made drinks and desserts (eg. barley, coffee, tea, green bean soup, tau huay, “pearl” / “bubble” tea, chin chow and sago),
自制饮料和甜品(如薏米、咖啡、茶、绿豆汤、豆花、“珍珠”/“泡泡”茶、仙草和西米),

- The sugar content must be equal to or less than 6g/100ml
每100毫升的水，糖份含量必须等于或少于6克

- There shall be no artificial sweeteners (eg. aspartame) added
不得添加人工甜味剂（如:阿斯巴甜）

- Solid ingredients (eg. canned fruit in syrup, “pearl” / “bubble”, chin chow and sago) which are sweetened shall not be used
不得使用已加糖的固体食材（如:糖浆浸制的罐头水果、“珍珠”/“泡泡”、仙草和西米）
The sugar content of home-made drinks and desserts must be equal to or less than 6g/100ml.

每100毫升的自制饮料和甜品的含糖量，不超过6克。

Q. How to calculate the amount of sugar?  

1 teaspoon of sugar = 5g

Less than or equal to 6g of sugar per 100ml

Example 1: Green bean soup

150g Green Mung Beans
500ml Water
2 Pandan Leaves

6g sugar

5 x 6g = 30g sugar

Therefore for 500ml water, no more than 30g (2 tablespoons) of sugar should be added.

Note: 1 tablespoon = 3 teaspoons = 15g
d) There shall be no sweetener (eg. syrup, sugar, honey) added to home-made fruit juices

Why?
*To reduce sugar intake amongst students*

为了减少学生的糖份摄取
**Guideline 准则 2**

*Deep-fried food and preserved food shall NOT be sold.*

不可售卖油炸和腌制食品

Example of such food include:

- Deep-fried chicken nuggets
- Deep-fried chicken
- Preserved vegetables
- Sausage and ham
- Luncheon meat
- Preserved eggs

**Why?**

- Deep-fried food is high in fat
  油炸食物含有高脂肪
- Preserved food is high in salt
  腌制食物含有高盐份
**How to reduce oils?**
怎样减少使用油？

- **Use Healthier Cooking Methods**
  采用较健康的烹饪方式

- **Baking**
  烘培

- **Stir frying with little oil**
  少油清炒

- **Air-frying**
  空气炸

- **Boiling**
  水煮

- **Stewing**
  炖

- **Steaming**
  蒸

**How to reduce salt?**
怎样减少使用盐？

- **Use fresh food and ingredients in place of processed food**
  用新鲜的食物及食材来取代加工食品

- **Reduce salt and sauces in cooking**
  烹饪时请减少使用盐及酱料

- **Use less fat and oil in cooking**
  烹饪时，使用少油

- **Use a non-stick pan, if possible**
  如可以，使用不沾锅
Guideline 准则 3

When high-fat ingredients are used in food and beverage preparations, half or more of the required amounts of such ingredients shall be replaced with low-fat alternatives.

如在食物和饮料准备中使用高脂肪的食材，一半或以上所需的食材必须以低脂肪的替代品来取代。

<table>
<thead>
<tr>
<th>High-Fat Ingredients 高脂肪食材</th>
<th>Low-Fat Alternatives 低脂肪食材</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coconut Milk / Cream</td>
<td>Low-fat milk</td>
</tr>
<tr>
<td>Cream</td>
<td>Low-fat cheese</td>
</tr>
<tr>
<td>Low-fat evaporated milk</td>
<td>Low-fat yoghurt</td>
</tr>
</tbody>
</table>

**Why?**

To reduce fat intake amongst students.

为了减少学生的脂肪摄取。
Guideline 准则 3

*Use oils with the Healthier Choice Symbol (HCS) in food preparation*

在食物准备中，使用有较健康选择标志的食油

*Butter, lard and ghee shall NOT be used in food preparation*

在食物准备中，不可使用牛油，猪油和酥油

<table>
<thead>
<tr>
<th>Healthier Oils/Fat 较健康油/脂肪</th>
<th>Unhealthy Oils/Fat 较不健康油/脂肪</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Canola Oil</td>
<td>- Butter</td>
</tr>
<tr>
<td>- Lard</td>
<td>- Lard</td>
</tr>
<tr>
<td>- Ghee</td>
<td>- Ghee</td>
</tr>
</tbody>
</table>
Guideline 准则 4

*Use skinless poultry and lean meat when preparing food*

在食物准备中，使用去皮的家禽和瘦肉

Remove skin and visible fats

Why?

