

FORM OF PROPOSAL

To :

Singapore Arts School Limited

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

Name of Supplier :

Address :

Invitation to Propose Opening Date:
16 May 2025

Please Submit by:
6 June 2025 at 1700 hours

INVITATION TO PROPOSE NO. SAS/OP/2025/006/SP FOR THE OPERATION OF CANTEEN STALL 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 **Operation of Canteen Stall** at **1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You are required to submit your proposal via email by **6 June 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 Applicants
 - (b) Schedule 2: Important Instruction to Applicants
 - (c) Schedule 3: Forms
 - (d) Annex A: Requirements for Healthy Meals in School Programme (HMSP)
 - (e) Annex B: Rules and Regulations
 - (f) Annex C: Conditions of Contract
 - (g) Annex D: Drawing of Canteen Stalls
 - (h) Appendix 1: House Rules
4. The proposal shall be submitted by the applicant's authorised representatives.
5. The Site Show session will be available at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968. Applicants are required to confirm their attendance via **Email: procurement@sota.edu.sg** to arrange for an appointment, no later than 1 day before the site show session. Attendance for the Site Show is **highly encouraged** for participation in this proposal.

6. All enquiries regarding this proposal should be made in writing and directed to:

(a) Submission Matters : Ms Noorina Amin, Direct Line: 6594 8413 &
Email : procurement@sota.edu.sg

(b) Requirement Specifications : Ms Rachel Lee, Direct Line: 6342 5758 &
Email : opm@sota.edu.sg

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

8. SAS accepts original proposal submission and strictly without any alteration to the content and format.

9. The allocation of the canteen stall will be at the discretion of SAS.

10. Shortlisted applicants may be invited for a food tasting session.

Yours sincerely

(No Signature Required)

Noorina Amin

Buyer, Office of Procurement

SINGAPORE ARTS SCHOOL

Schedule 1 : OVERVIEW FOR APPLICANTS

SCHEDULE 1: OVERVIEW FOR APPLICANTS

1. The canteen stalls cater primarily to SOTA students and staff. The student and staff population in Year 2025 are estimated to be **1115 and 260** respectively. The recess times and lunch times of our students are staggered as follows:

RECESS TIME (30 minutes)	30-minute slots between 0915 hrs – 1115 hrs
LUNCH TIME (1 hour)	1-hour slots between 1115 hrs – 1415 hrs

Please note that the above information is for reference only.

2. **One (1) stall** shall be released:-

Stall No.	Date of Contract
Stall 7	1 July 2025 – 31 June 2027 with Option to Extend for another 24 months

Types of Food to propose are as follows:

- Chinese Noodles
- Thai Food
- Vietnamese Food
- Other food options are welcome (please indicate in Schedule 3. Forms)

Please ensure that the proposed type of food to be sold is different from those stated from the canteen stalls (refer to point 3).

3. The types of food currently offered by existing canteen stalls are as follows:
- Chicken Rice
 - Chinese Cooked Food
 - Japanese Food
 - Halal Chinese Cuisine
 - Western Food
 - Fruits and Juices
 - Drinks and Snacks
 - Cafe
4. SOTA functions five (5) days a week from Mondays to Fridays. SOTA will observe all public holidays in Singapore. The operating hours for all canteen stalls are strictly from **Mondays to Fridays from 7.30am to 3.00pm** excluding public and school holidays with the flexibility to operate outside the stated days/ time if deemed necessary, e.g. during examinations or school activities period, subject to explicit approval from SAS.
4. Applicants are required to submit **one (1) set** of the proposal, relevant certificates and brochures/ handbooks (if any).
5. Stall rental is fixed at **\$30** per month, excluding service & conservancy charges, GST and any applicable licence fees.
(Rent free during School holidays for month of June, November and December)
6. If the applicants opt to sell food other than what was submitted in the proposal, SAS' approval shall be sought. In addition, any cost incurred due to replacement works of the new signage shall be borne by the awarded Contractor; the design of which will be at the discretion of SAS. SAS shall make the final decision on the detail menu of food to be sold.
7. Applicants are required to fill up the Application Form as set forth in **Schedule 3** and submit it together with the **Proposal**.

8. Applicants shall provide a price list for every food item they propose to sell. The selling price of the items should be reasonably cheap and lower than the prevailing market prices (compared to that of hawker centres / coffee shops). The items of the said food supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The approval of SAS shall be sought for each menu item and corresponding price during the term of the Contract.
9. SAS will not bear any expenses incurred by the applicants in preparing his/her proposal.
10. The proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Propose.
11. Applicants are to declare if any of his/her immediate family members are presently holding management positions in SAS, or are employed by SAS.
12. The successful applicant (Contractor) shall be notified of the acceptance by SAS of his/her quotation and he/she would be required to sign a Contract (see **Annex C**).
13. The Contractor shall pay Goods and Services Tax in addition to the monthly rental fees with deposit within fourteen (14) days upon accepting the "Letter of Acceptance".
14. Security Deposit will be forfeited if the Contractor fails to commence business within one (1) month from the acceptance date unless agreed by both parties in writing (see **Annex C-7, clause 24**).
15. Electricity services will be supplied through SAS and be metered separately for the Contractor. The Contractor shall make payment for the consumption of electricity through SAS to the appointed electricity provider. SAS will not be liable for any physical, financial or other damage incurred by the Contractor arising from or in connection with the use, supply or pricing of the electricity.
16. The Contractor shall be responsible for making his/her own arrangement for the supply of water and gas services to the canteen stall. Tapping of gas or water from the School's mains is strictly not allowed. The Contractor shall pay the deposits and fees for water and gas services directly to the utility provider.
17. The Contractor shall at its own expense make all necessary arrangements to maintain cleaning, pest control standards, grease trap, exhaust system and fixed equipment installed by him/her in the canteen stall area.
18. The Contractor shall provide wholesome food and cater to the nutritional needs of the students. **Annex A** sets out guidelines on the food to be sold in the canteen stalls in line with the **Healthy Meals in Schools Programme** (HMSP) or any other programmes initiated by the relevant authorities. Full compliance to **Health Promotion Board** (HPB) Guidelines for sale of food and beverages in Café and/or vending machines is expected.
19. The main business of the canteen stall operator is the sale of food and/or drinks. The Contractor shall therefore not sell tidbits and ice cream. SAS may review this policy from time to time solely at SAS's discretion, and direct the types of food and drinks sold at the canteen stall.
20. The cost of setting up the stall shall be deemed to be part of the Contractor's business startup cost. The setting up of the stall must be completed and ready for operation by the contract's commencement date(s) accordingly (refer to point 2 for Date of Contract).
21. The Contractor shall comply with all obligations imposed by law and such rules and regulations made from time to time in connection to the canteen stall.
22. The Contractor shall not assign or sublet, or part with the possession of the said canteen stall or part thereof or assign or hand over his/her said business to any person whomsoever, unless

approved or directed by SAS. The Contractor shall be subject to termination of the contract within seven (7) days of prior written notice for any breach of the terms.

23. The Contract shall commence for a duration of twenty-four (24) months (refer to point 2 for Date of Contract). SAS shall have an option to renew the Contract for up to twenty-four (24) months before expiry under the same terms and rates, unless or otherwise advised three (3) months prior to the renewal date.
24. **Annex B** sets out SOTA Canteen Stall's Rules and Regulations, which the Contractor must adhere to.
25. The Contractor shall ensure that all his/her staff will be sent for the HMSP culinary training sessions organised by Health Promotion Board (HPB) within two (2) months from the date of acceptance and meet other requirements as specified by relevant regulatory authorities.
26. The Contractor shall comply to SAS's Green initiatives such as, but not limited to "No Styrofoam and plastic containers". Updates of such initiatives shall be communicated by SAS to all canteen stalls prior to its implementation.
27. The Contractor shall obtain food catering license to provide catering service (including individually packed meals) for SOTA students and staffs if required.

Schedule 2 :
IMPORTANT INSTRUCTIONS TO
APPLICANTS

SCHEDULE 2: IMPORTANT INSTRUCTIONS TO APPLICANTS

Submission of Proposal and documents

1. The proposal submission **MUST** comprise the following documents:
 - (a) Schedule 3 - Forms,
 - (b) Appendix 1 - House Rules;
 - (c) types of food and drinks to be sold;
 - (d) price list for every food item;
 - (e) supply of manpower (number of stall employees including their respective relevant food handling certifications);
 - (f) concept for the canteen stall frontage;
 - (g) stall design and menu signage;
 - (h) record and details of catering/canteen operating experience for past 3 years;
 - (i) list and details of current canteen contracts, value of contracts, current status etc.;
 - (j) relevant certifications and licenses in catering service;
 - (k) track record and expertise of the individual/ team who will be undertaking this project;
 - (l) any other information pertaining to the successful operation of the canteen stall

Evaluation and Selection Criteria

2. Evaluation of the proposals and/or food tasting session (where applicable) shall be based on:
 - (a) types of food to be sold;
 - (b) taste of the food presented during food tasting;
 - (c) variety of menu and items;
 - (d) selling price and food proportion for every food item;
 - (e) supply of manpower (number of stall employees) for corresponding hours of operation;
 - (f) overall concept of the canteen stall (including décor, frontage and menu signage);
 - (g) quality of service standards rendered to schools;
 - (h) Applicant's proposal, portfolio, track records and references;
 - ✓ (i) compliance to HPB's Guidelines and policies and guidelines specified by relevant regulatory authorities.

