

## FORM OF PROPOSAL

To :

Name of Vendor :

Singapore Arts School Limited

Address :

Office of Procurement  
1 Zubir Said Drive,  
Administration Office #05-01  
Singapore 227968

Invitation to Propose Opening Date:  
25 April 2025

**Please Submit by:**  
**16 May 2025 at 1700 hours**

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### INVITATION TO PROPOSE NO. SAS/OP/2025/002/SP FOR THE PROVISION OF BOOKSHOP OPERATION SERVICES AT ZUBIR SAID CAMPUS

1. **Singapore Arts School Ltd. (SAS)**, the company that manages the **School of the Arts, Singapore (SOTA)**, governed by the Ministry of Culture, Community and Youth (MCCY), invites proposals for the **Provision of Bookshop Operation Services** at **1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You are required to submit your proposal and any accompanying information via email by **16 May 2025, 1700 Hours Singapore Time**. Late and incomplete submissions will be disqualified.
3. The documents enclosed in this proposal include:
  - (a) Schedule 1 : Overview for Vendors
  - (b) Schedule 2 : Important Instruction to Vendors
  - (c) Schedule 3 : Schedule of Price
  - (d) Schedule 4 : Application Form
  - (e) Annex A : Scope of Services
  - (f) Annex B : Rules and Regulations for SAS Bookshop
  - (g) Annex C : School Bookshop Floor Plan
  - (h) Annex D : SOTA Stationeries
  - (i) Annex E : Terms and Conditions of Contract
  - (j) Annex F : The Schedule
  - (k) Annex G : Declaration on Progressive Wage (PW) Mark Eligibility Form
  - (l) Appendix 1 : House Rules

4. The proposal shall be submitted by the applicant's authorised representatives.
5. All enquiries regarding this proposal should be made in writing and directed to:
  - (a) Submission Matters : Ms Noorina Amin  
Email : [procurement@sota.edu.sg](mailto:procurement@sota.edu.sg)
  - (b) Requirement Specifications : Mr Kelvin Chan  
Email : [kelvin.chan@sota.edu.sg](mailto:kelvin.chan@sota.edu.sg)
6. No oral representation shall be binding on SAS or construed as varying or adding to any part of this proposal.
7. SAS accepts original proposal submission and strictly without any alteration to the content and format.

Yours sincerely

(No Signature Required)

Noorina Amin

Buyer, Office of Procurement

SINGAPORE ARTS SCHOOL

# **Schedule 1: OVERVIEW FOR VENDORS**

## SCHEDULE 1 : OVERVIEW FOR VENDORS

1. The School of the Arts, Singapore (SAS) would like to engage a Bookshop Operator to run a physical bookshop and provide a range of services to SAS students and staff.
2. The period of the Contract shall be for a period of **twenty-four (24) months**, commencing **on 1 July 2025 to 30 June 2027 (“expiry date”)**. Upon the expiry date, SAS shall have an option to renew the Contract **at any period for up to a maximum period of twenty-four (24) months** under the same terms and rates.
3. The student and staff population in Year 2026 are estimated to be 1200 and 270 respectively, with 6 levels of students between the ages of 13 years old (Year 1) and 18 years old (Year 6). The recess time and lunch time of SAS students are staggered as follows:

RECESS TIME (30 MIN)	Any 30-mins slot between 0845hrs and 1145hrs
LUNCH TIME (1 HOUR)	Any 1-hour slot between 1045hrs and 1445hrs

Please note that the above information is for reference only and is subjected to changes.

4. Vendors are to refer to **Annex C: School Bookshop Floor Plan** for photo samples of the bookshop space and dimension.
5. Vendors are to refer to **Annex A: Scope of Services** for items of services to be provided by the bookshop and important instructions for vendors to submit necessary documents to SAS for the ITQ.
6. Vendor is required to fill up the Application Form as set forth in **Schedule 4** and submit it together with the ITQ proposal.
7. Vendor shall propose a price list for the items and services to be sold and/or provided by the bookshop in **Schedule 3: Schedule of Price**.
8. The items of the said stationeries supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The price of the items and services should be lower than the market retail price. The approval of SAS shall be sought for sale of additional items and/or services and their respective prices during the term of the contract.
9. The appointed Vendor shall pay a yearly commission fee based on the annual student enrolment number as on 1<sup>st</sup> day of February of the academic year. The total commission payable will be divided by 12 and billed to appointed Vendor on a monthly basis. (See **Annex E: Terms and Conditions of Contract**, Page 3 - Clause 2d and Page 8 - Clause 28).

10. The commission payable shall be subjected to the prevailing Goods and Services Tax (GST) and is payable by the appointed vendor.
11. Vendor is required to quote the commission rate per student payable to SAS in **Schedule 3: Schedule of Price**, under **Section 1 – Proposal, No. 5 – Bookshop Commission**. SAS is not obliged to select the highest quote in consideration of other evaluation factors for the ITQ.
12. The ITQ proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Quote.
13. SAS will not bear any expense incurred by the Vendor in the preparation of the ITQ proposal.
14. The appointed Vendor is to declare if any of their immediate family members are presently holding management positions in SAS, or are employed by SAS. Vendors should also highlight if they have any affiliation to any existing vendors engaged by SAS.
15. The appointed Vendor shall be responsible for the cleanliness and security of the Bookshop.
16. The appointed Vendor shall, at its own expense, make all necessary arrangements to maintain cleaning, internal security device (if any), pest control standards in the Bookshop area, and where applicable, adhere to the safe management measures (SMM) as stipulated by SAS.
17. Electricity services will be supplied through SAS and be metered separately for the appointed Vendor. The appointed Vendor shall subscribe to and 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 appointed Vendor arising from or in connection with the use, supply or pricing of the electricity.
18. **The basic renovation work (if applicable) for the bookshop interior is to be borne by the appointed Vendor.** Any other alteration work is prohibited at all times unless permission has been sought from the Manager, Office of Property Management of SAS through Office of Administration. The setting up of the Bookshop must be completed and ready for operation by the date as agreed between SAS and the appointed Vendor.
19. The appointed Vendor shall comply with all obligations imposed by law and such rules and regulations made from time to time in connection to the Bookshop.
20. The appointed Vendor shall not assign and/or sublet, or part with the possession of the said Bookshop or part thereof or assign or hand over his 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 with thirty (30) days prior written notice.

21. The appointed Vendor shall adhere to the rules and regulations set out for SAS Bookshop, as indicated in **Annex B: Rules and Regulations for SAS Bookshop**.

The appointed Vendor shall be notified of the acceptance by SAS of his/her quotation. He/she would be required to sign a Contract (see Annex E: Terms and Conditions of Contract) and agree to House Rules (see **Appendix 1: House Rules for Authorised External Party Providing Services to SAS**)

22. The ITQ proposals shall be evaluated and selected based on the following criteria:

**Evaluation and Selection Criteria**

Evaluation of ITQ Proposals submitted shall be based on:

**Critical Criteria (To qualify for Evaluation)**

- A. Ability to organise and manage Annual Book Sale:
  - i. Take orders and allow cashless payment (e.g. credit card, paynow, paylah, etc) via online platform/website
  - ii. Facilitate delivery and self collection of orders
  - iii. maintain adequate book stocks for meeting the annual book sales and
  - iv. update-to-date tracking of outstanding orders from the students.
- B. Proposal of Commission Rate per student

**Other Criteria**

- C. Selling price of items (Singapore Dollars)
- D. List and variety of stationery items proposed
- E. Ability to sustain the management of the Book Shop throughout the period of lease
- F. Vendor to include proposal which includes the possibility of consignment of school uniforms from our uniform vendor.
- G. Vendor's ability to provide vending machines for stationery purchases.
- H. Vendor's portfolio and references, track records, past experiences and services rendered to schools

**Schedule 2:**  
**IMPORTANT INSTRUCTION TO**  
**VENDORS**

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## **SCHEDULE 2 : IMPORTANT INSTRUCTIONS FOR VENDORS**

### **Documents to be submitted**

1. Vendors are required to submit the following documents for the ITQ Application:
  - (a) Application Form (**Schedule 4**)
  - (b) One (1) set of proposal with supporting brochures/materials
  - (c) Proposed Bookshop Shelves and Layout (to be included in the proposal)
  - (d) Schedule of Price (**Schedule 3**) – provide relevant information of services and prices indicated in the document

### **Submission of Proposal**

1. Vendors shall provide the following details in the Proposal;
  - (a) Running of Bookshop Operations
    - i. Operation hours (Bookshop operating hours from Mondays to Fridays from 8.30am to 3.00pm excluding public and scheduled school holidays, unless otherwise directed by SAS);
    - ii. Propose marketing strategies to reach out to the students with regard to the service(s) provided;
    - iii. Plans on sustaining the bookshop operations in a long run (if any).
  - (b) Annual book sale
    - i. Proposed timeline and process for Annual Book Sale. Vendor shall provide:
      - a digital platform that allows book ordering by the students to be facilitated via online
      - various online payment gateways, such as credit cards, PayNow, Paylah etc. to facilitate the online payments by parents and students
      - various options for the book collection, e.g. home delivery or self-pick up at designated collection point(s) (E.g. school bookshop or any location within the school building as designed by SAS due to SMM)
      - turnaround timeline and arrangement plan for home delivery
    - ii. Vendor shall provide markups or screenshots and online bookshop website URL showing the process of online order of books and various modes of payment for making online payment



- iii. Operational plan for collection of books at designated collection point(s), including types of resources provided by Vendor to facilitate the collection process
- iv. Logistics support to be requested from SAS during the period for collection of books.
- v. Proposed Plan on the printing and sale of annual SAS notes (as part of book list by SAS) which are required to distributed to Students by Term 1 Week 2 of the new academic year. SAS notes are usually included in the Booklist but the school will only be able to provide it to vendor for print and sale in last week of November due to internal planning timeline.
- vi. Number of desk copies of textbooks at the following ratio: Ratio of number of complimentary desk copies to student copies.
- vii. To provide an outstanding book orders listing and the respective estimated fulfilment dates for the outstanding book orders for updating the progress of the outstanding book orders when it is being requested by SAS.

(c) Proposed Bookshop shelves and layout.

(d) Portfolio and track records showing experience in managing book shop operations, including experience in book sale (including secondary and IB textbooks). List of schools that Vendor is currently working with or had worked with.