*Skin of poultry and fatty meat are high in saturated fat and cholesterol*

家禽的皮和肥肉含有高饱和脂肪和胆固醇
Guideline 准则 5

**Gravy/sauce/oily or salty soup shall NOT be served unless requested**

除非顾客要求，否则不得提供肉汁(gravy)/酱汁/高脂肪或盐份的汤

- Upon request, do not serve more than 2 dessertspoons of gravy/sauce/oily or salty soup
  当顾客要求时，不得提供超过2甜品匙的肉汁/酱汁/脂肪或盐份高的汤

- This guideline is not applicable to noodles/pasta
  这项准则不适用于面条/面食

**Why?**

To reduce fat and salt intake amongst students

为了减少学生的脂肪和盐份摄取
Guideline 准则 6

There must be at least 2 working water coolers within the canteen area
食堂范围内必须有至少两台可运作的饮水机

Why?
Water is calorie-free and a good thirst-quencher
水不含热量也有助于解渴
Guideline 7 准则7

*Inclusion of food from the four food groups in each set meal.*

每一份套餐包含4组食物组别

- **Group 1**
- **Group 2**
- **Group 3**
- **Group 4**
Guideline 准则 7

Vegetables and fruit are to be served in the following amounts:
每一份套餐里，蔬菜及水果的建议份量:

**Vegetables**

At least 2 heaped dessert spoons
至少2 甜品匙蔬菜

**Why?**

Fruit and vegetables provide vitamins and minerals as well as fibre
水果和蔬菜提供维生素、矿物质和膳食纤维

**Fruit**

At least ½ serving
至少半份水果

- ½ small apple
- ½ wedge of watermelon
- ½ wedge of pineapple
- Approx 5 pieces of grapes

✓ Serve a variety of brightly-colored fruit and vegetables to the students
✓ 提供多样化色彩鲜艳的水果和蔬菜给学生们
Guideline 准则 8

Inclusion of whole-grains where available
包含全谷类食物

a) Rice/porridge served must contain at least 20% unpolished rice e.g. brown rice
米/粥必须包含至少20%的糙米（如糙米）

For example, if you cook 5 cups of rice
如果您煮5杯米

4 cups white rice
4 杯白米

1 cup brown rice
1 杯糙米
Guideline 准则 8

Inclusion of whole-grains where available
包含全谷类食物，如适用

b) Noodles/pasta served must contain at least 20% of wholemeal noodles/pasta 面条/面食必须包含至少20%的全麦面条/面食
Guideline 准则 8

Inclusion of whole-grains where available
包含全谷类食物，如适用

c) Use only wholemeal/whole-grain bread to prepare sandwiches
仅使用全麦/全谷类面包来制作三文治

d) For instant noodles, these must have the Healthier Choice Symbol
快熟面必须贴有较健康选择标志

Why?

Whole-grains are packed with more vitamins, minerals and dietary fibre
全谷物含有更多的维生素、矿物质和膳食纤维
Guideline 准则 9

Stalls selling snacks shall only sell home-made snacks (e.g. salad, sandwiches) or commercially-prepared products with the Healthier Choice Symbol / Healthier Snack Symbol

小吃摊位只可以售卖自制小吃（如沙拉、三文治）或贴有较健康选择标志 /零食食品的较健康选择标志的商业化生产小吃

*Products with these logo are generally*:

- Lower in fat
- Lower in salt
- Lower in sugar

*Some of them are*:

- Higher in whole-grains
- Higher in calcium

*Compared to regular products
Guideline 准则 9

Home-made snacks shall be prepared according to the guidelines below (where applicable):

应按照以下的准则，准备自制小吃(如适用):

a) Comply with the HMSP guidelines 2,3,4,5,7,8

符合学校健康餐点的准则 2,3,4,5,7,8

b) Sugar content must be equal to or less than 1 tablespoon per student per serving

每个学生食用的每一份小吃, 糖份含量必须相等于或少于1汤匙
For home-made snacks, sugar content must be equal to or less than 1 tablespoon per student per serving.