Note: Criteria marked with ✓ are critical

3. Shortlisted applicants may be required to participate in a food-tasting session to present their proposals to SAS.
4. All applicants are to declare any affiliation of any of our existing canteen stall operators by indicating in their proposal. Failure to declare at the point of proposal submission may be subjected to contract termination by SAS at a later stage.

Schedule 3 :

FORMS

SCHEDULE 3: FORMS

Section 1: APPLICATION FORM

1. Particulars of Canteen Stall

(Please tick ☒ in the appropriate box ☐ provided and indicate the type of food items to be sold)

☐ Chinese Noodles

☐ Thai Food

☐ Vietnamese Food

☐ Others:

Please state: _____

2. Particulars of applicant

Company Name (if any):
Company Registration No. (if any):
Name of Person-in-Charge (as in NRIC/FIN):
Citizenship:
Age:
Gender:
Address:
Telephone No:
Email:
Languages/ Dialects Spoken:
Other Sources of Income (if any):

3. **Particulars of Canteen Stall Employees**

Name	Work Permit No/ Employment Pass No. (for foreign workers)	Date of Food Handling Certificate acquired	Relevant Working Experience

4. **Experience in Canteen Stall Operation**

Type of Canteen Stall	Location of Canteen Stall	No. of Years of Service	Contract Period	Type of Licence Obtained

Section 2: Statement of Compliance

*The indication of Compliance (C) or Non-compliance (NC) will be deemed to be applicable to each **main** section, unless it is clearly stated to be otherwise.

** Please indicate the specific items/points of non-compliance where applicable.

Specification	Compliance (C/NC)*	Explanatory Remark**
Annex A : Requirements for Healthy Meals in Schools Programme (HMSP)		
1		
2		
3		
4		
Annex B : Rules and Regulations		
1		
2		
2 (a)		
2 (b)		
3		
3 (a)		
3 (b)		
4		
5		
6		
7		
8		
9		
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28		
29		
30		
31		
31 (a)		
31 (b)		
31 (c)		
31 (d)		
31 (e)		
32		

Specification	Compliance (C/NC)*	Explanatory Remark**
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
46 (a)		
46 (b)		
46 (c)		
47		
48		
49		
50		
50 (a)		
50 (b)		
Part 1		
Part 2		
ANNEX C – CONDITIONS OF CONTRACT		
1		
1.1		
1.2		
1.3		
2		
2 (a)		
2 (b)		
2 (c)		
2 (d)		
2 (e)		
2 (f)		
2 (g)		
2 (h)		
2 (i)		
2 (j)		
2 (k)		
2 (l)		
2 (m)		
2 (n)		
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2 (p)		
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2 (r)		
2 (s)		
2 (t)		
2 (u)		
2 (v)		
2 (w)		
3		
4		

Specification	Compliance (C/NC)*	Explanatory Remark**
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14 (a)		
14 (b)		
15		
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24		
25		
25 (a)		
25 (b)		
25 (c)		
26		
27		

6. I hereby declare that

- (a) The information given above is correct.
- (b) I am able to prepare the food and drinks to be sold in accordance to the requirements as stated by SAS.

I fully understand and agree that notwithstanding the fact that the Statement of Compliance as herein declared is subjected to the SAS acceptance.

I am aware that my Contract will be terminated forthwith should I have obtained the canteen stall Contract through giving false information in this application.

Date

Signature (Authorised Representative)

Name (as in NRIC/FIN):

Company Name (if any):

Designation (if any):

Section 3: PRICE AND MENU

Template for Applicant

You may use this template as a guide for your menu or food & drinks proposal or adapt it for your needs

S/N	Food Item Description	Unit/Food Portion	Price Per unit	Remarks
<i>Example 1.</i>	<i>Nasi Lemak set – Choice A. Rice, ikan billis, chicken wing, egg and cucumber</i>	<i>per plate</i>	<i>\$2.00</i>	<i>Student price</i>
<i>Example 2.</i>	<i>Nasi Lemak set – Choice B. Rice, ikan billis, fish otah , egg and cabbage</i>	<i>per plate</i>	<i>\$3.00</i>	<i>Student price (upsized)</i>

Annex A :
**REQUIREMENTS FOR HEALTHY
MEALS IN SCHOOL PROGRAMME
(HMSP)**

ANNEX A: REQUIREMENTS FOR HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP)

1. The Healthy Meals in Schools Programme (HMSP) seeks to enhance the availability of healthier food and beverage choices at schools. Canteen stall contractors are expected to follow food service guidelines, which aim to limit the fat, salt and sugar content of food and drinks sold in schools.
2. Contractors must comply to serve brown rice and wholemeal bread, vegetables and meat with optional fruit servings in the form of healthy, well-balanced set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, fruit and vegetables.
3. Please refer to HPB website at <https://www.hpb.gov.sg/schools/school-programmes/healthy-meals-in-schools-programme> for the Food Service Guidelines under the Healthy Meals in Schools Programme (HMSP) updated 9 November 2022.
4. Within the duration of the contract and its optional year of extension if exercised, the successful applicant shall comply with the Healthy Meals in Schools Programme (HMSP) and its subsequent updates as and when it is updated by Health Promotion Board (HPB). Contractors are encouraged to visit HPB website for HMPS regularly.
 - i) Healthy Meals In Schools Programme (HMSP) Guidelines
https://hpb.gov.sg/docs/default-source/default-document-library/healthy-meals-in-school-programme-v2-0-guidelines_finale5f896b69e914d1bac3a2094ae89abf3.pdf?sfvrsn=5b69db5e_0
 - ii) Healthy Meals In Schools Programme (HMSP) Guidelines Frequently Asked Questions (FAQS)
https://hpb.gov.sg/docs/default-source/default-document-library/hmsp-v2-0-faqf97ab6ef0f294145ac547370c526fad3.pdf?sfvrsn=8553f779_0
 - iii) Suppliers with Healthier Ingredients for Mainstream Schools August 2022
https://hpb.gov.sg/docs/default-source/pdf/hmpp-hmsp-suppliers'-list_august-2022.pdf?sfvrsn=9182357_4

Note : Contractors must comply with the prevailing HMSP guidelines as stated in the above points 1 to 4

Healthy Meals in Schools Programme (HMSP) Guidelines

Updated as of: 26 October 2022

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Healthy Meals in Schools Programme (HMSP) Food Service Guidelines

The following criteria apply to all food and beverage sold in school canteens, cafés and vending machines serving both staff and students.

Note: Food from the 3 food groups (Wholegrain, Vegetables and Protein) of My Healthy Plate must be served in every main meal¹ and fruit must be served daily at any time in the stated portion sizes as listed below.

Processed food is not recommended to be served as it typically contains high amount of sodium.

Cooked Food or Snack Stalls

No.	Food Category	Serving Size²	Product Criteria	Preparation Method
1	Wholegrains	2 serves or more Examples of 1 serve: <ul style="list-style-type: none"> • 100g of cooked mixed rice (20% wholegrain + 80% white) • 100g of cooked wholegrain oriental noodle • 100g of cooked wholegrain bee hoon • 2 slices of wholegrain bread (60g) 	<ul style="list-style-type: none"> • Products carrying the Healthier Choice Symbol (HCS), or meet the “% of Whole-grains” and Sugar criteria of the HCS guidelines (Cereal category) • For homemade snack, sugar level must be 12g or less per serving³. 	<ul style="list-style-type: none"> • Fully cooked • No deep frying
2	Fruit	½ serve or more fruits (e.g. ½ apple (65g), ½ orange (65g), ½ wedge of watermelon (75g))	<ul style="list-style-type: none"> • Fresh 	<ul style="list-style-type: none"> • Whole or Cut
3	Vegetables⁴	2 heaped dessertspoons or more (Approximately 50g)	<ul style="list-style-type: none"> • Products carrying the Healthier Choice Symbol (HCS), or meet the HCS guidelines (Fruit and Vegetable category) 	<ul style="list-style-type: none"> • Fully cooked • No deep frying
4	Protein⁵ (Meat and Others)	2 heaped dessertspoons or more (Approximately 50g)	<ul style="list-style-type: none"> • Fresh or frozen lean meat • Products carrying the Healthier Choice Symbol (HCS) or meet the HCS guidelines (Protein category) 	<ul style="list-style-type: none"> • Fully cooked • No deep frying
5	Fats and Oils⁶	-	<ul style="list-style-type: none"> • Products carrying the Healthier Choice Symbol (HCS) or meet the HCS guidelines (Fats and Oils category) 	-
6	Sauces, Spreads and Condiments and Salt	Serve 2 dessertspoons or less of gravy or sauce from cooked dish only upon request (For rice dishes only)	<ul style="list-style-type: none"> • Products carrying the Healthier Choice Symbol (HCS) or meet the HCS guideline (Sauces, Spreads and Condiments category) 	<ul style="list-style-type: none"> • Prepare according to manufacturer’s instructions on the packaging

Note: To encourage students to opt for water as their preferred choice of drink, each school must have at least two working water coolers within the canteen area.