## **Schedule 3:** **SCHEDULE OF PRICE**

## SCHEDULE 3: SCHEDULE OF PRICE

### SECTION 1: PRICE SCHEDULE PROPOSAL

No.	Description	Price S\$ /Unit
<b>1.</b>	<b>Supply of Textbooks</b>	
(a)	To supply the list of prescribed textbooks for all year levels, including printing of course notes (based on booklist 2025)	<i>To submit prices for Books and Materials List 2025 in Schedule 3 - Section 2.</i>
(b)	Refer to required information and supporting documents in Schedule 2: Important Instructions for Vendors	<i>To indicate in proposal.</i>
<b>2.</b>	<b>Provision of Customised Stationery with SAS Logo</b> <i>Refer to Annex D for samples of SOTA stationeries</i>	
(a)	Report book (based on approximate enrolment of 200 students per year)	S\$
(b)	A5-sized exercise book / A4 Sized exercise book	S\$
(c)	English Writing pad (Foolscap Paper)	S\$
(d)	Ring file - 2" with two rings (assorted colors)	S\$
(e)	Examination writing papers (upon request by the school; not sold at the bookshop)	S\$
<b>3.</b>	<b>Provision of Stationery and Other Items</b>	
(a)	General stationery	<i>To submit list of items with prices in Schedule 3 - Section 3</i>
(b)	Face Mask (individual unit)	S\$
(c)	Padlock with key/number lock for school lockers	S\$
(d)	General stationery	S\$
<b>4.</b>	<b>Consignment Sale (to quote by rate of commission – Please state NA if consignment is not proposed)</b>	
(a)	SAS uniforms	%
<b>5.</b>	<b>Bookshop Commission</b>	
(a)	To provide yearly commission rate per student for SAS's consideration	S\$ /student

## SECTION 2: BOOKS AND MATERIALS LIST 2025

\*Booklist 2025 for price reference only. Booklist and estimated number is subject to changes by SAS every year.

### (A) School Booklist 2025, Year 1 to Year 6

#### Year 1 Booklist 2025

TextBooks/Notes

All prices include 9% GST  
(Applicable for GST-registered companies)

Subject	Title	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Literature In English	Burning Everest		Heinemann	Adrian Flynn	9780435233082		200
MTL - Chinese Higher Level	《与象共舞》	Student's MTL grouping (Standard level or Higher level) will be made known in Term 1 Week 1	人民教育出版社	赵丽宏	9787107276651		70
MTL - Chinese Standard Level	《三轮车跑得快》		玲子传媒私人有限公司, 2018	虎威	9789814791298		95
MTL - Chinese (Both Higher & Standard Levels)	《展望》Future (Coursebook 1)	To be used in Year 1 and 2	Joint Publishing(H.K.)Co.,Ltd	吴星华	9789620447037		165
Humanities & Social Sciences (Geography)	Lower Secondary Geography Coursebook (Book One) Express/Normal (Academic)		Marshall Cavendish Education	MOE CPDD	9789814643528		200
Humanities & Social Sciences (History)	A Journey Through Time, 1299 - 1970s Secondary 1		Star Publishing Pte Ltd	MOE CPDD	9789814895248		200
Coordinated Science	Science for Lower Secondary G2/G3 Textbook 1A (Revised Edition)		Marshall Cavendish Education	MOE CPDD	9789815109030		200
	Science for Lower Secondary G2/G3 Textbook 1B (Revised Edition)		Marshall Cavendish Education	MOE CPDD	9789815109054		200
Mathematics	think! Mathematics G3 Textbooks 1A & 1B (Print & Digital Bundle) (8th Edition)		SL Education		978 981 32 4543 3R		200
	think! Mathematics G3 Workbook 1A (8th Edition)		SL Education		978 981 33 9479 7R		200
	think! Mathematics G3 Workbook 1B (8th Edition)		SL Education		978 981 33 9481 0R		200

## MATERIALS LIST

\*Please add or delete accordingly, unless otherwise specified under Remarks, all materials will not have the customized SOTA logo

Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
-	(Compulsory) SOTA Report Book						200
Coordinated Science	(Compulsory) Safety goggles (worn over spectacles)	Choose either 1 of the safety goggles					200
	(Compulsory) Safety goggles (cannot be worn over spectacles)						200
Dance	(Compulsory) Note book for Reflective Journal (Movement & Improvisation module) - Recommend A4 Black Sketch Book	No stipulated style or design					30
	(Compulsory) Note book for Reflections (Ballet module) - Recommend A4 Black Sketch Book						30
Theatre	(Compulsory) A4 Black Sketch Book						30
Mathematics	(Compulsory) Casio fx-97SG X	Recommended Model for Exams. Need not buy if have older models that are approved for use in exam	Casio				200
Mother Tongue Languages	(Optional) SOTA Writing Pad - Lined						165
	(Optional) SOTA A5 Exercise book (with lines - MTL)						165
Humanities & Social Sciences (Geography)	(Optional) Red SOTA Ring File - Red for Year 1						200
Humanities & Social Sciences (History)	(Optional) Red SOTA Ring File - Red for Year 1						200
Literary Arts	(Compulsory) A notebook for writing and journaling. Recommended: A4 Black sketch book.	No stipulated style or design.					20

## Year 2 Booklist 2025

### TextBooks/Notes

All prices include 9% GST  
(Applicable for GST-registered companies)

Subject	Title	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Literature In English	Sugarbread	To be used in Term 1 - must be brought in before term starts	Epigram	Balli Kaur Jaswal	9789814757300		190
MTL - Chinese SL	《细读世上人》(励志小品选编)		玲子传媒	(作者)尤今; 苏章恺, 梁慧瑜(编选).	9789814671675		90
MTL - Chinese HL	《最后一束康乃馨》(艾禺微型小说集)		玲子传媒	艾禺	9789814992251		70
MTL - Chinese HL & SL	《展望1》Future (Coursebook 1)	No need to buy if already purchased in Year 1	Joint Publishing(H.K.)Co.,Ltd	吴星华	9789620447037		~~
MTL - Chinese HL & SL	《展望2》Future (Coursebook 2)	To be used in Year 2 and 3	Joint Publishing(H.K.)Co.,Ltd	吴星华	9789620447044		160
Humanities & Social Sciences (Geography)	Lower Secondary Geography Coursebook (Book Two) Express/Normal (Academic)		Marshall Cavendish Education	MOE CPDD	9789814879903		160
Humanities & Social Sciences (History)	Singapore: A Journey Through Time, 1299 - 1970s Secondary 2		Star Publishing	MOE CPDD	9.78981E+12		160
Coordinated Science	Science for Lower Secondary G2/G3 Textbook 2A (Revised Edn)		Marshall Cavendish Education	MOE CPDD	9789815109078		160
	Science for Lower Secondary G2/G3 Textbook 2B (Revised Edn)		Marshall Cavendish Education	MOE CPDD	9.78982E+12		160
Mathematics (2 options are available for textbooks)	think! Mathematics G3 Textbooks 2A&2B (Print & Digital Bundle) (8th Edition)		Shinglee	Dr Choy Ban Heng, Tek Keng Seng, Wong Lai Fong, Sharon Lee, Ong Chan Hong	9789813249363R		160
	think! Mathematics G3 Workbook 2A (8th Edition)		Shinglee		9789813249301R		160
	think! Mathematics G3 Workbook 2B (8th Edition)		Shinglee		9789813249318R		160
Dance	Dance Contextual Studies: The Faber Pocket Guide to Ballet (Faber Pocket Guides) Paperback – 4 Sep 2014		Faber & Faber	Deboral Bull & Luke Jennings	571309747		30

**MATERIALS LIST**

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Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Coordinated Science	(Compulsory) Safety goggles (worn over spectacles)	Reuse if already bought in Year 1; choose either 1 of the safety goggles					May not require if bought in year 1
	(Compulsory) Safety goggles (cannot be worn over spectacles)						May not require if bought in year 1
Dance	(Compulsory) Journal for Movement and Improvisation	no stipulated style or design					30
Mathematics	(Compulsory) Casio fx-97SG X	Recommended Model for Exams. Need not buy if have older models approved for use in exam	Casio				May not require if bought in year 1
MTL	(Optional) SOTA A5 Exercise book (with lines )						190
Humanities & Social Sciences (History)	(Optional) Green SOTA Ring File - Green for Year 2	Reuse if already bought in Year 1					May not require if bought in year 1
Humanities & Social Sciences (Geography)	(Optional) Green SOTA Ring File - Green for Year 2	Reuse if already bought in Year 1					May not require if bought in year 1
Literary Arts	(Compulsory) A notebook for writing and journalling. Recommended: A4 Black sketch book.	No stipulated style or design. Students may continue to use the one from LA1, if it still has pages for use.					30

## Year 3 Booklist 2025

### TextBooks/Notes

All prices include 9% GST  
(Applicable for GST-registered companies)

Subject	Title	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Literature In English	Fahrenheit 451	To be used in Term 1 - must be brought in before term starts	Harper Collins	Ray Bradbury	978-0006546061		190
Literature In English	Romeo and Juliet		Cambridge University Press	William Shakespeare	9781107615403		190
Literature In English	Poetry Moves: An Anthology of Poetry		Ethos Books	edited by Esther Vincent, Ann Ang, Angelia Poon, Loh Chin Ee	9789811422829		190
MTL - Chinese HL	《恰到好处的幸福》(毕淑敏散文集, 夹叙夹议式散文)		湖南文艺出版社	毕淑敏	9787540465018		30
MTL - Chinese HL & SL	《展望2》Future (Coursebook 2)		Joint Publishing(H.K.)Co.,Ltd	吴星华	9789620447044		160
Geography	Upper Secondary Geography: Climate	To be used for Year 3 & 4	Marshall Cavendish Education Pte Ltd	MOE CPDD	TBC		190
	Upper Secondary Geography: Geography in Everyday Life		Marshall Cavendish Education Pte Ltd	MOE CPDD	TBC		
	Upper Secondary Geography: Tectonics		Marshall Cavendish Education Pte Ltd	MOE CPDD	TBC		
	Upper Secondary Geography: Tourism		Marshall Cavendish Education Pte Ltd	MOE CPDD	TBC		
History	Unit 1 - "The making of the 20th century world, 1910-1942"		Hodder Education	MOE CPDD, Ben Walsh	TBC		190
Biology	Biology Matters: GCE 'O' Level, 3rd edition	To be used for Year 3 & 4	Marshall Cavendish	Eric Lam, Lam Peng Kwan	9789814987882		100
Chemistry	Chemistry Matters: GCE 'O' Level, 3rd edition	To be used for Year 3 & 4	Marshall Cavendish	Alistair Chew, John Sadler, Marc Chang, Tan Yin Toon, Wong Heng Vee, Woo Chang Hong	9789814988056		100



Subject	Title	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Physics	Physics Matters: GCE 'O' Level, 5th edition	To be used for Year 3 & 4	Marshall Cavendish	Cha Cher Liang, Randall, Charles Chew, Ho Boon Tiong, Joan Fong, Low Beng Yew, Tan Kay Yew, Yeow Kok Han	9789814987974		50
Mathematics	Mathematics 10 (MYP 5 Extended) (3rd Edition)	To be used for Year 3 & 4. Keep receipt of purchase to download e-book.	Haese	Pamela Vollmar	9781922416384		190
Literary Arts	A Monster Calls	To be used in Term 1	Walker Books Ltd	Patrick Ness	9781406361803		20

#### MATERIALS LIST

\*Please add or delete accordingly, unless otherwise specified under Remarks, all materials will not have the customized SOTA logo

Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Biology/Chemistry/Physics	(Compulsory) Safety goggles (worn over spectacles)	Reuse if already bought in Year 1 or 2; choose either 1 of the safety goggles					~~
	(Compulsory) Safety goggles (cannot be worn over spectacles)						~~
Mathematics	(Compulsory) TI-Nspire CX II (Non-CAS) - Graphic Display Calculator	Keep the packaging to download e-copy. Recommended Model approved for Exams.					~~
MTL	(Optional) SOTA A5 Exercise book (with lines - MTL)						130

## Year 4 Booklist 2025

### TextBooks/Notes

All prices include 9% GST  
(Applicable for GST-  
registered companies)

Subject	Title	Special Instructions (If any)	Author	ISBN No.	Publisher	Price S\$	Estimated Yearly Number
Literature In English	Small Island (Stage Version)		Helen Edmundson	9781839040764	Nick Hern		190
MTL - Foundation Chinese	《出发》IBDP Mandarin ab initio Coursebook 1	To be used in Year 4 and 5	刘佳 Venus Liu	9787513818797	Sinolingua		20
MTL - Chinese HL & SL	Explorer Coursebook 1 开拓 1		吴星华	9789811165207	Laureates Hall		130
MTL - Chinese HL & SL	《中文B考试指导：上册》DP Chinese B Assessment Guide 1	To be used in Year 4, 5 and 6	吴星华	9789620445514	Joint Publishing(H.K.)Co.,Ltd		130
Geography	Upper Secondary Geography: Climate	No need to buy if already purchased in Year 3	MOE CPDD	TBC	Marshall Cavendish Education Pte Ltd		190
	Upper Secondary Geography: Geography in Everyday Life						
	Upper Secondary Geography: Tectonics						
	Upper Secondary Geography: Tourism						
History	Unit 2 - "The making of the 20th century world, 1940s-1991"		MOE CPDD	TBC	Hodder Education		190
Biology	Biology Matters: GCE 'O' Level, 3rd edition	No need to buy if already purchased in Year 3	Marshall Cavendish	Eric Lam, Lam Peng Kwan	9789814987882		100
Chemistry	Chemistry Matters: GCE 'O' Level, 3rd edition	No need to buy if already purchased in Year 3	Marshall Cavendish	Alistair Chew, John Sadler, Marc Chang, Tan Yin Toon, Wong Heng Vee, Woo Chang Hong	9789814988056		100
Physics	Physics Matters: GCE 'O' Level, 5th edition	No need to buy if already purchased in Year 3	Marshall Cavendish	Cha Cher Liang, Randall, Charles Chew, Ho Boon Tiong, Joan Fong, Low Beng Yew, Tan Kay Yew, Yeow Kok Han	9789814987974		50
Mathematics	Mathematics 10 (MYP 5 Extended) (3rd Edition)	No need to buy if already purchased in Year 3	Pamela Vollmar	9781922416384	Haese		190
Dance	A Choreographer's Handbook	To be used for Year 4, and Year 5 & 6 as reference	Jonathan Burrows	9780415555302	Routledge		30

**MATERIALS LIST**

Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
MTL	(Optional) SOTA Writing Pad - Lined						~~
Biology/Chemistry/Physics	(Compulsory) Safety goggles (worn over spectacles)	Reuse if already bought in Year 1, 2 or 3; choose either 1 of the safety goggles					~~
	(Compulsory) Safety goggles (cannot be worn over spectacles)						~~

## Year 5 Booklist 2025

All prices include 9% GST  
(Applicable for GST-registered companies)

### TextBooks/Notes

Subject	HL/SL	Title	Special Instructions (If any)	Author	ISBN No.	Publisher	Price S\$	Estimated Yearly Number
Group 2 - Chinese Anticipated	SL	Explorer Coursebook 2 开拓 2	Remarks: For a 2-year programme condensed into 1 year	吴星华	9789811165214	Laureates Hall		120
Group 2 - Chinese Anticipated	SL	Explorer Coursebook 3 开拓 3		吴星华	9789811165221	Laureates Hall		120
	SL	<中文B考试指导上册> DP Chinese B Assessment Guide 1		吴星华	9789620445514	Joint Publishing(H.K.)Co.,Ltd		120
Group 2 - Chinese Ab Initio	SL	《出发》(IB中文ab initio课本2) IBDP Mandarin ab initio Coursebook 2	For use in Year 5 & 6	刘佳 (Venus Liu) Venus Liu	9787513822282	Sinolingua 华语教学出版社		10
Group 2 - Chinese HL	HL	Explorer Coursebook 2 开拓 2		吴星华	9789811165214	Laureates Hall		30
Group 2 - Chinese SL	SL	Explorer Coursebook 2 开拓 2		吴星华	9789811165214	Laureates Hall		120
Group 2 - Chinese HL	HL	《中文B考试指导：上册》 DP Chinese B Assessment Guide 1	No need to buy if already purchased in Year 4	吴星华	9789620445514	Joint Publishing(H.K.)Co.,Ltd		30
Group 3 - Geography	HL/SL	Oxford IB Diploma Programme. Geography Course companion (2nd Edition) ( <i>e-book or hardcopy</i> )	For use in Years 5 & 6	Garrett Nagle and Briony Cooke	9780198396031			80
Group 3 - Economics	HL/SL	Economics for the IB Diploma Coursebook with Digital Access (2 Years)	For use in Years 5 & 6	Ellie Tragakes	9781108847063	Cambridge University Press		60
Group 3 - History	HL/SL	Access to History for the IB Diploma: The move to global war	For use in Years 5 & 6	Andy Dailey	9781471839320	Hodder Education		30
	HL/SL	Access to History for the IB Diploma: The Cold War - Superpower tensions and Rivalries (2nd Ed)	For use in Years 5 & 6	David G. Williamson	9781471839290	Hodder Education		30
	HL/SL	Access to History for the IB Diploma: Authoritarian States	For use in Years 5 & 6	Michael Lynch	9781471839306	Hodder Education		30
	HL	Access to History: Mao's China, 1936-97 (4th Ed)	For use in Years 5 & 6	Michael Lynch	9781510457850	Hodder Education		30

Subject	HL/SL	Title	Special Instructions (If any)	Author	ISBN No.	Publisher	Price S\$	Estimated Yearly Number
Group 3 - Anthropology	HL/SL	Live and Die Like A Man: Gender Dynamics in Urban Egypt	For use in Years 5 & 6	FARHA GHANNAM	9780804783293	Stanford Press		60
	HL/SL	Life and Death on Mount Everest*	For use in Years 5 & 6	Sherry Ortner	9780691074481	Princeton University Press		60
Group 4 - Biology	HL/SL	Biology for the IB Diploma (3rd edition)	For Year 5 & 6	C.J. Clegg, Andrew Davis, Christopher Talbot	9781398364240	Hodder Education		120
Group 4 - Chemistry	HL/SL	Chemistry for the IB Diploma Coursebook with Digital Access (3rd edition)	For Year 5 & 6	Steve Owen	9781009052658	Cambridge University Press		120
Group 4 - Physics	HL/SL	Physics for the IB Diploma Coursebook with Digital Access (7th edition)	For Year 5 & 6	K.A. Tsokos	9781009071888	Cambridge University Press		60
Group 5 - Mathematics	MAI SL	Haese Mathematics: IB SL Applications & Interpretation Bundle	For Year 5 & 6	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-46-9	Haese Mathematics		30
	MAI HL	Oxford IBDP Mathematics: Applications and Interpretation, Higher Level (Print+ Online Book Pack)	For Year 5 & 6	Oxford University Press	978-0-19-842704-9	Oxford University Press		30
	MAA SL	Haese Mathematics IB SL Analysis & Approaches Bundle	For Year 5 & 6	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-45-2	Haese Mathematics		60
	MAA HL	Haese Mathematics: IB HL Analysis & Approaches Bundle	For Year 5 & 6	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-47-6	Haese Mathematics		30
Group 6 - Dance	HL	A Choreographer's Handbook	No need to buy if already purchased in Year 4	Jonathan Burrows	9780415555302	Routledge		20

# **MATERIALS LIST**

Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Biology/Chemistry/Physics	(Compulsory) Safety goggles (worn over spectacles)	Reuse if already bought in Year 1, 2, 3 or 4; choose either 1 of the safety goggles					~~
	(Compulsory) Safety goggles (cannot be worn over spectacles)						

## Year 6 Booklist 2025

### TextBooks/Notes

All prices include 9% GST  
(Applicable for GST-registered companies)

Subject	HL/SL	Title	Special Instructions (If any)	Author	ISBN No.	Publisher	Price S\$	Estimated Yearly Number
Group 1 - Language and Literature	HL	God of Carnage	To be used in Term 1 - must be brought in before term starts	Yasmina Reza	9780571242580	Faber and Faber		60
Group 1 - Language and Literature	HL	Death of a Salesman	To be used in Term 1 - must be brought in before term starts	Arthur Miller	9781350245013	Bloomsbury Methuen Drama		60
Group 1 - Language and Literature	SL	Macbeth	To be used in Term 1 - must be brought in before term starts	William Shakespeare	9789813030039	Total Study Edition		100
Group 1 - Language and Literature	HL/SL	The Great Gatsby	To be used in Term 1 - must be brought in before term starts	F. Scott Fitzgerald	9780199536405	Oxford World Classics		120
Group 2 - Chinese Ab Initio	SL	《爱汉语》 IChinese Book 2	No need to buy if already purchased in Year 5	Victor Bao	9789814687201	Cengage Learning Asia Pte Ltd		10
Group 2 - Chinese HL & SL	HL/SL	Explorer Coursebook 3 开拓 3	No need to buy if already purchased in Year 5	吴星华	9789811165221	Laureates Hall		130
Group 2 - Chinese HL & SL	HL/SL	<中文B考试指导上册> DP Chinese B Assessment Guide 1	No need to buy if already purchased in Year 5	吴星华	9789620445514	Joint Publishing(H.K.)Co.,Ltd		130
Group 3- Geography	HL/SL	Oxford IB Diploma Programme. Geography Course companion (2nd Edition) (e-book or hardcopy)	No need to buy if already purchased in Year 5	Garrett Nagle and Briony Cooke	9780198396031			80
Group 3 - History	HL/SL	Access to History for the IB Diploma: The move to global war	No need to buy if already purchased in Year 5	Andy Dailey	9781471839320	Hodder Education		30
	HL/SL	Access to History for the IB Diploma: The Cold War - Superpower tensions and Rivalries (2nd Ed)	No need to buy if already purchased in Year 5	David G. Williamson	9781471839290	Hodder Education		30
	HL/SL	Access to History for the IB Diploma: Authoritarian States	No need to buy if already purchased in Year 5	Michael Lynch	9781471839306	Hodder Education		30
	HL	Access to History: Mao's China, 1936-97 (4th Ed)	No need to buy if already purchased in Year 5	Michael Lynch	9781510457850	Hodder Education		30