Each student食用的每一份小吃, 糖份含量必须相等于或少于1汤匙

Example: Cake recipe (serve 8)

100 g flour  
3 eggs  
30 g sugar  
50ml water  

Per Serving:

Total servings = 8  
Total sugar = 30g  
Sugar per serving = 30g / 8 = 4g  

1 tablespoon of sugar = 15 g  
1 汤匙的白糖 = 15 克
Overview and guidelines for Healthy Meals in Schools Programme (HMSP)

Programme Structure:

- Annual cycle
- Training:
  1 culinary training workshop per year for each participating school
  - **Venue**: External venue and combined with other schools.
  - **Format**: 4 hrs with explanation on HMSP guidelines, cooking demo and hands-on cooking by participants
  - **Capacity**: Up to 20 participants per workshop
  - **Eligibility**: Max. of 1 vendor from each stall of participating school (drinks and snacks stall included, but priority to be given to stalls selling set meals)

- Assessment
  - **Format**: All stalls will be assessed according to HMSP guidelines
  - **Date/Time**: 1 month after training
<table>
<thead>
<tr>
<th>FAQs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the guidelines applicable to staff?</td>
<td>Yes, the guidelines apply to both students and staff.</td>
</tr>
<tr>
<td>Can schools take up the HMSP but deviate from the stipulated guidelines?</td>
<td>The HMSP guidelines provide a baseline for providing students and staff with healthier food options. Where possible, we plan the guidelines so that they are operationally feasible for the majority of schools. Schools under the HMSP may choose to implement guidelines which are more stringent, but not conversely.</td>
</tr>
</tbody>
</table>
FAQs

Will there be make-up training for new vendors?
Vendors who join the school mid-way through the programme can join the training conducted with other schools, subject to availability. Otherwise, they will be briefed by the school canteen committee and will not be assessed. The service provider will provide them with a consultation session during the assessment for other vendors.

Are compartmentalised plates necessary for implementation of the programme?
No, however, schools may choose to use compartmentalised plates if it facilitates implementation of the programme.

Is there any cost for schools to take up the programmes?
No, the HMSP are conducted for schools at no cost.
$2.30

$1.60

$1.80 (with fruits not captured)

Wholemeal bread
Annex B

Demerit Points System For Contractor
## DEMERIT POINTS SYSTEM FOR CONTRACTORS

<table>
<thead>
<tr>
<th>S/N</th>
<th>Description of Incident</th>
<th>Demerit Points Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to conform to canteen stall operating hours as specified</td>
<td>- 5</td>
</tr>
<tr>
<td>2</td>
<td>Failure to ensure adequate supply of food for students and staff</td>
<td>- 10</td>
</tr>
<tr>
<td>3</td>
<td>Failure to provide quality and healthy food</td>
<td>- 5</td>
</tr>
<tr>
<td>4</td>
<td>Failure to follow the food menu available and price list</td>
<td>- 5</td>
</tr>
<tr>
<td>5</td>
<td>Failure to ensure hygiene standards maintained at NEA “A” classification.</td>
<td>- 5</td>
</tr>
<tr>
<td>6</td>
<td>Failure to ensure the dining areas are promptly cleaned after each break</td>
<td>- 3</td>
</tr>
<tr>
<td>7</td>
<td>Food poisoning</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Allowing of non-canteen stall staff into the school without prior approval by the School or security screening</td>
<td>- 5</td>
</tr>
<tr>
<td>9</td>
<td>Drinking of alcohol, gambling, quarrelling, fighting, assaulting/ attempting to assault, smoking in or within the view from the school premises</td>
<td>- 5</td>
</tr>
<tr>
<td>10</td>
<td>Failure to respond and act to the School’s instruction within reasonable time</td>
<td>- 5</td>
</tr>
<tr>
<td>11</td>
<td>Failure to comply with statutory safety and health regulations</td>
<td>- 10</td>
</tr>
<tr>
<td>12</td>
<td>Written and valid complaints from the School, students, staff or visitors</td>
<td>- 5</td>
</tr>
<tr>
<td>13</td>
<td>Non-compliance of orders/ instructions issued by the School</td>
<td>- 5</td>
</tr>
<tr>
<td>14</td>
<td>Use of abusive language/ express dissatisfaction to any of co-workers, students, staff or visitors</td>
<td>- 5</td>
</tr>
<tr>
<td>15</td>
<td>Employment of Illegal Workers</td>
<td>Immediate Termination</td>
</tr>
</tbody>
</table>