Beverage Stalls^{7,8}

No	Beverage Category	Serving Size	Product Criteria	Preparation Method
7	<ul style="list-style-type: none"> • Sugar-based drinks (E.g. Non-carbonated drinks/Asian drink) • Juice • Dairy/creamer-based drinks (E.g. Malted or Chocolate drink, Coffee, Tea, Milk, Yogurt drink and etc) • Plant-based milk (E.g. Soy milk, almond milk, Oat milk and etc) 	330ml or less Serving size limit is not applicable to calorie-free drinks (e.g. Bottled water, Sparkling water, Plain tea and etc)	<ul style="list-style-type: none"> • Products carrying the Healthier Choice Symbol (HCS) or meet the Beverages HCS guidelines • At least 10% of the total product available for sale must be calorie-free (e.g. bottled water) • The following items or practices are not allowed: <ol style="list-style-type: none"> 1. Free access to or addition of sugar, sugar syrup, cordial syrup⁹ or honey 2. Added toppings¹⁰ 3. Sweeteners¹¹ 	Prepare according to manufacturer's instructions on the packaging (if any). Example: Put 30g of dairy/creamer-based drink into a cup. Add 200ml of hot/warm water (low-fat milk can be added) and stir.
8	<ul style="list-style-type: none"> • Homemade or freshly prepared beverages (E.g. Barley water, Flower tea¹², Coffee, Tea and etc) 		<ul style="list-style-type: none"> • From end 2023, sugar level must be 5g or less and saturated fat must be 1.2g or less per 100ml of beverage. 	Please refer to HPB's resources for guidance.
9	<ul style="list-style-type: none"> • Freshly squeezed fruit juice 		<ul style="list-style-type: none"> • From end 2023, per 100ml of juice must contain 5g or less sugar that is naturally present in fruits • The following items or practices are not allowed: <ol style="list-style-type: none"> 1. Free access to or addition of sugar, sugar syrup, cordial syrup or honey 2. Added toppings 3. Sweeteners 	Mix 1 part of water or ice to 2 parts of freshly squeezed juice. Example: 50ml of water + 100ml of freshly squeezed fruit juice

Dessert Stalls¹³

No	Food Category	Serving Size	Product Criteria	Preparation Method
10	<ul style="list-style-type: none">• Local soup desserts• Jellies• Pudding• Local and seasonal cakes• Frozen desserts	200g or less for soup dessert if it is being served	<ul style="list-style-type: none">• Commercially prepared products carrying the Healthier Choice Symbol (HCS) or meet the HCS guidelines (Dessert's category)• For homemade dessert, sugar level must be 12g or less per serving.	<ul style="list-style-type: none">• No deep frying

Cooks and canteen vendors are encouraged to use fruit or vegetables to sweeten home-baked snacks/soup desserts.

ENDNOTES

¹ Examples of main meals are economic rice, fried rice, noodle soup, stir-fried oriental noodles or pasta, sauce-based noodle (e.g. mee rebus, pasta with sauce), chicken chop, etc.

² Refers to the serving size each time the food is served.

³ Per serving refers to a typical serving portion of the homemade snack/dessert.

⁴ Starchy vegetables (e.g. Corn, Potato, Pumpkin, Sweet potato, Yam, Lotus root, Butternut squash, Cassava, Burdock root) has a higher carbohydrate content and hence will **not be considered as “vegetable”** under this programme.

⁵ Includes Dairy, Egg, Plant-based protein and Soy products.

⁶ When high-fat ingredients (e.g. coconut cream/coconut milk) not categorised in HCS nutrient guidelines are used, only reduced-fat alternatives (e.g. Trim coconut milk, Lite coconut milk, Super lite coconut milk) which contains **15g or less total fat per 100ml** can be used.

⁷ If a cooked food or snack stall has beverages in its offerings, the beverages sold must meet these guidelines.

⁸ These guidelines are also applicable to vending machines offering beverages.

⁹ Examples are Rose syrup, Barley syrup, Fruit syrup etc.

¹⁰ Examples are tapioca pearls, whipped cream, chocolate, cocoa powder, coconut flakes, sweetened solid ingredients etc.

¹¹ Examples of intense sweeteners include sugar alcohols, monk fruit extract, stevia, acesulfame K, sucralose and aspartame. The aim is to cultivate a palate for less sweet drinks among the youths. We recognise that sweeteners may condition our palates to demand sweet food and drinks in our diet, which may lead to excessive calorie and sugar intake. Therefore, drinks containing non-sugar sweeteners are disallowed in schools.

¹² Examples of flower tea are Chrysanthemum, Jasmine flower, Osmanthus, Honeysuckle, Rose and etc

¹³ If a beverage or cooked food stall has snacks or desserts in its offerings, these items sold must meet applicable guidelines.

Healthy Meals in Schools Programme (HMSP) FAQ

Updated as of: 7 November 2022

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Cooked Food or Snack Stalls

1.1 Wholegrains

Serve 2 serves of wholegrains or more:

Examples of 1 serve:

- 100g of cooked mixed rice (20% wholegrain + 80% white)
- 100g of cooked wholegrain oriental noodle
- 100g of cooked wholegrain bee hoon
- 2 slices of wholegrain bread (60g)

And meet the following product criteria and preparation method:

- Products carrying the Healthier Choice Symbol (HCS), or meet the “% of Wholegrains” and Sugar criteria of the HCS guidelines (Cereal category)
- For homemade snack, sugar level must be 12g or less per serving¹.
- Fully cooked
- No deep frying

1.1.1 Are brown rice, wholegrain noodles or wholemeal bread the only type of staple that can be served?

‘Brown rice & Wholemeal bread’ is the name of the food group in My Healthy Plate. Food from this food group can also include other local staples e.g., noodles, wraps, etc. Please ensure that the criterion to serve wholegrains as shown in Point 1 of HMSP Guideline is also met.

1.1.2 What are the types of wholegrains that can be served?

The following table is a non-exhaustive list of wholegrains that can be served in schools. If you are unsure, let the canteen committee know of your request so that they can advise you.

Brown rice/porridge	Chapatti	Quinoa
Mixed brown rice/porridge	Oats	Millet
Wholemeal noodles & pasta	Wholemeal biscuit	Unrefined barley (Not pearl barley)
Brown rice beehoon	Soba (made with buckwheat)	Buckwheat
Red cargo rice	Black glutinous rice	Purple rice

1.1.3 Can instant noodles without the HCS be allowed to be sold in school?

Yes, but these non-HCS instant noodles should meet the requirement below as an equivalent to HCS instant noodles. These instant noodles must not be deep-fried.

Fat	Trans fat	Sodium	Wholegrains
≤8g/100g	≤0.1g/100g	≤400mg/100g	≥15%

¹ Per serving refers to a typical serving portion of the homemade snack/dessert.

1.1.4 Where to purchase wholegrain oriental noodles?

You may refer to the supplier list on the HMSP webpage². Alternatively, you can also purchase wholegrain oriental noodles (e.g., wholegrain kway teow, la mian, hokkien noodles, mee tai bak, mee kia, mee pok, bee hoon) from supermarkets such as Giant, Fairprice, and Sheng Siong.

1.1.5 Wholegrain oriental noodles are much more expensive than non-wholegrain ones.

Majority of the wholegrain oriental noodles commonly found in the supermarket are similarly priced, although some types have a higher base price of between 1 to 2 times the price of non-wholegrain version (e.g., la mian). Below is a general comparison for reference:

Type of Noodle	Cost of Wholegrain Version/kg	Cost of Non-Wholegrain Version/kg	Price Difference
Hokkien Noodle	\$5-\$6	\$5-\$6	No Difference
Kway Teow	\$5-\$8	\$5-\$8	No Difference
La Mian	\$4-\$5	\$2-4	1.5x
Vermicelli	\$3-\$7	\$2-\$7	1.5x

1.1.6 Is white french loaf (baguette) allowed to be sold? The wholemeal variant is difficult and expensive to obtain in the market.

Yes, it is allowed as the wholemeal variant is not easily available in the market.

1.1.7 Are egg noodles allowed to be served?

Most commercially available dried egg noodles have been pre-deep-fried. For example, ee-fu noodles do not comply with HMSP guidelines. Therefore, schools are encouraged to use fresh noodles. Please ensure only the wholegrain version of oriental noodles is served.

1.1.8 A snack stall is selling a set of three pieces of half-sliced wholemeal bread (not full sized meal) with a little egg filling and lettuce. Can it be exempted from the requirement of including four food groups?

Yes. It can be exempted from including 4 food groups, considering that 1 ½ slices of wholemeal bread is barely 1 serving and this item is served in the snack stall where most of the items (e.g., pau, siew mai, kueh, cake) are not considered as main meals. However, we would encourage the inclusion of all 4 food groups in the food to improve the nutritional value of the food sold.

² https://hpb.gov.sg/docs/default-source/pdf/hmpp-hmsp-suppliers'-list_august-2022.pdf?sfvrsn=9182357_4

1.2 Fruit

*At least half a serving (optional if fruit is served at any time during the school day e.g., during assembly, snack break, etc.)

1.2.1 Are tomatoes, cucumbers, zucchini and bell peppers considered as fruit or vegetables?

Botanically, anything with seed is a fruit. However, in Singapore's context, these are considered and eaten as vegetables.

1.2.2 Can fruit be replaced with vegetables in meals?

Both fruit and vegetables should be consumed daily without one replacing the other as they are two different groups that offer unique combination of nutrients and phytochemicals. For instance, vegetables in general are higher in iron, folate, and vitamin K while fruit are generally higher in vitamin C, especially considering fruit are usually eaten raw and this could retain the heat-sensitive vitamin C. By consuming both fruit and vegetables, children could get the wide range of important nutrients and phytochemicals contained in them.