Subject	HL/SL	Title	Special Instructions (If any)	Author	ISBN No.	Publisher	Price S\$	Estimated Yearly Number
Group 3- Anthropology	HL/SL	Fresh Fruit, Broken Bodies : Migrant Farmworkers in the United States		Seth Holmes	9780520275140	University of California Press		50
Group 3 - Economics	HL/SL	Economics for the IB Diploma Coursebook with Digital Access (2 Years)	No need to buy if already purchased in Year 5	Ellie Tragakes	9781108847063	Cambridge University Press		50
Group 4 - Biology	HL/SL	Biology for the IB Diploma (3rd edition)	No need to buy if already purchased in Year 5	C.J. Clegg, Andrew Davis, Christopher Talbot	9781398364240	Hodder Education		100
Group 4 - Chemistry	HL/SL	Chemistry for the IB Diploma Coursebook with Digital Access (3rd edition)	No need to buy if already purchased in Year 5	Steve Owen	9781009052658	Cambridge University Press		100
Group 4 - Physics	HL/SL	Physics for the IB Diploma Coursebook with Digital Access (7th edition)	No need to buy if already purchased in Year 5	K.A. Tsokos	9781009071888	Cambridge University Press		60
Group 5 - Mathematics	MAI SL	Haese Mathematics: IB SL Applications & Interpretation Bundle	No need to buy if already purchased in Year 5	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-46-9	Haese Mathematics		30
	MAI HL	Oxford IBDP Mathematics: Applications and Interpretation, Higher Level (Print+ Online Book Pack)	No need to buy if already purchased in Year 5	Oxford University Press	978-0-19-842704-9	Oxford University Press		30
	MAA SL	Haese Mathematics IB SL Analysis & Approaches Bundle	No need to buy if already purchased in Year 5	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-45-2	Haese Mathematics		70
	MAA HL	Haese Mathematics: IB HL Analysis & Approaches Bundle	No need to buy if already purchased in Year 5	Michael Haese, Mark Humphries, Chris Sangwin, Ngoc Vo	978-1-922416-47-6	Haese Mathematics		40
Group 6 - Dance	HL	A Choreographer's Handbook	No need to buy if already purchased in Year 4	Jonathan Burrows	9780415555302	Routledge		20



MATERIAL LIST

Subject	Item	Special Instructions (If any)	Publisher	Author	ISBN Number	Price S\$	Estimated Yearly Number
Biology/Chemistry/Physics	(Compulsory) Safety goggles (worn over spectacles)	Reuse if already bought in Year 1, 2, 3, 4 or 5; choose either 1 of the safety goggles					~~
	(Compulsory) Safety goggles (cannot be worn over spectacles)						

**(B) Booklist (Recommended Text - Optional)**

<b>Subject</b>	<b>Title</b>	<b>Publisher</b>	<b>Author</b>	<b>ISBN Number</b>	<b>Price (S\$)</b>

(C) Materials List

Subject	Material	Remarks	Price (\$\$)

### **SECTION 3: VENDOR-PROPOSED STATIONERY LIST**

[illegible]

#### **SECTION 4: VENDOR-PROPOSED ARTS MATERIAL / ADDITIONAL ITEMS LIST**

[illegible]

# **Schedule 4: APPLICATION FORM**

## SCHEDULE 4: APPLICATION FORM

### 1. Details of Bookshop

Description of Items:
-----------------------

### 2. Commission Offered

Yearly Commission Per Student <i>(total amount excluding GST, based on estimated total number of students enrolled as on 1<sup>st</sup> of February in the school year)</i>	
S\$ _____ /per student (Amount in figures)	Dollars _____ (Amount in words)

### 3. Particulars of Vendor

Company &/or Name of person in-charge:
NRIC No:
Citizenship:
Age:
Sex:
Address:
Contact No. & Email:
Language/ Dialects Spoken:
Other Sources of Income:

**4. Particulars of Helpers/ Operators**

<b>Name</b>	<b>NRIC No</b>	<b>Work Permit No/ Employment Pass No (for foreign workers)</b>	<b>Occupation</b>

**5. Experience in Bookshop Operations**

<b>TYPE OF BOOKSHOP (core sales items)</b>	<b>LOCATION OF BOOKSHOP</b>	<b>NO. OF YEARS OF SERVICE</b>	<b>CONTRACT PERIOD</b>	<b>TYPE OF LICENCE APPLIED</b>



**6. Payment Methods Accepted (Cash & Cashless Payment)**

<b>Payment Mode</b>  (eg. Cash, Cashless payment - Credit card, Paynow, Paylah, etc)	<b>Type of Purchase Channel</b>  (eg. SAS bookshop, online platform/website, vending machine, etc – indicate where applicable)

## 7. Invitation to Propose for SAS Bookshop – Compliance Checklist

Please tick the appropriate column (“YES” or “NO”). User “Remarks” column for any comments

S/N	Description	Yes	No	Remarks
<b>1</b>	<b>Submission of Proposals</b>			
1.1	Submit one set of proposal and supporting brochures / handbooks. Include the details in the proposal. (Schedule 2: Important Instructions for Vendors)			
1.1a	Include the details as indicated in Schedule 2: Important Instructions for Vendors – Submission of Proposal, in the proposal.			
1.2	Quote yearly commission per student (Schedule 3: Section 1)			
1.3a	Submit selling price of customised SAS stationeries and compulsory items (Schedule 3: Section 1)			
1.3b	Submit selling price of <u>every item</u> required to be sold in Booklist (Schedule 3: Section 2)			
1.3c	Submit list of Standard Stationeries to be sold. (Schedule 3: Section 3)			
1.3d	Submit list of Additional list of items proposed to be sold (Schedule 3: Section 4)			
1.4	Submit references to support qualifications and experiences (relevant experience inclusive -if any)			
1.5	Submit references to online ordering system to support the sale of textbooks and stationeries in booklist (annually)			
1.6	Sufficient number of assistants to run the Bookshop efficiently. “No foreign worker shall be employed unless he/she has a valid work permit or employment pass.			

S/N	Description	Yes	No	Remarks
1.7	Able to fulfill the required Bookshop operating hours from Mondays to Fridays from 8.30am to 3.00pm excluding public and scheduled school holidays, unless otherwise directed by SAS.			
1.8	To include proposal which includes the possibility of consignment of school uniforms from our uniform vendor. (Schedule 3: Section 1)			
1.9	Submit ability to provide vending machine(s) for stationery purchases.			
1.10	Support and supply for school event(s) when requested.			

**8. I /We hereby declare that**

- (a) The information given above is correct.
- (b) I/ We am able to keep stock and supply reasonably well for the stated items to be sold.

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

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Date

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Name :  
Signature & Company Stamp ( if any )

# **Annex A : SCOPE OF SERVICES**

## ANNEX A: SCOPE OF SERVICES

The appointed Vendor is expected to perform the Scope of Services set by SAS, as follows:

1. SAS functions five (5) days in a week from Monday to Friday. SAS will observe all public holidays in Singapore. Bookshop operation hours are to be observed from **Monday to Friday from 8.30am to 3.00pm** excluding public and scheduled school holidays, with the flexibility to operate outside the stated days/ time if necessary e.g. during SAS events such as Open House or festive celebrations such as Chinese New Year and National Day.
2. The main business of the Bookshop is the sale of textbooks, stationeries (as determined by the School), arts and workshop materials, permitted gifts, souvenirs and electronic devices only. The appointed Vendor shall not sell tidbits at all times. SAS may review this policy from time to time solely at SAS's discretion, and direct the type of products sold at the Bookshop.
3. The appointed Vendor should put process in place to minimise long queues during peak periods such as the start of new term or during recess or lunch breaks.
4. The appointed Vendor should provide various modes of cashless payment for purchases from the onsite bookshop in addition to cash payment such as credit card, PayNow and PayLah etc.
5. Supply of Textbooks

The appointed Vendor should provide sufficient and timely supply of textbooks, arts materials and stationeries as stated in the booklist provided by SAS. A digital platform should be set up and managed by the appointed Vendor for pre-order of books during the year-end holidays from 1<sup>st</sup> week of November. to ensure that the books will arrive on time, i.e. before school re-opens or by Term 1 Week 2 of the new academic year. The specific requirements for the book sale include but not limited to the following:

- (a) Supply textbooks, stationeries and SAS notes as listed in SAS booklists for the new academic year for Year 1 to Year 6 students. The final booklists will be provided by SAS by end September the appointed Vendor to prepare for the book sale; The booklist is subject to change on a yearly basis.
- (b) To present plans for annual book sale to the Office of Administration by July every year to ensure timely preparation and communication to students and parents on the essential information on book sale;
- (c) To facilitate book sale for the period from November to January, ensuring all students to receive their book orders by Term 1 week 2.

- (d) To provide an online system that enable book orders to be placed and paid via cashless payment options by the parents to the vendor. Parents should be provided with the option for self-collection or delivery;
- (e) To ensure that books and stationeries are sufficiently in stock before starting book sale;
- (f) Prices should be competitive or lower than outside sources;
- (g) To assist with the print and sale of annual SAS notes as listed in the SAS booklist. SAS will provide the annual SAS notes to the bookshop by last week of November;
- (h) For Self-Collection by Parents:
  - (i) To set up and manage an appointment system for parents to select preferred date/time slot for collection of orders;
  - (ii) To set up collection point(s) from Monday to Friday at agreed designated venue(s) in SAS, in accordance to SAS's rules and regulations and safe management measures (if relevant and required) so as to facilitate books collection by the parents and students during book sale period. Collection point(s) / venue(s) will be determined by SAS;
  - (iii) Provide sufficient manpower and resources to manage book collection, and ensure compliance to the prevailing safe management measures where applicable.
  - (iv) The appointed Vendor shall manage the cleanliness and tidiness of the collection point and storage at all times;
  - (v) To manage all enquiries and communication with parents/students related to book sale both onsite and/or online;
  - (vi) To provide quotation for additional desk copies from book suppliers upon request by the school;
  - (vii) To provide list of outstanding book orders and fulfilment dates, when required by SAS to update the progress of the book sale;
  - (viii) The appointed Vendor is required to hire additional manpower when necessary, and/or when requested by the school, to ensure the smooth running of the book sale;
  - (ix) The appointed Vendor shall be responsible and bear all costs for the full operations of the book sale and communication with the parents and students during the sales period.

(x) The estimated timeline is indicated below:

August	Bookshop Vendor to discuss and present operational plans for the annual Book Sale to SAS
End September	SAS to provide Bookshop Vendor with final book list and estimated numbers
Start November	Start of Book Sale for Years 1 to 6
End November	SAS to provide Bookshop Vendor with SAS notes for print and sale
Mid January	End of Book Sale, all students should have received their purchases including SAS notes

6. The bookshop should remain in operation during the November/December holidays to allow new Year 1 or existing students to purchase textbooks and stationeries before school re-opens. The appointed Vendor should inform SAS by first week of November should there be a need for bookshop to be closed during December so that students can be duly informed.
7. The SAS reserves the right to release ISBN numbers of the textbooks in the booklist to parents during the book sale, should the appointed Vendor has difficulties in fulfilling the book orders while managing the book sale.
8. Supply of stationeries  
The appointed Vendor should ensure sufficient supply of stationeries and accessories at all times. The specific requirements are as follows:
  - (a) To provide the following categories of items in the bookshop:  
(See Schedule 3: Schedule of Price)
    - (i) General stationeries
    - (ii) Customised Stationeries with SAS logo
    - (iii) Electronic devices
    - (iv) Accessories
  - (b) Adequate monitoring and replenishment of supplies should be done by the appointed Vendor at his/her own discretion;
  - (c) Provide report on quantity and type of stationeries/accessories sold for the year to the school by end of November for SAS' information. The appointed Vendor may propose changes or additional stationeries to be sold in the bookshop for SAS' approval.
9. The appointed Vendor is required to manage all communications, dealings and monetary transactions between him and the Uniform supplier appointed by SAS independently. The vendor should propose two possible working arrangements: one involving consignment with our uniform supplier and the other without.