### Follow-Up actions under the Demerit Points System

- 5 demerit points - 1<sup>st</sup> Recorded Verbal Warning
- 10 demerit points - 1<sup>st</sup> Letter of Warning
- 15 demerit points - 2<sup>nd</sup> Recorded Verbal Warning
- 20 demerit points - 2<sup>nd</sup> Letter of Warning
- 30 demerit points - Deduction of $50.00 per occurrence of repeated incident

### Notes:

- The accumulated demerit points are only valid for one year.
- SAS reserves the right to terminate/take actions deemed necessary to ensure the safety of the students and staff and to safeguard the interest of the School depending on the severity of the non-compliance.
SECTION 4: APPLICATION FORM

1. **Particulars of Stall Tendered**

   Type of Food:

2. **Rent Offered**

   Tendered Rent Per Month
   (excluding service & conservancy charges, GST and licence fee)

   | $_____________________________ | Dollars _____________________________ |
   | (Amount in figures)            | (Amount in words)                     |

3. **Particulars of Tenderer**

   Company Name (if any):

   Name of Person-in-Charge:

   NRIC No:

   Citizenship:

   Age:

   Sex:

   Address:

   Telephone No:

   Email:

   Language/ Dialects Spoken:

   Other Sources of Income:
4. **Particulars of Helpers/ Operators**

<table>
<thead>
<tr>
<th>Name</th>
<th>NRIC No</th>
<th>Work Permit No/ Employment Pass No (for foreign workers)</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Experience in Canteen Stall Operation**

<table>
<thead>
<tr>
<th>TYPE OF CANTEEN STALL</th>
<th>LOCATION OF CANTEEN STALL</th>
<th>NO. OF YEARS OF SERVICE</th>
<th>CONTRACT PERIOD</th>
<th>TYPE OF LICENCE APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Tender for Operation of Canteen Stall at Zubir Said Campus – Compliance Checklist

Please tick the appropriate column ("YES" or "NO"). Use "Remarks" column for any comments.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission of Tender Proposals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.1 Submit two (2) sets of tender proposals and supporting brochures/ handbooks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.2 Quote rental per month for every month of the Contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3 Submit type of food proposed to be sold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.4 Submit selling price of every food proposed to be sold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5 Submit references to support qualifications and experiences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Provision of Food &amp; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1 Halal food (must be certified by MUIS if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2 Variety of food selection based on schedule with price and proportion or any other alternative plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3 Adequate supply of equipment eg. number of trays and cutlery for purchasing food and receptacles for collecting used trays, cutlery, waste pedal bins with covers etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.4 Sufficient number of assistants to run the canteen stall efficiently. (Note: No foreign worker shall be employed unless he/she has a valid work permit or employment pass)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.5 A thematic design for the canteen stall with interesting décor and menu signages or any other décor to enhance the canteen stall.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.6 Able to fulfill the required canteen stall operating hours from Mondays to Fridays from 7.30am to 5.00pm for all stalls excluding public and school holidays, unless otherwise directed by SAS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.1 Support and provide catering for school functions and meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.2 Able to obtain and maintain ENV ‘A’ classification for every stall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. I hereby declare that

(a) The information given above is correct.
(b) I am able to prepare reasonably well the food to be sold.