1.2.3 What is ½ serving of fruit?

Examples of ½ serving of fruit is half a small apple, orange, pear or mango (65g), ½ wedges of papaya, pineapple, or watermelon (65g), 5 grapes or longans, 1 small banana, 1/8 cup of dried fruit (20g) etc.
<https://www.healthhub.sg/programmes/56/fruits-and-veggies>



1.3 Vegetables

*At least two heaped dessertspoons

1.3.1 What is two heaped dessert spoons of vegetables?

Two heaped dessertspoons of vegetables is approximately 50g (1/2 serving)-

1.3.2 Are achar and kimchi allowed for sale?

No, these contain added salt during the preservation process and therefore not allowed.

1.3.3 Is dried seaweed allowed to be served?

Dried seaweed can be served if it is endorsed with HCS or meet the HCS nutrient guideline of $\leq 120\text{mg}$ sodium/100g with no added fat and sugar (refer to HCS nutrient guidelines document, Dried Vegetable sub-category)

1.3.4 Is it acceptable to use preserved vegetables which have been pre-soaked for a day (to get rid of excess sodium), in soups?

No, it is not allowed. This is to encourage the use of natural ingredients, for example, mushrooms, tomatoes, celery, garlic, onions, herbs and spices, for flavouring instead of salt or salt-preserved food ingredients.

1.4 Protein (Meat and Others)

1.4.1 Can mock meat be served for vegetarian dishes?

Mock meat with HCS can be served using healthier preparation, however, deep-fried food, or preserved food shall not be sold.

1.4.2 Is skinless chicken thigh allowed to be served?

Yes, skinless chicken thigh is allowed.

1.4.3 Is cheese tofu allowed to be served?

Cheese tofu with HCS is allowed to be served.

1.4.4 Is mock crab stick allowed to be served?

Yes, crab stick is allowed for sale in schools. Choose the crab stick with HCS equivalent. You may refer to the supplier list .

1.4.5 Are fish cakes allowed to be served?

Fish cakes are usually pre-deep-fried items and will not be allowed for sale in schools. However, if canteen vendors are able to look for the non pre-deep-fried (e.g. steamed) variety of fish cakes, those will be allowed.

[Commercial] Pre deep-fried Fish Cake



[Commercial] Non deep-fried Steamed Fish Cake



1.4.6 Are commercial fish fingers with the healthier choice symbol allowed to be served?

All food items which have been pre deep fried, without the HCS logo will not be allowed for sale in school canteen/cafes.

1.4.7 Are sausages, ham and luncheon meat allowed to be served?

Only sausages, ham and luncheon meat that have no nitrite with <450mg/100g sodium and <10g/100g total fat comply with HMSP guidelines. HPB will require a lab report of these no-nitrite sausages, ham or luncheon meat from the suppliers prior to sale in schools. Once every two years, an audit laboratory check of these food products will be conducted to ensure the nitrite content is as per committed and fulfil the HCS criteria.

1.4.8 Are taupok and taukee allowed to be served?

Taupok is usually pre-deep-fried and therefore it is not allowed.

As taukee is beancurd strips that are usually not pre-deep-fried, it is allowed in food preparation, but

should not be a replacement of protein items such as meat/fish/egg.

1.4.9 Is ikan bilis allowed to be served?

Fried ikan bilis is not allowed. However, ikan bilis cooked using methods such as toasting, baking, pan-frying or air-frying is allowed.

The ikan bilis also should be washed or soaked before cooking to remove some sodium. One serving of ikan bilis should be limited to no more than 2 tsp (10g) to manage sodium content.

1.4.10 Is coconut milk allowed to be served?

Only reduced-fat alternatives (e.g., Trim coconut milk, Lite coconut milk, Super lite coconut milk) which contains 15g or less total fat per 100ml can be used.

1.5 Fats and Oils

Only fats and oils (e.g., cooking oil, margarine) endorsed with the Healthier Choice Symbol (HCS) or meet the HCS guidelines are allowed to be used in food preparation.

1.5.1 Are par-fry commercial products allowed to be served?

Par-frying is a process that involves food being fully submerged in oil, as with the deep-frying process, but at a shorter cooking time. Food that are par-fried will also be considered as pre-deep-fried and will not be allowed for sale in schools.

Note: Deep-fried food and preserved food (e.g., sausages, ham, luncheon meat³, preserved vegetables or preserved eggs) shall not be sold.

1.5.2 Is mayonnaise allowed to be served?

Only mayonnaise carrying the Healthier Choice Symbol (HCS) or meet the HCS guidelines ($\leq 5\text{g}/100\text{g}$ total fat, $\leq 500\text{mg}/100\text{g}$ sodium and $\leq 15\text{g}/100\text{g}$ sugar) is allowed.

1.5.3 Is margarine allowed to be served?

Only margarines carrying the Healthier Choice Symbol (HCS) or meet the HCS guidelines (Fats and Oils category) is allowed.

³ Sausages, ham and luncheon meat that meet the following nutrition criteria are allowed to be sold in schools: $<450\text{mg}/100\text{g}$ sodium, $<10\text{g}/100\text{g}$ total fat and no nitrite.

1.6 Sauces, Spreads, Condiments and Salt

1.6.1 Can gravy be served with rice dishes?

For rice dishes, gravy or sauce shall not be served unless requested. If requested, serve 2 dessertspoons or less of gravy or sauce from cooked dish only.

1.6.2 Is it acceptable to give more than the recommended two dessertspoons of gravy to the students upon request?

Except for noodle and pasta dishes which includes gravy as part of the dish (e.g., Mee rebus, Spaghetti Bolognese, Hor Fun and etc) there should be no more than two dessertspoons of gravy/sauce being served per meal portion.

1.6.3 Why only sauces, spreads and condiments with the Healthier Choice Symbol can be used?

Sauces, spreads and condiments endorsed with Healthier Choice Symbol are lower in sodium and sugar. When it is used for food preparation, we can prepare healthier meals for our consumption which in-turn reduces our risk of developing chronic diseases.

1.6.4 Why regular salt cannot be used?

Table salt with healthier choice symbol contains lower amount of sodium as compared to regular table salt. High sodium intake is associated with increased risk of hypertension, which is in turn associated with higher risks of cardiovascular complications such as stroke and heart attack.

1.6.5 Can sea salt be used?

Sea salt can be used if it is endorsed with Healthier Choice Symbol or is equivalent in nutrient requirement for Table Salt as listed in the Healthier Choice Symbol Nutrient Guidelines.

Beverage Stalls

1.7 Sugar-based drinks (E.g. Non-carbonated drinks/ Asian drink)

1.7.1 How do I calculate the amount of sugar in my drink?

You can calculate the amount of sugar added (rule of thumb, 1 teaspoon of sugar/honey/syrup/rock sugar is 5g) and divide it by the total amount of ingredients in the drink/dessert, followed by multiplying the answer by 100%. Your final answer should be ≤5g sugar/100ml. Otherwise, you have to further reduce the amount of sugar added so that the end product will contain only ≤5g sugar/100ml.

E.g.: 2 teaspoons (10g) of sugar are added when making 500ml barley water.

Hence, the calculation of the amount of sugar in the drink is shown as below.

$$\frac{10}{500} \times 100\% = 2\text{g sugar} / 100 \text{ ml}$$

1.7.2 Are grass jelly drinks allowed?

Yes, the home-made drink can contain the jelly as long as the jelly is not pre-soaked in syrup and meet the sugar guidelines. Alternatively, commercial packaged drink contains jelly and with the Healthier Choice Symbol is allowed.

1.7.3 Are drinks with sugar alcohol (e.g., sorbitol, xylitol, maltitol, isomalt, lactitol, mannitol and erythritol) allowed?

The aim is to cultivate a palate for less sweet drinks among the youths. We recognise that sweeteners may condition our palates to demand for sweet food and drinks in our diet, which may lead to excess calorie and sugar intake. Therefore, drinks containing non-sugar sweeteners are disallowed in schools.

1.7.4 How do I know if a drink contains sweetener or sugar alcohol?

Sweeteners and/or sugar alcohols are listed in the ingredient list.

These are some common sweeteners and sugar alcohols used in beverages: acesulfame K, sucralose, aspartame, cyclamates, saccharin, sorbitol, xylitol, maltitol, isomalt, lactitol, mannitol and erythritol.

For more information, please visit <https://www.healthhub.sg/programmes/77/sweet-talk-sugars-and-sweeteners>.

1.7.5 How much sugar I can add into homemade drinks?

For homemade drinks (e.g., barley, coffee, tea etc), the sugar content shall be equal to or less than 5g/100ml.

1.7.6 How much sugar I can add into homemade drinks?

For homemade desserts (e.g., green bean soup and soya bean pudding), the sugar content shall be equal to or less than 12g per serving. Weight for 1 serving is 200g or less.

1.8 Juice

1.8.1 Will the revised HCS SSB guideline impact pre-packaged fruit juices?

Only pre-packaged fruit juices carrying the HCS or equivalent (not containing sugar alcohol, artificial or intense sweeteners) will be allowed for sale in schools.

1.9 Dairy/creamer-based drinks

E.g. Malted or chocolate drink, coffee, tea, milk, yoghurt drink etc.

1.9.1 Will the revised HCS SSB guideline impact freshly prepared drinks?

Example: malted drinks such as Milo, Horlicks, cordial drinks, and freshly prepared hot drinks.

The HMSP Guidelines are also aligned with upcoming Singapore Government's healthier food and drinks policy. Schools selling freshly prepared beverages must ensure the freshly prepared beverages are lower in sugar and saturated fat content. The sugar level and/or saturated fat level for freshly prepared beverages is capped at 5g/100ml and 1.2g/100ml, respectively.