10. The appointed Vendor is required to work with SAS to conduct regular review or feedback sessions for improvement of services to meet the changing needs of the school community.
11. The appointed Vendor should initiate proposals, at his/her own discretion, to the school administration for approval with the aim to improve bookshop services and outreach to the SAS community.
12. The appointed Vendor to provide vending machine(s) for sales of basic essential stationery items such as writing equipment and other arts-related items. The vendor are allowed to change items in machines based on sales trends and data.

**Annex B :**  
**RULES AND REGULATIONS FOR**  
**SAS BOOKSHOP**

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## **ANNEX B : RULES AND REGULATIONS FOR SAS BOOKSHOP**

1. The Vendor must be a registered Company / Sole-Proprietorship.
2. The Vendor must observe the hours of business determined by SAS.
3. The final decision on the sale of the items would still be at the decision of the management of SAS.
4. The Vendor is permitted to employ assistants, who are also required to abide by these rules and relevant MOM regulations where applicable. The Vendor shall also ensure the following:
  - (a) there is sufficient number of assistants to run the Bookshop efficiently. No foreign worker shall be employed unless he/she has a valid work permit or employment pass issued by the competent 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 Bookshop.

SAS reserves the right at its sole discretion to require the Vendor to terminate the services of any assistant working at the Bookshop.
5. The Bookshop operator and his/her assistants must be clean and neat in their personal attire. No male operator or his/her assistants should keep his hair long.
6. No person shall spit or smoke within sight of staff and students of SAS.
7. The Vendor shall operate the Bookshop on self-service operation mode.
8. The Vendor shall be responsible for the physical cleanliness of the Bookshop and the areas surrounding it, including pest control measures to prevent breeding of pests in the Bookshop 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 Bookshop and upon each servicing works respectively.
9. The Vendor shall be responsible for the Bookshop internal security. A copy of its servicing schedule and reports shall be forwarded to SAS prior to the commencement of operation security measure of the Bookshop and upon each servicing works respectively (if any).
10. The prices of items sold in the bookshop must be labelled or displayed prominently. SAS must be informed prior to any change in the standard items prices and any additional items offered for sale in the Bookshop must have the prior approval of SAS.

11. No commodity which involves a game of chance shall be sold on the school premises.
12. No article other than items accepted and listed in the contract shall be sold in the school Bookshop unless given a written request and approval from SAS.
13. Any Sales or Promotion Exercise has to be submitted in writing to the SAS, Office of Administration, prior to the commencement date.
14. Unauthorised person should not be permitted to remain in the Bookshop area.
15. No person shall be allowed to lodge in the school Bookshop or any school premises.
16. The school authorities are not responsible for any private transactions of Vendor and their assistants or supplier.
17. A Vendor whose assistant(s):
  - (a) is persistent in being unreasonable in his attitude thereby making the efficient running of the Bookshop difficult or impossible;
  - (b) is quarrelsome and uncooperative;
  - (c) fights with anyone within the school premises;
  - (d) neglects his business for a period exceeding one (1) week; and
  - (e) overcharges.shall be dealt with by the Principal and/or the School's authorised representatives/ personnel accordingly. SAS will issue a warning letter for the first two occurrences of undesired behaviour respectively. Should the assistant's behaviour does not improve after two warnings, the school reserves the right to request the Vendor to replace the assistant to manage the bookshop operations with immediate effect.
18. The school authorities are not responsible for the loss of any article/sales items/ electronic device/ equipment etc. from the Bookshop and the Vendor is required to take adequate security measures for the safe custody of the bookshop and staffs' personal properties.
19. The Vendor who uses electrical energy for purposes other than for lighting, fans and air conditioning unit, shall ensure that separate power meters are installed. The tapping of electricity from the School mains is strictly forbidden. SAS will issue a warning letter for the first two offences respectively. The Vendor is required to pay the excess amount of electricity bill on top of the average monthly electricity bill for each offence. An additional penalty of \$300 will be imposed for each repeated offence after the first two offences.
20. The Vendor shall, in the event of any damages caused to the Bookshop premises, should first report to the Office of Property Management of SAS through Office of

Administration of SAS and at his own expense make good all such damages promptly and in the event of his failure to do so within fourteen (14) days after the occurrence of such damage, the Vendor hereby irrevocably authorizes SAS to make good such damage and thereby covenants to indemnify the SAS against all costs, charges and expenses in respect thereof.

21. The Vendor 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 Vendor under the Contract.
22. All correspondences on any matter connected with the Bookshop must be addressed to or through the Manager, Office of Administration of SAS, and/or any appointed representative of SAS as notified by authorised representative of SAS.
23. Any instructions from the Principal, the School Health Authorities or any appointed representative of SAS which may be issued from time to time shall be complied with promptly.
24. A Vendor who has been convicted by a Court of Law for a criminal offence shall have his Contract terminated with immediate notice.
25. The Vendor shall send a representative for any vendor meeting conducted by the School and follow up on the necessary actions.
26. The Vendor shall support the School in the supply of standard stationeries and textbook at any school event. (if required)

## **Annex C :**

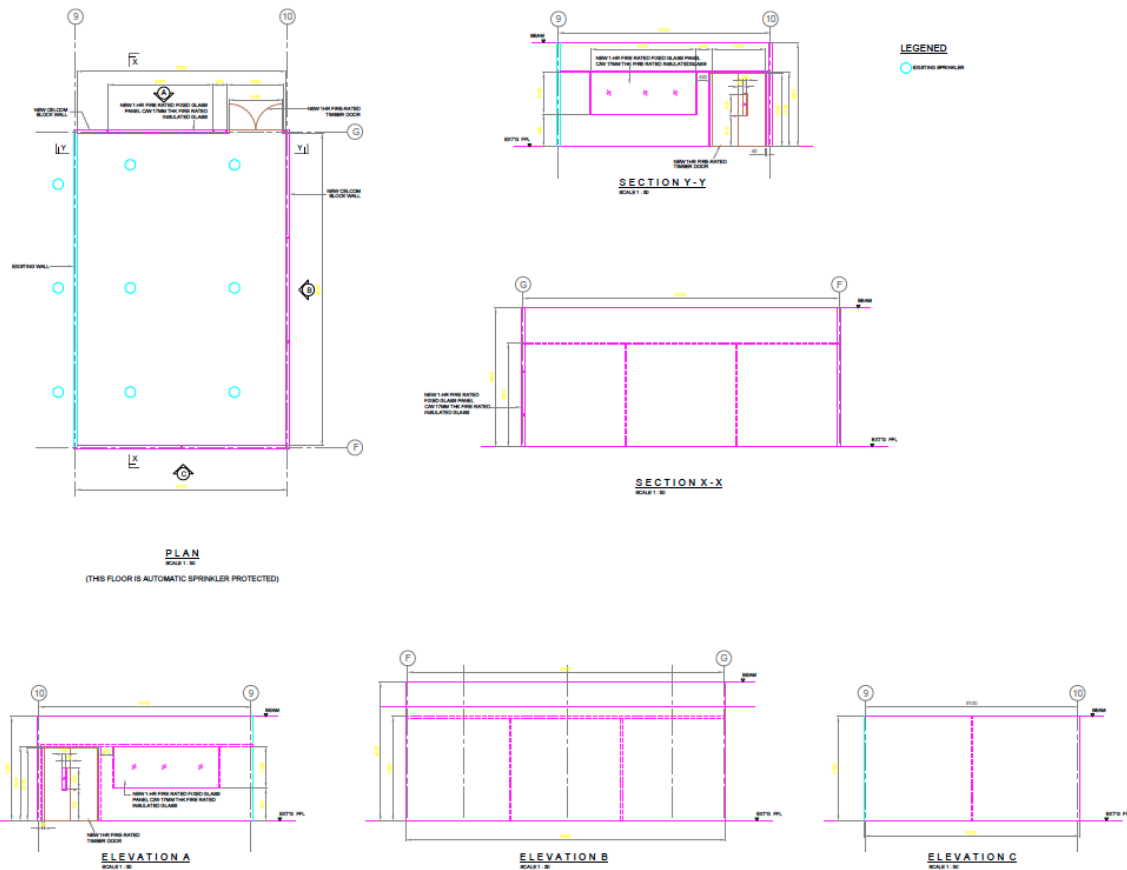
# **SCHOOL BOOKSHOP FLOOR PLAN**

## ANNEX C: SCHOOL BOOKSHOP FLOOR PLAN

1. SAS Bookshop is located on Level 5 of the Premises next to the school canteen.
2. Appointed Vendor shall only be given the empty shop space. The appointed Vendor is required to provide his/her own furniture, shelves, and fixtures for the purpose of the bookshop.
3. You may refer to page 2 for the floor plan of the bookshop.
4. List of Inventory provided by SAS for the bookshop:

S/N	Item	Qty.
1	Main Door: – 1 no. fire-rated (1hr) double-leaf wooden door completed with door closer and handle	1 unit
2	Glass panel: – 1 no. fire-rated (1hr) 1.2M x 3M glass plane	1 pc
3	Electrical Distribution Board: – 1 no. electrical distribution board (EDB) complete with a 40A ELCB, 4 nos 10A MCB, 4 nos. 20Amp MCB. 1 no. Meter Board complete with 2 nos. 32 Amp isolators.	1 lot
4	Switch - 2-gangs lighting switch	1no.
5	Twin power point	3 nos.
6	Ceiling Fans complete with control knobs and switches (1 no. 3 –gang switch)	3 sets
7	Light fitting - 18 nos. 36w fluorescent light fitting. (Single batten fluorescent with T8 lamp)	18 nos.
8	LED Exit light	1 no.
9	PA wall speaker	1 no.
10	Sprinkler head	6 nos.
11	Main door key	3 nos.
12	Ceiling Air Conditioner Unit	1 no.