I am aware that my Contract will be terminated forthwith should I be successful in obtaining the canteen stall Contract by giving false information in this application.

________________________              ______________________
Date                              Signature

Name :                              IC No. :

Section 4-4
Annex C

Template for Tenderer
ANNEX C

TEMPLATE FOR TENDERER

You may use this template as a guide for your menu or food proposal.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Food Item Description</th>
<th>Unit/Food Portion</th>
<th>Price Per Unit</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1.</td>
<td><em>Nasi Lemak set – Choice A.</em> Rice, ikan billis, chicken wing, egg and cucumber</td>
<td>per plate</td>
<td>$2.00</td>
<td>Student price</td>
</tr>
<tr>
<td>Example 2.</td>
<td><em>Nasi Lemak set – Choice 1.</em> Rice, ikan billis, fish otah, egg and cabbage</td>
<td>per plate</td>
<td>$3.00</td>
<td>Student price (upsise)</td>
</tr>
</tbody>
</table>
DATED THIS ___ DAY OF ______ 2015

BETWEEN

SINGAPORE ARTS SCHOOL LTD.  
(the “Licensor”) 

AND

____________________  __________________

(the “Contractor”) 

____________________  __________________

CONTRACT

____________________  __________________
TERMS AND CONDITIONS FOR CONTRACT

TENDER REFERENCE NO : SAS/OP/2015/001/T

THIS CONTRACT is made on the ____ day of ______ 2015.

BETWEEN:

(1) SINGAPORE ARTS SCHOOL LTD. (Company Registration No. 200500775C), a company incorporated in Singapore and having its registered address at 1 Zubir Said Drive Singapore 227968 (the “Licensor”);

AND

(2) __________________________________ (Company Registration No. ___________), a company incorporated in _______ and having its registered address at __________________________________ (the “Contractor”).

WHEREAS the Contractor is desirous of establishing, providing and operating a canteen stall at his/her own expense at 1 Zubir Said Drive, Singapore 227968 and the Licensor is agreeable thereto subject to the terms and conditions hereinafter appearing.

IT IS HEREBY AGREED AS FOLLOWS:

1. In this Contract, the following words have the following meanings unless inconsistent with the context:

   “Licensor” shall include the successors and assigns of Singapore Arts School Ltd. (SAS).

   “Contractor” shall include, if the Contractor is an individual, or if the Contractor is a company, its director or owner of the company.

   “Development” the whole of the land area and floor space comprised in the project development known as ‘School of the Arts, Singapore’, together with all structures, buildings, facilities and amenities constructed, built or developed thereon, whether above ground or underground.

   “Common Areas” those parts, areas, premises and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Contractor or to any other tenant and which are now or hereafter provided by the Licensor for the common use by the Contractor of premises in the Development and their respective customers, employees, invitees and licenses in common with the Licensor and all other persons having the like right to use the same (including but without
limiting the generality of the foregoing all roads, walls, car parks, walkways, pavements, passages, entrances, courts, vestibules, halls, toilets, stairways, elevators and gardens and such other areas, amenities, grounds and conveniences from time to time provided prescribed or made available by the Licensor for the common or general use or benefit of the aforesaid Contractor, customers, employees, invitees and all other persons having the like right).

“Person” shall be deemed to include a corporation.

1.1 Words importing the singular or plural number shall be deemed to include the plural or singular number respectively and words importing the masculine gender only shall include the feminine or neuter gender and vice versa as the case may require.

1.2 Where two or more persons are included in the term “Contractor”, all covenants, agreements, terms, conditions and restrictions shall be binding on them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.

1.3 The marginal headings and introductory words appearing in this Contract are inserted only as a matter of convenience and shall in no way define, limit, construe, describe or effect the scope intent and interpretation of the sections and clauses of this Contract.