1.10 Freshly squeezed fruit juice

1.10.1 Is freshly squeezed fruit juices allowed to be sold?

From end 2023, per 100ml of juice must contain 5g or less sugar that is naturally present in fruits.

On average, freshly squeezed fruit juice contains 8g of sugar per 100ml. To help manage the amount of sugar present, all freshly squeezed fruit juice must be prepared by mixing 1 part of water or ice to 2 parts of freshly squeezed fruit juice.

Example:

50ml of water + 100ml of freshly squeezed fruit juice

Dessert Stalls

Stalls selling snacks shall only sell homemade snacks (e.g., green bean soup and soya bean pudding) with a sugar content equal to or less than one tablespoon (12g) per serving⁴; or commercially prepared products with the HCS or HCS-equivalent⁵.

1.11 Jellies

1.11.1 Is HCS Jello product allowed to be sold as a drink or snack?

Under the HCS list, this product is considered to be “miscellaneous/snack” instead of “beverage”.

1.12 Local and seasonal cakes

1.12.1 Do steamed yam cake, lor mai kai, fan choy, glutinous rice and garlic bread need to be served according to the 4 food groups?

These items are not required to be served according to the 4 food groups as the serving sizes of these food items are usually in small portions (not the size of the main meals) and they are usually consumed as a snack.

1.12.2 Are small amounts of Oreo, Nutella and Mcvities biscuits allowed to be used in homemade desserts such as Oreo cupcakes?

Yes, they are allowed so long as the sugar content per serving is 12g of sugar.

1.12.3 Sale of drinks and desserts with less sugar.

Only commercially prepared sweetened drinks and commercially packed drinks such as canned and bottled beverages that meet the sugar levels shown in the table below are allowed for sale in schools. (Please refer to the Health Promotion Board’s HMSP webpage⁶ for the list of drinks allowed for sale in schools.)

⁴ Per serving refers to a typical serving portion of the homemade snack.

⁵ HPB shall verify if snacks without the HCS are HCS-equivalent by checking the product nutrition information panel of product specifications from suppliers.

⁶ <https://www.hpb.gov.sg/schools/school-programmes/healthy-meals-in-schools-programme>

Common Categories of Drinks Sold in Schools	Sugar level (per 100ml)
	Current
<i>Sweetened beverages</i>	
Non-carbonated drinks/ Asian drink	≤5g
Isotonic drinks	≤5g
Juice drinks (at least 10% fruit juice)	≤5g
Carbonated drinks	≤5g
Juice drinks	≤5g
Fruit, fruit and veg juices	≤5g
<i>Dairy/ creamer-based drinks</i>	
Malted or chocolate drink	≤5g
Cultured milk drink/ yogurt drink	≤5g

- a) Drinks, including commercially packed drinks and freshly brewed/squeezed beverages such as homemade barley and fruit juice, can only be sweetened with sugar. Non-sugar substitutes such as sugar alcohol (e.g., sorbitol and xylitol) and intense sweeteners (e.g., acesulfame K, sucralose and aspartame) are not allowed⁷.
- b) At least 10% of all the commercially prepared drinks and commercially packed drinks sold in the school shall be calorie-free (e.g., bottled water).
- c) Solid ingredients (e.g., canned fruit in syrup, “pearl”/“bubble”, chin chow and sago) that are sweetened shall not be used.
- d) No sweeteners (e.g., syrup, sugar and honey) shall be added to homemade fruit juices or freshly brewed/squeezed drinks. On average, freshly squeezed fruit juices contain 8g of sugar/100g. Therefore, stall owners must dilute their fruit juices with water. Stall owners could add 1/3 cup of water or ice to 2/3 cup freshly squeezed fruit juice. Please see **Annex** for visual examples.

⁷ The aim is to cultivate a palate for less sweet drinks among the youths. We recognise that sweeteners may condition our palates to demand sweet food and drinks in our diet, which may lead to excessive calorie and sugar intake. Therefore, drinks containing non-sugar sweeteners are disallowed in schools.

Others

1.13 Provision of Balanced Meal

1.13.1 Food in the four food groups shall be made available in every main meal⁸

- (1) Brown rice, wholegrain noodles or wholemeal bread: 2 serves or more brown rice or wholegrain noodles or wholemeal bread.
- (2) Vegetables: At least 2 heaped dessertspoons
- (3) Protein (Meat and Others)⁹: 2 serves or more meat and other foods like tofu, legumes, mock meat.
- (4) Fruit: ½ serve or more (optional if fruit is served at any time during the school day e.g., during assembly, snack break, etc.). Self-service of fruit is acceptable.

1.13.2 What are the types of food that have to be served as a balanced main meal, i.e., in the four food groups?

The following table includes a non-exhaustive list of foods that are and are not required to be served as a balanced meal. For example, two pieces of roti prata have to be served as part of the four food groups while siew mai does not.

Examples of food that are required to include four food groups when served
1. Plain roti prata ¹⁰ , 2 regular pieces (120g)
2. Roti john, 1 regular sandwich (250g)
3. Roti jala, 4 pieces (320g)
4. Chapatti, 2 pieces (90g)
5. Tortilla/Pita wrap with filling, 1 piece (200g)
6. Macaroni cheese, 1 bowl (210g)
7. Egg Banjo, 1 piece (180g)
8. Baguette/Sandwich with savoury filling; 2 slices of bread (110g)
9. Sushi, Gimbap; 8 pieces (280g)
10. Pizza, 2 slices (120g)
11. Chicken burger, 1 piece (130g)
These examples are listed based on the assumption that the serving size of these items is similar to those of main meals (e.g., rice, noodles) served in schools. It is required to comply with the balanced meals criteria ¹¹ . If the serving size of these items is smaller than those of main meals, it is not required to comply with balance meals criteria ⁸ .
Examples of food that are <u>not required</u> to include 4 food groups when served
1. Different types of pau
2. Siew mai

⁸ Examples of main meals are economic rice, fried rice, noodle soup, stir-fried oriental noodles or pasta, sauce-based noodle (e.g., mee rebus, pasta with sauce), chicken chop, etc. .

⁹ Includes Dairy, Egg, Plant-based protein, and Soy products.

¹⁰ Homemade roti prata shall be prepared according to the Healthy Meals in Schools Programme criteria (The roti prata should carry the Healthier Choice Symbol (HCS) or meet the HCS guidelines (Fats and Oils category)) (e.g., ghee and butter are not used).

¹¹ Balance food means Include food in the 4 food groups, serve at least 2 heaped dessertspoons of vegetables and at least ½ serving of fruit

3. Soon kueh
4. Chee cheong fun
5. Popiah (non deep fried)
6. Putu mayam
7. Muah chee
8. Tau huay
9. Tau suan
10. Red/green bean soup
11. Cookie
12. Peanut butter/jam sandwich
13. Waffle/pancake (plain/peanut/jam/chocolate chips/banana)
14. Bun (with or without filling)
15. Cake/muffin
16. Nachos with cheese
17. Breakfast cereals with or without milk
18. Lor mai kai/fan choi
These examples of food are listed based on the assumption that these foods are commonly consumed as snacks.

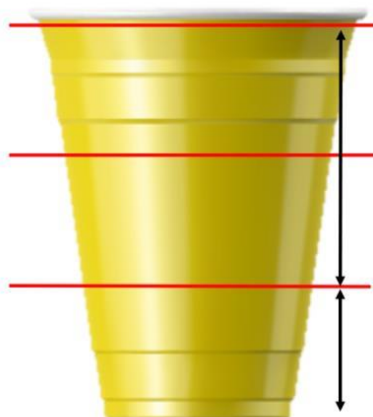
1.14 Healthier Choice Symbol (HCS)

1.14.1 Will there be changes to the guidelines in the near future?

HCS guidelines are reviewed regularly and adjusted from time to time. Schools will be given sufficient time to implement the changes should there be any further changes in the guidelines.

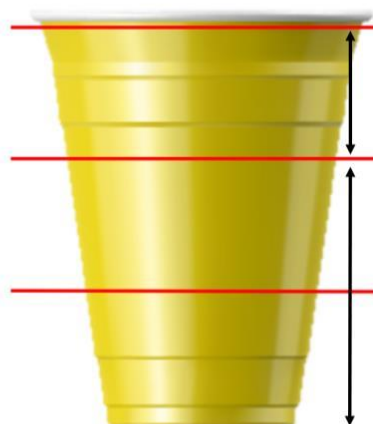
ANNEX:

Depending on your method of preparation, below methods are acceptable.

Method 1

2) Then fill to the top of the cup with freshly squeezed fruit juice

1) Fill 1/3 cup of water or ice

Method 2

2) Fill rest of the cup with water or ice

1) Fill 2/3 of cup with freshly squeezed fruit juice

**Suppliers with Healthier Ingredients
for Preschools and Mainstream Schools (HMPP/HMSP)**

**August 2022
Singapore**

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HPB does not have any contract with these suppliers/distributors. Kindly contact the suppliers/distributors directly for more details regarding the range of healthier food products they offer.

If you are a supplier keen to sell products in school, we encourage your company to apply for HCS; <<https://www.hpb.gov.sg/food-beverage/healthier-choice-symbol>>. Once approved, your product will be listed in the HCS list which schools refer to.