# **Bookshop Floor Plan**





## **Annex D : SOTA STATIONERIES**

**ANNEX D: SOTA STATIONERIES**

- 1. Bookshop will need to create the artwork of the SOTA stationeries for SAS approval prior to producing them for sale.
- 2. The following stationeries must be customised with SOTA logo and sold in the school bookshop:

(a)	<div data-bbox="379 533 1228 600"><p>Report book (based on approximate enrolment of 200 students per year)</p></div> <div data-bbox="338 633 844 1243"></div> <div data-bbox="379 1249 563 1323"><p>-Front Cover (A5 sized)</p></div> <div data-bbox="855 633 1319 1247"></div> <div data-bbox="892 1249 1319 1288"><p>-Last Page (Pending updates)</p></div>
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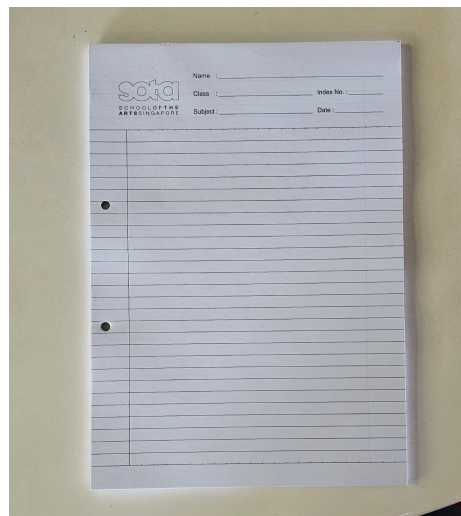
(b) A5-sized Exercise book



-Front Cover (A5 sized) -  
pending update to consider  
change to A4 size

- Inner Cover

(c) English Writing Pad (Foolscap paper)



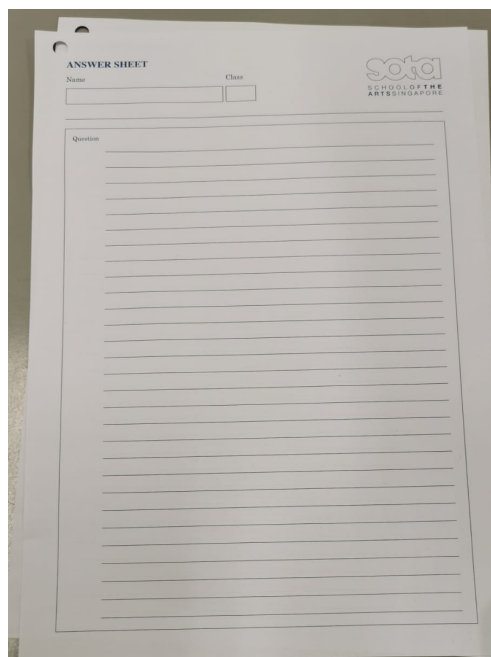
(d) Ring file - 2" with two rings (assorted colours)



**Ring Files to be made available in the following colours:**

- Year 1 - Red
- Year 2 - Green
- Year 3 - Orange
- Year 4 – Blue
- Year 5 – Purple
- Year 6 – Yellow

- (e) Examination writing papers  
(upon request by the school as part of exam stationeries; not sold at the bookshop)



-For School Exam (Mid-Year and End Year)

**ANSWER SHEET**

Candidate Name:  Class:

Candidate session number:

**SOTA** **ib**  
SCHOOL OF THE ARTS SINGAPORE

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-For Year 6 IB Prelim Exam  
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-For Year 6 IB Prelim Exam  
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**Annex E :**  
**TERMS AND CONDITIONS OF  
CONTRACT**

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**Annex E**  
**Terms and Conditions of Contract**

**THIS CONTRACT** is made on the <insert no.> day of \_\_\_\_\_ 202\_\_.

**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) **<Insert Appointed Vendor's Company Name>** (Company Registration No. <insert Co. Reg No>), a company incorporated in Singapore and having its registered address at <insert company address> (the "**Vendor**").

WHEREAS the Vendor is desirous of establishing, providing and operating at his own expense a Bookshop at 1 Zubir Said Drive, Level 5, Singapore 227968 (hereinafter called "**the Bookshop**"), 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).  |
| "Vendor"          | shall include, if the Vendor is an individual, or if the Vendor 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, developments, facilities and amenities constructed, built or developed thereon, whether above ground or underground.   |
| "School Premises" | those parts, areas and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Vendor or to any other tenant and which are now or hereafter provided by the Licensor for the common use by the Vendor 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 Vendor, customers, employees, invitees and all other persons having the like right).

"SAS Authorised Representative"

Authorised personnel of the Licensor, Company or Singapore Arts School Ltd, and its representative (s) authorised in writing from time to time.

- 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 "Vendor", 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 Bookshop at 1 Zubir Said Drive, Level 5, Singapore 227968 by the Vendor, the Vendor hereby agrees with the Licensor as follows:
- (a) To establish, provide and operate at his own expense the Bookshop at 1 Zubir Said Drive, Level 5, Singapore 227968 subject to the terms and conditions hereinafter set out.
  - (b) To sell the list of stationeries, textbooks and additional approved items at the indicated prices as set forth in Schedule 3: Schedule of Price. Section 1, 2, 3 and 4. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise.
  - (c) To open the Bookshop for the purpose of supplying stationeries, textbooks and the additional items at fixed prices which are acceptable to the Licensor from **8.30am to 3.00pm** 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 School Premises.



- (d) To pay a yearly commission based on the total annual student enrolment numbers as on 1<sup>st</sup> day of February of the school year through GIRO or cheque payable to “Singapore Arts School Ltd”, ie. the Licensor. The commission payable is subjected to the prevailing Goods & Services Tax and payable by the Vendor. The payment schedule and details are elaborated in para. 28 of this Contract.
- (e) The Vendor shall make payment for consumption of electricity through the Licensor to the appointed electricity provider.
- (f) To ensure the maintenance of the air conditioning unit in the bookshop by carrying out half-yearly servicing for the Fan Coil Unit and condensing unit for the bookshop. The Vendor shall provide the Licensor a copy of the service chit after each servicing.
- (g) To provide all articles necessary for the efficient running of the Bookshop (including display signage, cash and cashless machine/devices, electrical appliances etc.) and keep the Bookshop adequately stocked and properly attended to and controlled in a business-like and orderly manner.
- (h) To comply with the Rules and Regulations set out in **Annex B**. (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.
- (i) To manage and minimise long queues in the bookshop. Sale should be prohibited during daily morning assembly to avoid students missing the assembly.
- (j) To allow options of cash and cashless payment for purchases at the Bookshop.
- (k) To be responsible for the maintenance of Bookshop, fixtures and air-conditioner every half-yearly and provide service report to SAS for reporting purposes.
- (l) Not to use the Bookshop for purposes other than the sales of stationeries, textbooks and the additional items agreed by the Licensor.
- (m) No foreign worker shall be employed unless he has a valid work permit or employment pass. There shall be strictly no deployment of Foreign Domestic Workers (FDW) at the bookshop at all times.
- (n) 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 areas 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. Only lorries and delivery vans are allowed to enter the loading and unloading bay from Kirk Terrace for the purpose of shifting of goods. Any personal vehicles shall park at level 1 car park.

- (o) 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.
  - (p) 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).
  - (q) To ensure that the Bookshop is properly and securely locked at all times when the Bookshop is unoccupied and shall use its best endeavours to protect and keep the Bookshop and any property situated therein from theft or robbery. The Licensor reserves the right to authorise its agent caretaker, security personnel and workmen to lock up the Bookshop if the bookshop is improperly or insecurely locked.
  - (r) To display and stock its merchandise, if any, within the areas of the Bookshop neatly and shall not place or display or store its merchandise, equipment or anything belonging to the Vendor in any part of the common areas or in any way that obstructs or may obstruct the passageways of the Development or the entrances to or exits from the Development.
  - (s) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relation to measures taken for institution wide or nationwide exercises such as flu pandemic, etc.
  - (t) To permit security officers employed by the Licensor to search all incoming and outgoing goods and property whenever the Licensor deems it necessary or prudent to do so. The Vendor shall inform the Licensor or its appointed representative(s) at least 3 workings days in advance if the Vendor will arrange any workers to carry out any maintenance works within the bookshop.
  - (u) To fully co-operate with the SAS appointed representative(s) on all matters relating to fire safety and evacuation plans. The Vendor, its servant, agent, contractor, approved sub-tenant, invitee and all other persons allowed into the Bookshop by the Vendor are required to actively participate in all Emergency Exercises conducted from time to time and to follow closely the instructions of, and co-operate with, the Licensor's representative(s) during such drills.
3. With regard to the sale of textbooks and stationeries in the booklist provided by the Licensor, the Vendor shall agree to fulfil the requirements listed in **Annex A: Scope of Services** for School Bookshop.
4. The Vendor is subjected to the checks via survey/feedback forms conducted by the Licensor and shall improve on its service and quality of product based on the feedback gathered.

5. The Vendor upon being required in writing by the Licensor to remove any of his 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.
6. The Vendor for the duration of this Contract shall be at liberty to use the fittings, furniture and equipment in the Bookshop 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 Vendor subject however to fair wear and tear.
7. The Vendor shall display at the Bookshop the prices of the textbooks and stationery for sale and shall not alter the pricing without the prior approval of the Licensor.
8. The Vendor hereby indemnifies and shall always keep the Licensor or its authorised 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 Bookshop or the carrying on of the business therein under this Contract.
9. On termination of this Contract, the Vendor shall yield to the Licensor the Bookshop premises and return all fixtures and furniture as may be supplied under **Annex C: School Bookshop Floor Plan**, point 4 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 Vendor shall pay for the replacement or the cost of repair that may be necessary. The Vendor will also at his own cost and expense remove all his furniture and equipment (if any) from the said Bookshop and reinstate the premises to its original condition. In the event that the Vendor 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 Vendor and the Licensor may dispose them and charge the Vendor for all expenses incurred.
10. It is agreed and understood by both parties that the Licensor shall not be responsible to the Vendor for any debt arising from credit facilities accorded by the Vendor to members of the organisation or any other persons and the Vendor will solely be responsible for any credit facilities which he may choose to give at his own risks.
11. The Vendor shall support and supply for Licensor's event(s), if required.
12. The Vendor acknowledges that the Bookshop is established to serve the staff and students of the Licensor.
13. Either Party may terminate this Contract on giving not less than three (3) months' written notice to the other Party, with support of valid reason(s) for the termination.
14. If at any time any of the events shall occur:-
  - (a) the Vendor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Vendor 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 Vendor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Vendor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Vendor's assets; or if the Vendor 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 Vendor 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 Vendor shall at his 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) **with SOTA's name and address indicated as the bookshop operating premises and covered under the public liability policy**. 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 **1 July 2025** and shall continue until **30 June 2027** unless terminated otherwise as provided for under Clauses 13 and 14.
- 18. The Licensor shall have an option to renew this Contract by any period and up to the maximum period of twenty-four (24) months by giving three (3) months' notice to the Vendor before the expiry date 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 proposed installations, partitioning and other works (including the installation of telephones and computers) in or at the Bookshop, 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 Vendor from the performance and observance of the covenants, conditions, stipulations or agreements herein contained.
- 20. All additional renovation works proposed for the Bookshop layout (whether involving development, structural, mechanical or electrical aspects) shall be subjected to the approval of relevant governmental or statutory authorities notwithstanding the approval by SAS. The Vendor shall be responsible for securing all necessary written approvals from the relevant authorities and shall comply with all relevant Acts, regulations, by-laws and requirements stipulated by the Authorities **(e.g. Urban Redevelopment Authority for Change of Use)**.
- 21. The Vendor will obtain in his own name and maintain at his own expense all licenses as are required by law for the operation of the Bookshop.
- 22. The main business of the Bookshop operator is the sale of Standard Stationeries, Textbooks and Additional items as per acceptance (Schedule 3 - Section 1, 2, 3 and 4). The Vendor shall therefore not sell food and/or snacks. The Licensor may review this policy from time to time solely at the Licensor's discretion to sell food and/or snacks.