2. IN CONSIDERATION of the Licensor agreeing to the establishment, provision and operation of the said canteen stall at 1 Zubir Said Drive, Singapore 227968 by the Contractor, the Contractor hereby agrees with the Licensor as follows:

(a) To establish, provide and operate at his/her own expense of canteen stall at 1 Zubir Said Drive, Singapore 227968 subject to the terms and conditions hereinafter set out.

(b) To sell the food and drinks at your indicated prices as set forth at Proposal Reference ______________________________ dated ______________. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise.

(c) To open the canteen stall for the purpose of supplying food and drinks at fixed prices which are acceptable to the Licensor from 7.30am to 5.00pm during the school terms or at such other times as may be specified or approved by Licensor and conduct the business therein at all times in good faith and in a reputable manner and will not commit or suffer or permit to be committed any illegal or unlawful act at or upon the Premises.

(d) To appoint a senior staff under the Contractor’s employment as the Food Hygiene Officer (FHO) to maintain a high standard of food hygiene in the canteen stall and conduct monthly audits of food hygiene practices at the canteen stall. A copy of the monthly audits must be submitted promptly on a monthly basis to SAS. The appointed FHO must be certified and registered by National Environment Agency (NEA) as a FHO for the said canteen stall.

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copy of the certification must be submitted to SAS before the commencement of operations of the canteen stall.

(e) To pay a fixed monthly rental fee of Singapore Dollars \( \$\)\(^\text{__________} \) Only per stall through GIRO or cheque payable to “Singapore Arts School Ltd” to the Licensor by the end of the first day of each month for every month of the Contract.

(f) To pay the utility charges for water and gas consumed for the canteen stall directly to the utility provider or to such other Person at such other places as the Licensor.

(g) The Contractor shall make payment for consumption of electricity through SAS to the appointed gas provider.

(h) To provide all articles necessary for the efficient running of the canteen stall (including crockery, cutlery, trays, refrigerators, ovens, etc.) and keep the canteen stall adequately stocked and properly attended to and controlled in a businesslike and orderly manner.

(i) To comply with the Guidelines for Healthy Meals in School Programme set out in Section 2 (which by reference herein is made an integral part of this Contract).

(j) To comply with the Rules and Regulations set out in Section 3 (which by reference herein is made an integral part of this Contract) and any other rules and regulations which may from time to time be introduced by the Licensor.

(k) To be responsible for the maintenance of the canteen stall and fixtures provided by the Licensor.

(l) Not to use the canteen stall for purposes other than the preparation and serving of drinks and food for the Licensor.

(m) No foreign worker shall be employed unless he/she has a valid work permit or employment pass. The Licensor reserves the right at its sole discretion to require the Contractor to terminate the services of any assistant of the Contractor at any time.

(n) To ensure that all canteen stall’s staff are examined by a certified Medical Practitioner at regular monthly intervals and that they are inoculated and vaccinated when called upon by the Medical Practitioner and/or the Licensor to do so.

(o) To prohibit its employees, suppliers and others whom may have control from parking delivery vehicles any place or time within the Development except at the loading and unloading docks as designated by the Licensor and at such time or times as the Licensor may specifically allow for such purpose and from obstructing in any matter howsoever the Common Areas, especially entrances, exits, driveways and also the pedestrian footways in or to the Common Areas.
(p) Not use or suffer to be used the said loading and unloading docks for the storage of goods or for any other purpose other than for the prompt loading and unloading of goods.

(q) Not transport or convey in any manner its merchandise, equipment, baggage, furniture parcels, sacks, bags, heavy articles on the escalators and in passenger lifts of the Development and shall use for such transport and conveyance only in the service lift(s) as the Licensor may designate and in accordance with any regulations laid down by the Licensor for the use of such lift(s). Goods or items that contain food or liquid materials must be properly sealed and packed and extra care must be taken during the transportation of such items to prevent littering/soiling of any part of the Common Areas.

(r) To ensure that the canteen stall is properly and securely locked at all times when the canteen stall is unoccupied, and shall use its best endeavors to protect and keep the canteen stall and any property situated therein from theft or robbery. The Licensor reserves the right to authorize its agent caretaker, security personnel and workmen to lock up the canteen stall if the same is improperly or insecurely locked.