If, for valid reasons, your company is unable to apply for HCS and your product meets HCS guidelines, to be listed in this healthier suppliers' list, please contact Mr Jordan Lee <Jordan_Lee@hpb.gov.sg>.



Category A – Healthier ingredients


This is a list of some suppliers/distributors with healthier ingredients such as brown rice, HCS oil, wholegrain fresh noodles, soft margarine and etc for your reference

Wholegrain products: Rice

Name of suppliers/distributors	Contact information	Products	Image
Chia and Thai Food Supplies Pte Ltd	Contact person: Samuel Koh Tel: +65 67787862/ 97217736	1. Brown rice	
Japan Products Network	Contact person: Francis Wong Tel: 96199926 Email: francis_jpn@outlook.com	1. Brown rice	
Leong Guan Food Trading	Contact Person: Mr Lawrence Law Tel: 67547911 E. Lawrence@leong-guan.com	1. Brown Cargo rice 5kg, 25kg	
QQ Group of Companies	Contact person: James Eow Tel: 6515 9905 (ext 943)	1. Purple Rice, 1kg and 3kg	

Name of suppliers/distributors	Contact information	Products	Image
	Email : james.eow@qqgroup.sg	2. Mixed Grain, 1kg & 3kg	
Sengkang Trading Enterprise	Contact person: Tan Chye Hock Tel: +65 6487 7333 Email: sk@sengkanggrp.com	1. Brown rice	
Tong Seng Produce	Contact person: Teo Geok Min Tel: +65 6756 6128 Email: teogm@tspsonghe.com.sg	1. Jasmine brown rice	
		2. Noble brown rice	
		3. Noble red rice	
		4. Noble rice berry	
		5. Mixed fragrant rice and red rice	

Name of suppliers/distributors	Contact information	Products	Image
Lam Soon Singapore Pte Ltd	Contact person: William Ng Tel: +65 67687174 Mobile: +65 98384303 Email: foodservice2@lamsoon.com.sg	1. Brown rice	
		2. Mixed brown and red rice	
		3. Brown GABA and rice berry rice	
BlossomsFood Pte Ltd	Contact person: Jun Yi Tel: 8418 3589 Email: sales@blossomsfood.com.sg	1. SONG HE Mixed 80% Fragrant Rice & 20% Nobel Red Rice (20kg)	
		2. SONG HE Jasmine Brown Rice (5kg)	




Name of suppliers/distributors	Contact information	Products	Image
		3. SONG HE Noble Red Rice (5kg)	





Wholegrain products: Noodles





Name of suppliers/distributors	Contact information	Products	Image
Chia and Thai Food Supplies Pte Ltd	Contact person: Samuel Koh Tel: +65 67787862/ 97217736	1. Wholegrain fresh noodles	
		2. Wholegrain pasta	
		3. Brown rice bee hoon	
Five Foot Path Pte Ltd	Contact person: Eugene Loo Tel: +65 6759 0555 Mobile: +65 9100 4330	1. Wholegrain Egg Mee Kia	
		2. Wholegrain Eggless Mee Kia	


Name of suppliers/distributors	Contact information	Products	Image
	Email: sales@fivefoodpath.com	3. Wholegrain Egg Mee Pok	
		4. Wholegrain Eggless Mee Pok	
		5. Wholegrain Eggless Broad Mee Pok	
		6. Wholegrain Ramen	
Jia Jia Wang Trading Pte Ltd	Contact person: Mei Yuen Tel: +65 67527718	1. Wholegrain fresh noodles	
Lam Soon Singapore Pte Ltd	Contact person: William Ng Tel: +65 67687174 Mobile: +65 98384303 Email: foodservice2@lamsoon.com.sg	1. Brown rice spaghetti	
		2. Brown rice buckwheat spaghetti	

Name of suppliers/distributors	Contact information	Products	Image
Leong Guan Food Trading	Contact Person: Mr Lawrence Law Tel: +65 67547911 Email: Lawrence@leong-guan.com	1. LG Wholemeal Yellow Noodle, 420g and 1kg	
		2. LG Brown Rice Kway Teow, 1kg	
		3. LG Brown Rice Mee Tai Bak, 1kg	
		4. Wholemeal Mee Pok, 3kg	
		5. Wholemeal Mee Kia, 3kg	
		6. Brown rice Laksa, 3kg	
		7. Brown rice Beehoon, 3kg	
		8. Wholegrain Ramen	




Name of suppliers/distributors	Contact information	Products	Image
People Bee Hoon Factory Pte Ltd	Contact Person: Grace Tan Tel: +65 6267 5758 Email: Admin@peoplebeehoon.com.sg	1. Chilli Brand Red Rice Vermicelli, 400g	
		2. Chilli Brand Red Rice Vermicelli, 3 kg	
Prima Food Pte Ltd	Contact Person: Michael Tang Tel: (65) 62776835/ 97579194 Email: Michael.tang@prima.com.sg	1. Wholegrain La Mian	
Sengkang Trading Enterprise	Contact person: Tan Chye Hock Tel: +65 6487 7333 Email: sk@sengkanggrp.com	1. Brown rice beehoon	

Name of suppliers/distributors	Contact information	Products	Image
Tan Seng Kee Foods Pte Ltd	Contact person: Lee Pei Xian Tel: +65 64452320 Email: peixian@tskfood.com	1. TSK Wholegrain Hokkien Noodles	
		2. TSK Wholegrain Kway Teow	
		3. TSK Wholegrain Bee Tai Mak	
		4. TSK Wholegrain Laksa	

Name of suppliers/distributors	Contact information	Products	Image
BlossomsFood Pte Ltd	Contact person: Jun Yi Mobile: +65 8418 3589 Email: sales@blossomsfood.com.sg	1. Leong Guan Fresh Wholegrain Mee Tai Bak (420g)	
		2. Leong Guan Wholegrain Fresh Kway Teow (420g)	
		3. Leong Guan Wholegrain Fresh Yellow Noodles (1kg)	
		4. Wholemeal Pasta Spaghetti "SAN REMO"	

Name of suppliers/distributors	Contact information	Products	Image
		5. Wholemeal Pasta Spiral "SAN REMO"	

Healthier cooking oil

Name of suppliers/distributors	Contact information	Products	Image
Bunge Asia Pte Ltd/Angliss Singapore Pte Ltd	Contact person: Mr. Louis Eng Email: eng_louis@angliss.com.sg Mobile: 96798095	1. Bunge FarmOrigin Sunflower Oil PET Bottle (1.8L)	
		2. Bunge FarmOrigin Sunflower Blended Oil 18L Tin	
		3. Bunge FarmOrigin Canola Blended Oil 18L Tin	
Cargill palm products SDN BHD	Contact person: Eliz Chan Tel: +603 2246 3165	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
	Email: eliz_chan@cargill.com		
Chia Kim Lee Food Industries Ptd Ltd	Contact person: Mr Jackson Tan/ Miss Irene Peck Tel: +65 96195129/ 62856488 Email: jackson.tan@cklfi.com.sg / irene.peck@cklfi.com.sg	1. Healthier Oil	
Continental Palms Pte Ltd	Contact person: Shirene Ng Tel: +65 63845241 Email: askme@continentalpalms.com.sg	1. Healthier Oil	
De Cheng Xin Xing Trading Pte Ltd	Contact person: Andrew Goh Tel: +65 96698884/ 97248774 Email: heng328@singnet.com.sg	1. Healthier Oil	
Fuji Oil Asia Pte Ltd	Contact person: Gaven Low Tel: +65 96700377 Email: gaven@fujioilasia.com	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
Gap Hup Lee (1999) Pte Ltd	Contact person: Ong Hock Seng Tel: +65 67412626/ 93871000 Email: hockseng.ong@ganhuplee.com	1. Healthier Oil	
Goh Joo Hin	Contact Person: Eric Chan Tel: [DID] +65 6508 1004 [mobile] +65 9487 3424 [fax] +65 6476 5088 Email Address: eric.chan@gjh.com.sg	1. Healthier Oil	
Ja Food Industries	Contact person: Albert Ng Tel: +65 97637935 Email: jafood.717@gmail.com	1. Healthier Oil	
Jia Jia Wang Trading Pte Ltd	Contact person: Mei Yuen Tel: +65 67527718	1. Healthier Oil	
Kong Hwa Chan Trading Pte Ltd	Contact person:	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
	<ol style="list-style-type: none"> Singapore office: Jien Pei, Edmund Malaysia office: Ms Yee; Simon <p>Tel:</p> <ol style="list-style-type: none"> Singapore office: +65 62766535 Malaysia office: 07-6524696 <p>Email:</p> <ol style="list-style-type: none"> Edmund: jienpei.kok@khc.com.sg Simon: lim.simon@jbcvo.com.my 		
Lam Soon Singapore Pte Ltd	<p>Contact person:</p> <ol style="list-style-type: none"> Charissa Cheng Chan Siew Fung <p>Tel:</p> <ol style="list-style-type: none"> +65 67687132/ 9233 1981 +65 67687139 <p>Email:</p> <ol style="list-style-type: none"> charissacheng@lamsoon.com.sg sales@lamsoon.com.sg 	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
Leong Guan Food Trading	Contact Person: Mr Lawrence Law Tel: +65 67547911 E. Lawrence@leong-guan.com	1. Healthier Oil	
Lian Hap Xing Kee Edible Oil Trading Pte Ltd	Contact person: Thomas Goh Tel: +65 96870038/ 62650593 Email: Thomas.goh@lianhap.com.sg		
Lim Siang Huat Pte Ltd	Contact person: Riezl Cruz Tel: +65 62684144/ 97558276 Email: sales@Lshworld.com/ order@Lshworld.com	1. Healthier Oil	
Ngo Chew Hong Edible Oil Pte Ltd	Contact person: Mr Khoo H. M, Tel: +65 64817333/ 94569985 Email: littlekhoo@nchoil.com.sg	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
Sengkang Trading Enterprise	Contact person: Tan Chye Hock Tel: +65 6487 7333 Email: sk@sengkanggrp.com	1. Healthier Oil	
Sime Darby Edible Products Limited	Contact person: Valerie Ong Tel: (O) +65 62643733, (D) +65 66604266 Email: valerie.ong.yeher@simedarby.com	1. Healthier Oil	
Tong Seng Produce	Contact person: Teo Geok Min Tel: +65 6756 6128 Email: teogm@tspsonghe.com.sg	1. Healthier Oil	
Topseller Pte Ltd	Contact person: Mr Chris Lim Tel: +65 65773128 Email: chrislim@topseller.com.sg	1. Healthier Oil	
Wintercorn Edible Products Pte Ltd	Contact person: Mr Christopher Pang	1. Healthier Oil	