23. The Vendor 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 Bookshop in his registered or trading name or for any advertising or purpose.
24. The Vendor shall provide a **Security Deposit of Singapore Dollars <Insert amount after confirming commission> Only (S\$<insert amount>), equivalent to 3 times of the monthly commission based on first year of this Contract** 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, or in the form of an irrevocable Banker's Guarantee acceptable to the Licensor, which would be refunded without interest and after deductions by the Licensor 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 Vendor for any breach of term or condition of this Contract by the Vendor. The Vendor shall top up within fourteen (14) days the Security Deposit should there be any deduction.
25. The Vendor 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; and
  - (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 and/or water seepage from the piping and/or sprinkler system and/or drainage system in the development.
26. In the event of any dispute, claim, question or disagreement arising out of or relating to this Contract or the breach thereof, no Party shall proceed to litigation or any other form of dispute resolution unless the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre. A party who receives a notice for mediation from the other party shall consent and participate in the mediation process accordingly.
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 Vendor's Proposal dated <insert date.> (as stated in Schedule 2: Important Instruction to Vendors); and
  - iii) The Licensor's Invitation to Propose document ref: SAS/OP/2025/002/SP.
28. Schedule of Commission Payable
- (a) The bookshop commission payable to the Licensor is to be calculated at the rate of **<To insert rate after confirming commission>** per student per year

based on the total student enrolment number as on the 1st day of February of the academic year in accordance with the formula set out in the schedule (Refer to The Schedule as stated in Annex F).

- (b) The yearly commission will be divided by 12 and billed to the Vendor on a monthly basis on the 1<sup>st</sup> day of the month. For the commission payable for January and February, it will be billed together in February after confirming the annual student enrolment number.
- (c) If there is a change in the total student enrolment at the second and/or subsequent year, depending on the duration of the Contract, a fresh Schedule (Refer to The Schedule as stated in Annex F) will be drawn up to reflect the change, and the total commission payable will be recomputed accordingly.
- (d) No pro-ration of commission will be allowed in the event of reaching the expiry date of the contract or early termination noticed is served by either Party.

## 29. Compliance With Progressive Wage Mark Requirements

29.1 Subject to Clauses 29.2 and 29.3, for the entire Contract Period, a Vendor who is PW Mark- Eligible shall:

- (a) maintain a valid Progressive Wage Mark or Progressive Wage Mark Plus issued by the relevant authority through the GoBusiness Portal (individually and collectively referred to as “PW Mark”);
- (b) ensure that each subcontractor who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark for the entire Contract Period;
- (c) notify the Licensor of any change to any of its subcontractors’ PW Mark accreditation status within one month after the change; and
- (d) replace any subcontractor who is PW Mark-Eligible that fails to maintain a valid PW Mark during the Contract Period with another subcontractor approved in writing by the Licensor within one month of the Vendor being notified of such failure. The Vendor shall comply with Clauses 29.1(b) to (d) in respect of any replacement Subcontractor.

29.2 If at the time the Vendor’s Proposal is accepted by the Licensor, the Vendor who is PW Mark-Eligible has neither obtained nor applied for the PW Mark, the Licensor shall have the right to exempt the Vendor from compliance with Clause 29.1(a) for such period of time as determined by the Licensor.

29.3 If at the time the Vendor's Proposal is accepted by the Licensor, the Vendor who is PW Mark-Eligible has applied for but has yet to successfully obtain the PW Mark, the Vendor shall:

- (a) be exempted from compliance with Clause 29.1(a) during the period where the initial application for the PW Mark is being processed on the GoBusiness Portal. The Licensor may extend the period of exemption by one or more consecutive periods as determined by the Licensor; and
- (b) notify the Licensor of the outcome of the Vendor's application(s) for the PW Mark within one month after the date of receipt of the outcome of the application, and provide the Licensor with the e-Certificate as proof of the successful application (if any).

29.4 If a Vendor who is not initially PW Mark-Eligible becomes PW Mark-Eligible at any point in time during the Contract Period, the Vendor shall:

- (a) notify the Licensor on the Vendor's eligibility for the PW Mark within one month after the first day of employment of the relevant Local Resident Worker(s) covered by the Sectoral Progressive Wages Structure and/or Occupational Progressive Wages Structure;
- (b) apply for a PW Mark through the GoBusiness Portal by the end of the third month of employment of the relevant Local Resident Worker(s) referred to in Clause 29.4(a);
- (c) provide the Licensor with proof of its application for a PW Mark within one month after the date of submission of the application;
- (d) notify the Licensor of the outcome of the Vendor's application for PW Mark within one month after the date of receipt of the outcome of the application, and provide the Licensor with the e-Certificate as proof of the successful application (if any); and
- (e) maintain a valid PW Mark for the remaining duration of the Contract Period.

29.5 A Vendor who is not PW Mark-Eligible shall comply with all the following:

- (a) ensure that each subcontractor who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark for the entire Contract Period;
- (b) notify the Vendor of any change to any subcontractor's PW Mark accreditation status within one month after the change; and

- (c) replace any subcontractor who is PW Mark-Eligible that fails to maintain a valid PW Mark during the Contract Period with another subcontractor approved in writing by the Licensor within one month of the Vendor being notified of such failure. The Vendor shall comply with Clauses 29.5(a) to (c) in respect of any replacement subcontractor.

29.6 The Licensor shall have the right to terminate the Contract by giving two months' prior written notice to the Vendor if the Vendor fails to comply with any of the provisions in Clauses 29.1, 29.3(b), 29.4 and 29.5.

29.7 For the purposes of this Clause 29, unless the context otherwise requires —

“PW Mark-Eligible” in relation to an employer, means an employer who is eligible to apply for a Progressive Wage Mark or Progressive Wage Mark Plus as the employer employs at least a Local Resident Worker covered by the prevailing Sectoral Progressive Wages Structure or Occupational Progressive Wages Structure that are in effect during the Contract Period.

“GoBusiness Portal” refers to <https://www.gobusiness.gov.sg/> and its webpages.

“Local Resident Worker” means an employee who is a Singapore Citizen or Permanent Resident.

“Sectoral Progressive Wages Structure” mean the progressive wage structure implemented for specified sectors under the Progressive Wage Model.

“Occupational Progressive Wages Structure” mean the progressive wage structure



**IN WITNESS WHEREOF** the Parties hereto have hereunto set their respective hands the day and year first above written.

SIGNED BY [Name]  
Director, Corporate Planning and Services  
for and on behalf of  
**SINGAPORE ARTS SCHOOL LTD.**

)  
)  
)  
)  
) \_\_\_\_\_

in the presence of:

Name of witness

:

\_\_\_\_\_

Signature

:

\_\_\_\_\_

SIGNED BY [Name/Designation]  
\_\_\_\_\_  
for and on behalf of  
\_\_\_\_\_

)  
)  
)  
) \_\_\_\_\_

in the presence of:

Name of witness

:

\_\_\_\_\_

Signature

:

\_\_\_\_\_

## **Annex F :** **THE SCHEDULE**

### The Schedule

1. The school bookshop commission is to be calculated at the rate of S\$ per student per year based on the total student enrolment as in 1<sup>st</sup> day of February of the academic year as follows:

<u>Year</u>	<u>Total Student Enrolment</u>	<u>Total Yearly Commission</u>	<u>Monthly Commission payable (over 12 months)</u>
<i>E.g. 2025</i>	<i>1150</i>	<i>S\$A x1150 = \$B</i>	<i>S\$B divided by 12 months</i>

2. If there is a change in the total student enrolment at the second and/or third year, depending on the duration of the Contract, a fresh Schedule will be drawn up to reflect the change, and the total commission payable will be recomputed accordingly.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of Director, Corporate Services  
& Date

**Annex G :**  
**DECLARATION ON PROGRESSIVE  
WAGE (PW) MARK ELIGIBILITY FORM**

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Our Ref : SAS/OP/2025/002/SP

Attention : \_\_\_\_\_ <firm>

SAS requires your firm to complete and submit the following form setting out information on your firm's eligibility and status for the Progressive Wage (PW) Mark to \_\_\_\_\_ <name>  
\_\_\_\_\_ <email> by \_\_\_\_\_ <date>.

#### DECLARATION ON PROGRESSIVE WAGE (PW) MARK ELIGIBILITY

1. My firm \_\_\_\_\_ <entity name>, \_\_\_\_\_ <UEN>, hereby declares that my firm has:
  - a. read the information on the Sectoral Progressive Wages ("SPW") and Occupational Progressive Wages ("OPW") under the Progressive Wage Model as published on MOM's website (at <https://www.mom.gov.sg/employment-practices/progressive-wage-model/what-is-pwm> and its related pages) on the wage schedules and job descriptions on the covered sectors and occupations; and
  - b. assessed whether my employees (who are Singapore Citizens or Permanent Residents) are covered under the prevailing SPW and OPW.
2. My firm hereby provides information on the employees covered by paragraph 1 above in the following table:

Occupation	For each of the occupation shown below, to indicate:  - "Yes" if the firm employs any <u>Singapore Citizen or Permanent Resident</u> ; or - "No" if the firm does not employ any <u>Singapore Citizen or Permanent Resident</u> .
Retail	[Yes / No]

*\*with effect from 1 Jul 2023.*

3. I understand that if my firm has declared 'Yes' for any of the sector(s) or occupation(s) listed above, my firm is eligible for the PW Mark.

*[Please indicate the appropriate follow up actions below.]*

- ☐ My firm hereby **attach a copy of my firm's PW Mark e-Certificate** (or proof of application submission for PW Mark).
- ☐ My firm hereby **undertakes to apply for the PW Mark and submit proof of application submission for PW Mark** to MOE by \_\_\_\_\_ <date>. My firm has not applied for PW Mark due to:

*[Please indicate reason(s)]*

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- ☐ My firm hereby declares that we will not be applying for the PW Mark and understand that this is a non-compliance to the Conditions of Contract.