(s) To display and stock its merchandise, if any, within the areas of the canteen stall neatly and shall not place or display or store its merchandise, equipment or anything belonging to the Contractor in any part of the Common Areas or in any way that obstructs or may obstruct the passageways of the Building or the entrances to or exits from the Building.

(t) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relations to measures taken for institution wide or nationwide exercises such as flu pandemic, etc.

(u) To permit security guards employed by the Licensor to search all incoming and outgoing goods and property whenever the Licensor deems it necessary or prudent to do so.

(v) To fully co-operate with the Office of Property Management (OPM) and/or the Licensor’s appointed representative(s) on all matters relating to fire safety and fire evacuation plans. The Contractor, its servant, agent, contractor, approved sub-tenant, invitee and all other persons allowed into the canteen stall by the Contractor are required to actively participate in all Fire Evacuation Drills conducted from time to time and to follow closely the instructions of, and co-operate with, the OPM and/or Licensor’s representative(s) during such drills.

3. The Contractor is subjected to the checks via survey/feedback forms conducted by the school and shall improve on its service and quality of food based on the feedback gathered.

4. The Contractor upon being required in writing by the Licensor to remove any of his/her employees who is undesirable or behaves in a manner prejudicial to the interest of the Licensor, shall do so within seven (7) days of the notice.
5. The Contractor for the duration of this Contract shall be at liberty to use the fittings, furniture and equipment in the canteen stall whenever available and given by the Licensor on condition that the said fittings, furniture and equipment shall always be kept in good condition by the Contractor subject however to fair wear and tear.

6. The Contractor shall provide the latest food list and prices, subject to the Licensor’s approval, to the Licensor at least two (2) weeks prior to the commencement of each school term.

7. The Contractor hereby indemnifies and shall always keep the Licensor or its authorized representatives indemnified against all actions, claims, proceedings, costs, demands and expense brought by whomsoever and arising out of the establishment, provision and the operation of the canteen stall or the carrying on of the business therein under this Contract.

8. On termination of this Contract, the Contractor shall yield to the Licensor the canteen stall premises and return all fixtures and furniture as may be supplied under Clause 5 of this Contract in good condition (fair wear and tear excepted). In the event of any of the items given not being returned or are returned in a damaged condition, the Contractor shall pay for the replacement or the cost of repair that may be necessary. The Contractor will also at his/her own cost and expense remove all his/her furniture and equipment (if any) from the said canteen stall and deliver up the premises in a clean and proper state and condition to the Licensor. In the event that the Contractor fails to do so within two weeks after the termination of this Contract, the said property shall be deemed to have been abandoned by the Contractor and the Licensor may dispose them and charge the Contractor for all expenses incurred.

9. It is agreed and understood by both parties that the Licensor shall not be responsible to the Contractor for any debt arising from credit facilities accorded by the Contractor to members of the organization or any other persons and the Contractor will solely be responsible for any credit facilities which he may choose to give at his/her own risks.

10. The Contractor shall support and provide catering for school functions and meetings, if required.

11. The Contractor acknowledges that the canteen stall is established to serve the staff and students of the Licensor.

12. The Licensor reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice to the Contractor.

13. The Contract may be terminated by the Contractor giving to the Licensor three (3) month’s written notice of his/her intentions to do so.

14. If at any time any of the events shall occur:-

(a) the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Licensor may terminate this Contract without any liability with immediate notice; or (ii) where such breach is not capable of remedy, then the Licensor may terminate this Contract without any liability with seven (7) days prior written notice, or
(b) the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor’s assets; or if the Contractor makes any form of compromise or scheme of arrangement with its creditors, or ceases to carry on business, then the Licensor may terminate this Contract without any liability with immediate notice.

15. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or handover without the written consent of the Licensor.

16. During the said term, the Contractor shall at his/her own cost effect and maintain insurance for fire and public liability of an amount of at least Singapore Dollars One Million only (S$1,000,000) and name the Licensor as an additional insured party in the policies. All insurance policies taken out in compliance with this Sub-Clause shall include a provision for waiver of subrogation against the Licensor.