Name of suppliers/distributors	Contact information	Products	Image
	Tel: 96524890 Email: sy.pang@hapseng.com Add: 15 Senoko Crescent S(758269)		

Soft margarine/ spread/ mayonnaise

Name of suppliers/distributors	Contact information	Products	Image
Ifood Pte Ltd	Contact Person: Alvin Tel: 63364161 Email: alvins@ifood.com.sg	1. Healthy the better choice low fat mayonnaise, 2kg	

Name of suppliers/distributors	Contact information	Products	Image
Lam Soon Singapore Pte Ltd	Contact person: Charissa Cheng/ Chan Siew Fung Tel: 67687132, 67687139 Email: charissacheng@lamsoon.com.sg/ sales@lamsoon.com.sg	1. Naturel soft margarine, 500g	





Non-nitrite healthier choice sausages/ ham

Name of suppliers/distributors	Contact information	Products	Image
F&G Food Pte Ltd	Tel: 67541857 Fax: 6754 1805 Address: 15 Woodlands loop woodlands east industrial estate S(738322)	Healthier choice sausages/ham ¹ containing no nitrite:	
		1. Chicken sausage	
		2. Chicken cocktail	
		3. Chicken otah sausage	
		4. Chicken otah cocktail	




¹ Sausages and ham that meet the following nutrition criteria are allowed to be sold in schools: <450mg/100g sodium, <10g/100g total fat and zero nitrite. HPB will require a lab report of these sausages and ham from the supplier prior to sales in schools. Every 2 years, OPM will conduct an audit laboratory check of these food products to ensure the nitrite content is as per committed and fulfil the HCS criteria.

Name of suppliers/distributors	Contact information	Products	Image
Ha Li Fa Pte Ltd	Contact person: Randall Ang Ghim Hui Tel: 64326012 Email: ghimhui@halifa-bobo.com	Healthier choice sausages/ham containing no nitrite:	
		1. Chicken picnic ham	
		2. Chicken sausages	
Ifood Pte Ltd	Contact Person: Alvin Tel: 63364161 Email: alvins@ifood.com.sg	1. Healthier choice sausages/ham containing no nitrite	
CP Foods Singapore Pte Ltd	Contact Person: Senna Heng (Marketing Manager) Tel: 65387020 Email: Sennaheng@cpisgp.com.sg	1. Healthier Choice sausages containing no nitrates	

Powdered beverages (to-be-reconstituted)

Name of supplier/distributors	Contact information	Products	Image
Faesol Pte Ltd	Contact person: Jonathan Cheah Weng Kwong Email: jonathan@faesol.com Phone: 9179 3222	1. iLite Organic Soy Milk	
Nestle Singapore	Email: Thomas.Chan@SG.nestle.com	1. Nestle Milo Nutri-G Activ-Go Powder	
Unifood International (S) Pte Ltd	Contact Person: Lynn Lim Phone: (65) 6841 3855 Fax: (65) 6747 4202 Email: lynn.lim@unifood.com.sg	1. Nutritious Black Soy Milk Powder (32g x 12s x 24pkt)	
		2. Soya Chocolate Nutritious Malt "CocoaSoy" (30gx12sx24pkt, 500g x 24pkt)	



Name of supplier/distributors	Contact information	Products	Image
		3. Nutritious Soya Milk Powder "No Cane Sugar Added"(30gx12s x 24pkt, 500g x 24pkt)	
		4. Nutritious Soya Milk Powder (30g x 12s x 24pkt, 500g x 24pkt)	
Unilever International	Contact Person: Ethel Phang Phone: 9199 3319 Email: Ethel.phang@unilever.com	1. Horlicks Malt Original Tin 2kg	
		2. Horlicks Malt Original Refill 1.8kg	

Name of supplier/distributors	Contact information	Products	Image
		3. Horlicks Malt Original Refill 440g Jar	
		4. Horlicks Malt Original Refill 1kg	
		5. Horlicks Malt Original 400g	



Healthier convenience food

Sandwiches


Name of supplier/distributors	Contact information	Products	Image
Hotbake Innovations Pte Ltd	Contact person: Jiwi Ho (Research & Development Mgr) Add: Hotbake Innovations Pte Ltd 8A, Admiralty Street, #07-23, Food Xchange @Admiralty Bldg S(757437) Tel : 65562505/64813598 Fax : 65562585 Hp : 96312343 Website : www.hotbake.com.sg	Healthier Choice Sandwiches containing nitrite free sausages/ham: 1. Hotdog Melt Sandwich	Images below 
		2. Outback Hotdog Melt Sandwich	
		3. New York Sausage Omelette Sandwich	

		4. Chunky Chicken Omelette	
		5. Mushroom & Chicken Sandwich	




Pau



Name of supplier/distributors	Contact information	Products	Image
Goh Joo Hin	Contact Person: Eric Chan Tel: [DID] +65 6508 1004 [mobile] +65 9487 3424 [fax] +65 6476 5088 Email Address: eric.chan@gjh.com.sg	1. New Moon Wholemeal Bun (Variants-vegetables, mushroom, black sesame, pandan lotus, red bean)	
		2. New Moon Wholemeal Mantou (Original, brown rice, pumpkin)	

BlossomsFood Pte Ltd	Contact person: Jun Yi Tel: 8418 3589 Email: sales@blossomsfood.com.sg	1. New Moon Wholemeal Pumpkin Mini Mantou (12 pcs)	
		2. New Moon Wholemeal Brown Rice Mantou (12 pcs)	
		3. New Moon Wholemeal Red Bean Bun (9 pcs)	

		4. New Moon Wholemeal Pandan Lotus Bun (9 pcs)	
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Instant noodles




Name of supplier/distributors	Contact information	Products	Image
Tat Hui Foods Pte Ltd 37 Quality Road, Jurong Singapore 618808 Tat Hui Foods Pte Ltd	Contact person: Lee Tek Ming/ Shiang Lim Sales Manager Tel: (65) 6261 1010 Ext 33/ 62611010 Mobile: (65) 9850 4567 Email: leetekming@koka.com.sg / shianglim@tathui.com	1. KOKA Delight Wholegrain Non-Fried Instant Noodles – Flavours (Chicken, Curry, Laksa Singapura, Spicy Black pepper, Spicy Sesame, Tomato, Plain)	
		2. KOKA Purple Wheat Noodles - Aglio Olio (5's x 60g)	
		3. KOKA Purple Wheat Noodles - Chilli & Lime (5's x 60g)	
		4. KOKA Purple Wheat Noodles - Soy & Vinegar (5's x 60g)	

Name of supplier/distributors	Contact information	Products	Image
		5. KOKA Purple Wheat Noodles - Plain (5's x 50g)	
Prima Food Pte Ltd	Contact Person: Michael Tang Tel: (65) 62776835/ 97579194 Email: Michael.tang@prima.com.sg	1. Singapore Wholegrain Laksa Lamian (12X185G/CTN)	
		2. Singapore Wholegrain Curry Lamian (12X178G/CTN)	
BlossomsFood Pte Ltd	Contact person: Jun Yi Tel: 8418 3589 Email: sales@blossomsfood.com.sg	1. KOKA Non-fried Noodles (Halal)	





Category B – Alternatives to pre-deep-fried food



This is a list of some suppliers/distributors with alternatives to pre-deep-fried food for your reference.