*[Please indicate reason(s) for not applying]*

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Submitted by (Authorised Representative) : \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 1 :**  
**HOUSE RULES FOR AUTHORISED  
EXTERNAL PARTY PROVIDING  
SERVICES TO SOTA**

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# **SINGAPORE ARTS SCHOOL LTD**

## **H O U S E   R U L E S**

**FOR**

**AUTHORISED EXTERNAL PARTY  
PROVIDING SERVICES TO SOTA**



## Form A-2

## HOUSE RULES

**1. ACCESS ROUTE**

- 1.1 Access to the works area is only permitted through the **approved route**, as directed by the **Singapore Arts School Limited (SAS)**.
- 1.2 No obstruction shall be allowed in any access area or route.
- 1.3 All loading and unloading of materials shall be at designated access points as instructed by SAS.
- 1.4 Closure of access route, if necessary, shall be subject to the SAS's approval.
- 1.5 Temporary lightings and power supply, if required will be provided to the Authorised External Party (i.e. Contractors / Vendors and/or Lessees) for a fee.
- 1.6 All areas, finishes and installed Mechanical and Electrical (M&E) items along the access routes and other areas must be adequately protected from any damages, where applicable.
- 1.7 2-metre wide dust mat carpet taped to the floor shall be provided to all the access routes as deemed necessary.
- 1.8 All temporary floor and wall protection must be removed after practical completion and any damages must be repaired to the satisfaction of SAS.

**2. USE OF LIFT CARS AND LANDINGS**

- 2.1 The period of use and location of lift / lift landings shall be subject to the SAS's approval.
- 2.2 Only the designated Cargo lift must be used exclusively for transporting both workers and materials.
- 2.3 All affected lift car walls and floors, landings, architrave, shall be protected by carpet on plywood for floors and padded canvas sheet for vertical surfaces to the satisfaction of the SAS.
- 2.4 All temporary protective linings shall be removed after practical completion and any damages to be made good to the satisfaction of the SAS.
- 2.5 SAS will impose a cleaning fee of S\$300 per occasion if any of the Authorised External Party's workers are found using lifts other than the approved lift. Additionally, the Authorised External Party will be responsible for repairing any damages found in the lifts used.

**3. DUMPING OF DEBRIS**

- 3.1 Debris to be removed from site daily in an orderly manner.
- 3.2 Dumping is strictly prohibited within the SAS premises, except at the SAS approved dumping site. All debris shall be disposed of at the designated dumping sites as directed by the SAS.
- 3.3 The SAS shall impose a clearance fee of S\$500 for each instance of illegal dumping by the Authorised External Party, as reimbursement for clearance services provided by SAS.
- 3.4 Bulk bins must be placed at designated locations approved by SAS, with a five (5) working days' notice prior to the date of use.

#### 4. ROUTINE CLEANING

- 4.1 The dust mat carpeted areas surrounding the working areas are to be vacuumed frequently to minimise dust accumulation in the vicinity.
- 4.2 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 4.3 Any stains, scratches or markings, shall be made good to the SAS's satisfaction.

#### 5. SECURITY PASS

- 5.1 The Authorised External Party is required to submit the list of workers including their Operation Managers, along with the last three digits of their NRIC Numbers or Work Permit Numbers, at least five (5) working days prior to the start date of the work.
- 5.2 Security passes for the workers should be obtained from the Level 2 Security Pass Counter.
- 5.3 Workers, including the Foreman and Site Supervisor, must wear the security passes at all times while working on SAS premises.
- 5.4 When applying for security passes, original documentary proof, such as photo identification cards for Singaporeans, passport and valid work permits for foreign workers, must be presented to the Security for verification. Identity cards will not be collected.
- 5.5 SAS will conduct regular checks to ensure that all workers are in possession of their security passes.
- 5.6 Illegal workers are strictly prohibited from working on SAS premises. If any illegal worker is found, both the SAS and the Authorised External Party will report the worker to the relevant authorities. SAS reserves the rights to immediately remove the illegal worker from its premises. A penalty of S\$500 will be imposed for each individual on each occasion.

#### 6. SAFETY MATTERS

- 6.1 All works involving drilling, hacking or continuous loud noises are only to be done during approved hours.
- 6.2 The Authorised External Party must submit a separate application for approval of any Hot Work (Welding Work) using the attached Form D: Hot Work Operations, which can be obtained from the SAS Office of Property Management (OPM). This form must be submitted to the OPM for approval before starting any hot work. A fire extinguisher must be positioned at the hot work site, easily visible to all, and ready for use in case of an emergency.
- 6.3 All High rise and scaffolding works must be carried out with the appropriate safety gears (e.g. safety belt, safety helmet, ropes, etc). Workers are required to wear the safety gears before commencing work. Work will be halted immediately if this safety rule is violated, and a fine of S\$500 will be imposed.

#### 7. UTILITIES FOR FITTING OUT WORKS

- 7.1 The Authorised External Party shall obtain the SAS's prior written approval for tapping of Power Supply to the premises.
- 7.2 Prior written approval from SAS must be obtained to access the relevant M&E services (e.g. main electrical supply, etc).
- 7.3 All Authorised External Parties must install electrical protective devices such as Miniature Circuit Breakers (MCBs) or Earth Leakage Circuit Breakers (ELCBs), on all their power supply.
- 7.4 All utilities must be turned off or switched off after use and before leaving the SAS premises.

- 7.5 No Authorised External Party shall be allowed to tap power from any point outside other than the approved tapping point.
- 7.6 Any temporary electricity supply must be terminated upon completion of the construction work, and the Authorised External Party shall pay SAS in full for the electricity consumed.
- 7.7 Fire Hose reels are not to be used for washing or fitting out work. The Authorised External Party must obtain prior approval from SAS to tap into the water supply.

## 8. Code of Conduct

All Authorised External Party is expected to:-

- 8.1 display the security pass prominently at all times;
- 8.2 only trolleys or wheel barrows with rubber castors should be used;
- 8.3 the Authorised External Party must use only the designated toilet and observe proper usage of all common facilities, such as lifts, toilets, car parks, etc., to avoid inconvenience to other users;
- 8.4 only facilities designated by the OPM are to be used for transportation of materials. Authorised External Parties are not permitted to use the passenger's lifts;
- 8.5 all building materials and equipment must be kept out of public areas, and corridors and passageways must not be blocked with building materials and construction / fitting-out debris;
- 8.6 deliver bulky items or equipment at the agreed delivery date and time;
- 8.7 appropriate protection must be provided to common areas and equipment, wherever necessary, to prevent direct damage;
- 8.8 take the necessary precautions to ensure safety of workers on site. Proper care should be exercised to prevent harm or damage to individuals or property;
- 8.9 Provide OPM prior written notice of at least five (5) working days if the work will generate excessive dust or smoke, and submit a work plan and method statement;
- 8.10 inform and coordinate with OPM regarding the planned method for hoisting or erecting scaffolding;
- 8.11 ensure that sleeping is not permitted in common areas within SAS premises;
- 8.12 ensure that meals are not eaten in common areas within the SAS premises;
- 8.13 maintain the work area in a clean and hygienic condition, ensuring it is free from food debris;
- 8.14 ensure no worker is permitted all to wash himself / herself in the non-designated toilets;
- 8.15 ensure that no one remains in the work area after working hours;
- 8.16 ensure that strictly **"NO SMOKING"** within SAS premises . (will be referred to NEA);
- 8.17 ensure that any additional instructions or rules may be imposed by SAS at its discretion at any time.
- 8.18 All Authorised External Parties must observe proper discipline while on SAS Premises. This includes, but is not limited to, the following items listed below.
- 8.19 Gambling, littering, spitting and any disruptive behaviors or actions that create a public nuisance are strictly prohibited. Any workers found violating these rules will be instructed to leave SAS premises, and the Security Pass will be revoked immediately.
- 8.20 All workers must be appropriately dressed at all times while on SAS premises.

- 8.21 Vehicles of Authorised External Party must always be parked in designated area (i.e. Loading Bay for loading and unloading of goods, materials, or equipment) or in the car park, where hourly car parking rates will apply. Vehicles parked illegally within SAS premises will be wheel-clamped, and a wheel unclamping fee will be charged.
- 8.22 Work safely and responsibly, remaining aware of the impact of your actions and behavior. It is the duty of all adults to ensure and promote the welfare of students.
- 8.23 Avoid any contact or interaction with students. Authorised External Party should never share their personal contact details with any student.
- 8.24 Authorised External Parties who may need to have contact with students as part of their work should limit their interactions to those that are appropriate if their profession or duties (e.g. Canteen, Café and Bookshop vendors, Cleaners and Security Officers).
- 8.25 Never have contact with students or befriend them unnecessarily without the supervision of an Office of Property Management Representative.
- 8.26 Stay within the designated work area and access routes, and seek permission if you need to go beyond these areas.
- 8.27 Refrain from using profane or inappropriate language.
- 8.28 Adhere to the Code of Conduct at all times.

## 9. PENALTY

SAS shall impose the following charges as reimbursement for costs incurred due to service disruptions caused by the Authorised External Party.

<b><u>Type of Disruption</u></b>	<b><u>Reimbursement</u></b>
False fire alarm activation	S\$500 for the first occasion S\$1,000 for subsequent occasions
<b><u>Type of Disruption</u></b> Tripping or shutting down services without prior approval from the SAS, or causing breakdown of services such as electrical, plumbing, gas, etc.	<b><u>Reimbursement</u></b> S\$500 for the first occasion S\$1,000 for subsequent occasions
Lift breakdown (such as jamming due to improper material handling, etc.)	S\$500 for the first occasion S\$1,000 for subsequent occasions
Vandalism	S\$150 per occasion
Smoking within SAS premises	S\$100 for the first occasion S\$200 for subsequent occasions
Workers unauthorised use of passenger lift	S\$150 for the first occasion S\$300 for subsequent occasions
<b><u>Others</u></b>	
Failure to remove bulky debris	S\$500 per occasion with an additional clearance fee of S\$500 to clear the debris off-site.
Failure to dispose of rubbish in the designated area	S\$200 per occurrence, along with an additional S\$500 clearance fee to remove the debris off-site.
Failure to comply with any of the Code of Conduct	S\$100 per occasion
Failure to notify SAS about any works carried out within SAS premises	S\$100 per day

Failure to comply with Safety Matters	S\$500 per occasion
Deploying illegal worker SAS premises	S\$500 per occurrence, with immediate removal of the illegal worker from SAS premises. SAS will also file a report with the Ministry of Manpower (MOM).

## 10. PERMITTED HOURS FOR WORKS

- 10.1 The following are the hours during which works can be conducted, subject to SAS's approval, in consideration of school and venue operations.:

Mondays to Sundays & Public Holidays - 0830hrs to 1800hrs)

Remarks: - All noisy works to be declared to OPM and carried out during the SAS approved date and time.

- 10.2 SAS reserves the right to halt any work at any time if it disturbs other occupants within the SAS premises or in neighbouring buildings.

## 11. ASSISTANCE

If you have queries, please contact Office of Property Management (OPM) at 6338-9663.

The SAS would like to take this opportunity to express our gratitude for your full co-operation.

Thank you.

I have read and agree to comply with all of the aforementioned House Rules. I further acknowledge that if I fail to comply with any of the rules, SAS reserves the right to deduct any applicable amounts from any monies or deposits owed to me.

\_\_\_\_\_  
Name of Authorised External Party's Person-in-charge

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature / Company Stamp

\_\_\_\_\_  
Date