17. This Contract shall come into force on the and shall continue until , unless terminated otherwise as provided for under Clauses 12, 13 and 14. The Contractor will be provided with advance notice to take over the canteen stall for fitting out and other related works.

18. The Licensor shall have an option to renew this Contract by a further period of two (2) years by giving three (3) months’ notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.

19. No delay in carrying out and completing all or any of the installations, partitioning and other works (including the installation of telephones and computers) in or at the canteen stall, whether caused by any governmental and/or statutory authority or otherwise shall be a ground for postponing the commencement of the said Term or relieve in any way the Contractor from the performance and observance of the covenants, conditions, stipulations or agreements hereincontained.

20. The Contractor shall not, whether in the course of its fitting-out works or at any time for any purpose whatsoever, execute or suffer to be executed any works involving the hacking of the floors, walls or ceilings or any alterations whatsoever of the canteen stall.

21. The Contractor will obtain in his/her own name and maintain at his/her own expense all licenses as are required by law for the operation of the canteen stall.

22. The main business of the canteen stall operator is the sale of hot, cooked food. The Contractor shall therefore not sell drinks, snacks, tidbits and ice cream. The Licensor may review this policy from time to time solely at the Licensor’s discretion to sell drinks, snacks, tidbits and ice cream.

23. The Contractor shall not without the Licensor’s prior written consent use the name of the Development or any picture or likeness of the Development or the canteen stall in his/her registered or trading name or for any advertising or purpose.
24. The Contractor shall provide a **Security Deposit of Singapore Dollars [blank]** (S$_______), equivalent to three times of the monthly rental fees and three months projected utilities charges to the Licensor. This shall be in the form of a crossed cheque payable to “Singapore Arts School Ltd”, which would be refunded upon the expiry of the Contract. Without prejudice to any rights and remedies available to the Licensor, it shall be lawful for the Licensor to deduct from this deposit all sums as may be due and recoverable by the Licensor against the Contractor for any breach of term or condition of this Contract by the Contractor. The Contractor shall top up within fourteen (14) days the Security Deposit should there be any deduction.

25. The Contractor shall not hold the Licensor liable in respect of:

   (a) any interruption in any of the services hereinbefore mentioned by reason of necessary repair or maintenance of any installation or apparatus or damage thereto or destruction hereof by fire, water, riot, Act of God or other cause beyond the Licensor’s control or by reason of mechanical or other defect or breakdown or other inclement conditions or shortage of manpower, fuel, materials, electricity or water or by reason of labour disputes;

   (b) any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of the Licensor in or about the performance of any duty service or work; and

   (c) any damage, injury or loss arising out of the leakage of the piping and/or sprinkler system in the canteen stall and/or the structure of the canteen stall and/or any defect in the canteen stall.

26. The Contractor shall abide by and shall ensure that all Contractor’s employees and assigned consultants/contractors abide by all applicable governmental statutes, by-laws and regulations etc. such as but not limited to, the Environmental Public Health Act, Food & Drugs Regulations (1957), Sale of Food Act (1973), Workplace Safety & Health Act, Fire Safety Act, Environmental Protection & Management Act and Building Control Act (Chapter 29) which as may be amended or updated by the Singapore Government from time to time.

27. This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:

   i) This Contract;
   ii) The Contractor’s Proposal dated [blank]; and
   iii) The Licensor’s ITT document ref: SAS/OP/2015/001/T.
IN WITNESS WHEREOF the Parties hereto have hereunto set their respective hands the day and year first abovewritten.

SIGNED BY )
__________________________ )
for and on behalf of )
__________________________ )
SINGAPORE ARTS SCHOOL LTD. ) __________________________
in the presence of:

Name of witness : __________________________
Signature : __________________________

SIGNED BY )
__________________________ )
__________________________ )
for and on behalf of )
__________________________ )
) __________________________
in the presence of:

Name of witness : __________________________
Signature : __________________________