Name of supplier/distributors	Contact Information	Food Products	Image
Ann Tat Frozen Food Trading	Contact person: Miss Li Mobile: 98553812	1. 32AAA FISH BURGER	
		2. CUTTLEFISH BALL	





Name of supplier/distributors	Contact Information	Food Products	Image
Auric Foods Pte Ltd	Contact person: Ben Company Name:Auric Foods Pte Ltd Tel: 64824361 E: sales@auricfoods.com.sg	1. FishBay White Fish Loin 600g	
		2. FishBay Nile Pre Cuts 450g	
		3. FishBay Nile Fish White Fillet 450g	




Name of supplier/distributors	Contact Information	Food Products	Image
		4. FishBay Fish Wing 600g	
Chun Cheng Fishery Enterprise Pte Ltd	Contact person: Alvin Chow Email: sales@chuncheng.com Tel: 67713164	1. Swordfish Steak	
		2. Salmon Fillet	

Name of supplier/distributors	Contact Information	Food Products	Image
		3. Barramundi	
		4. Deep Sea Spanish Mackerel (Wahoo)	
Chun Cheng Fishery Enterprise Pte Ltd	Contact person: Carmen Yee Email: carmen@chuncheng.com Tel: +65 87005876	5. Tuna Saku	
		6. Chilean Seabass Steak (Toothfish)	


Name of supplier/distributors	Contact Information	Food Products	Image
Ellaziq Pte Ltd	Contact person: Teo Ni Zhen Email: Nizhen.teo@golden-bridge.com	1. El-Dina Chicken Meat Loaf	
De Tai Food Supply Pte Ltd	Contact person/Sales person: Ben Leong Mobile: 98156098 Email: benleong@detairoast.com.sg Company Name: De Tai Food Supply Pte Ltd Tel:67457258 Fax:67457253 Email: enquiries@detairoast.com.sg	1. Char Siew	
F&G Food Pte Ltd	Tel: +65 67541857 Fax: +65 6754 1805	No nitrite -	
		1. Premium chicken luncheon meat	
		2. Premium pork luncheon meat	
		3. Muar otah taste chicken luncheon meat	



Name of supplier/distributors	Contact Information	Food Products	Image
	Address: 15 Woodlands loop woodlands east industrial estate S(738322)	4. Muar otah pork luncheon	
		5. Ham (chicken) luncheon meat	
		6. Black pepper chicken luncheon meat	
		7. Ma la chicken luncheon meat	
Goh Joo Hin	Contact Person: Eric Chan Tel: [DID] +65 6508 1004 : Mobile:+65 9487 3424 [fax] +65 6476 5088 Email Address: mailto:eric.chan@gjh.com.sg	8. Taiwan Chicken Sausage	
		1. New Moon Cuttlefish/ Prawn/ Mackerel fillet Otah	
		2. New Moon Whole Shrimp Wonton/Dumpling	
Ha Li Fa Pte Ltd	Contact person: Randall Ang Ghim Hui	1. Sakura Bobo Fish Balls (Cooked)	


Name of supplier/distributors	Contact Information	Food Products	Image
	Tel: +65 64326012 Email: ghimhui@halifa-bobo.com		
		2. Bobo Cuttlefish ball	
		3. Bobo crab-flavoured ball	
		4. Bobo prawn-flavoured ball	
		5. Bobo cheese meatball	
Sanusi Dalisah & Families	Mdm Dalisah Omar	1. Chicken Cutlets	


Name of supplier/distributors	Contact Information	Food Products	Image
	Tel: 9851 7791 Email: odalisah@yahoo.com	2. Chicken Nuggets	
		3. Popcorn Chicken	
		4. Potato Wedges	
		5. Chicken Patties	
		6. Chicken Chop	
		7. Crispy Chicken	
Seo Eng Joo Frozen Food Pte Ltd	Contact Person: Kelly / Jessie Phone No.: +65 6777 8111 (Ext 203 / 210) Email: sales@sej.com.sg	1. FreezePak Roasted Teriyaki Chicken	
		2. FreezePak Roasted Spicy Buffalo Chicken	
		3. FreezePak Roasted Onion and Thyme Chicken	
Sin Li-Hin Frozen Food Pte Ltd	Contact person: Tel: 67553773	1. Unbreaded chicken patties (R) (Uncooked)	
		2. Pepper chicken patties (R) (Uncooked)	



Name of supplier/distributors	Contact Information	Food Products	Image
	Fax: 67545700 Email: amy@sinlihin.com.sg		
		3. Spicy chicken patties (R) (Uncooked)	
		4. Breaded spicy chicken patties (Breaded without frying)	
		5. Breaded pepper chicken patties (Breaded without frying)	
		6. Breaded chicken patties (Breaded without frying)	
		7. Roasted chicken fillet (Roasted till fully cooked)	
		8. Cuttlefish ball (Boiled)	
		9. Fish cake (Boiled)	
		10. Fishball (Boiled)	
		11. Fish chip (Breaded without frying)	




Name of supplier/distributors	Contact Information	Food Products	Image
		12. Marinate chicken chop (Raw)	
		13. Chicken meat ball (Boiled)	
		14. Chunky fish otak (Raw)	
		15. Crab stick (Boiled)	
		16. Pizza Hawaiian/mushroom/cheese (Roasted)	
Thong Siek Global Pte Ltd	Contact person: Bernard Lim Email: bernard.lim@thongsiek.com Contact: 6852 8303/ 6852 8309	1. DoDo Fish Ball (Lower in Sodium) 180g	

Name of supplier/distributors	Contact Information	Food Products	Image
		2. DoDo Fish Ball (S) (Lower in Sodium) 500g	
		3. DoDo Fish Ball (M) (Lower in Sodium) 500g	



Name of supplier/distributors	Contact Information	Food Products	Image
		4. DoDo Frozen Fish Cake (Lower in Sodium) 1kg	

Name of supplier/distributors	Contact Information	Food Products	Image
Leong Guan Food Trading	Contact Person: Mr Lawrence Law Tel: 67547911 E. Lawrence@leong-guan.com	1. LG Pressed Tofu, 300g	
LIFE3 BIOTECH PTE. LTD	Contact Person: Mr Ricky Lin Tel: 98576636 Email: Ricky.Lin@life3.co	1. Plant-based Meat Alternative - Original (200g)	



		<p>2. Plant-based Meat Alternative - Nice n Spicy (200g)</p>	
<p>Lim Traders Pte Ltd</p>	<p>Contact Person: Mr Jim Low</p> <p>Tel: 62686826</p> <p>3. Email: jim@limtraders.com</p>	<p>1. Chicken Minced Skinless Boneless</p>	




		2. Chicken Sliced Skinless Boneless	
		3. Chicken Leg Skinless Boneless Cube	
		4. Chicken Minced Skinless Boneless Breast	



		5. Chicken Breaded Patties	
		6. Steamed Chicken Patties	
		7. Chicky Corn Stick	
		8. Cajun Chicken	
		9. Satay Chicken	





New Multi Foodstuff Pte Ltd	Contact Person: Tia Guan Rong Tel: 9819 3619 Email: newmulti@singnet.com.sg or tiaguanrong@newmulti.com.sg	1. Steamed Chicken Breast Fillet	
		2. Original Chicken Patty	

		3. Frozen Fully Cooked Chicken Katsudon	
Pan Seas Enterprises Pte Ltd	<p>Contact person: Vigitte Anne Amparo</p> <p>Tel: 62642233, 98625437</p> <p>Email: local@panseas.com, vigitte@makanmate.com</p> <p>Website: www.panseas.com.sg</p>	1. Panseas Breaded Fish Fillet	

		2. Pan Seas Capelin Whole	<p><i>Shishamo (Capelin) - 500g</i></p>  <p>Product of Singapore</p>
		3. Karrion Chicken Gyoza	<p><i>Chicken Gyoza - 192g (12 pcs)</i></p>  <p>Made in Singapore</p>

		4. Karrion Seafood Gyoza	 <p>Seafood Gyoza - 192g (12 pcs)</p> <p>Karrion 海鮮餃子</p> <p>SEAFOOD GYOZA</p> <p>No MSG Added</p> <p>12 pieces</p> <p>PS Fresh Seals</p> <p>Made in Singapore</p>
		5. Karrion Yasai Gyoza	 <p>Yasai Gyoza - 192g (12 pcs)</p> <p>Karrion 蔬菜餃子</p> <p>YASAI GYOZA/GYOZA SAYURAN</p> <p>No MSG Added</p> <p>12 pieces</p> <p>PS Fresh Seals</p> <p>Made in Singapore</p>
	To be purchased at retail outlets	1. FairPrice Fish Fingers	 <p>FairPrice</p> <p>fish fingers</p>

	To be purchased at retail outlets	1. ART - Vegetarian balls with fillings	
	To be purchased at retail outlets	1. Vegetalk - Vegetarian Chicken	



	To be purchased at retail outlets	1. Vegetalk - Vegetarian Kidney	
	To be purchased at retail outlets	1. Vegetalk - Vegetarian Mushroom Balls	
	To be purchased at retail outlets	1. ART - Vegetarian Mutton	
	To be purchased at retail outlets	1. Vegetalk - Vegetarian Roast Duck	


Category C – Healthier snacks

This is a list of some suppliers/distributors with healthier snacks, for your reference. Healthier snacks served in Healthy Meals in Schools Programme schools need to have the Healthier Choice Symbol. For all HCS snacks, refer to this list:





<https://www.healthhub.sg/sites/assets/Assets/PDFs/HPB/Food/HCS%20products%20list%20for%20website%20updated%20till%2031%20July%2016.pdf>





Cereal/ oats


Name of supplier/distributors	Contact information	Food products	Image
GoodMorning Global Pte Ltd	Company Name: GoodMorning Global Pte Ltd Tel: (Office) +65 6273 9918	1. VGrains Wholegrain Beverage	
Nestle Singapore	Contact person Thomas.Chan@SG.nestle.com	1. KOKO KRUNCH Breakfast Cereal	

Unifood International (S) Pte Ltd	Contact person:Lynn Lim Phone: (65) 6841 3855 Fax: (65) 6747 4202 Email: lynn.lim@unifood.com.sg	1. Instant Nutritious Soya Oatmeal (40g x 12s x 24pkt)	
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Nut & seeds & crackers/biscuits




Name of supplier/distributors	Contact information	Food products	Image
Seng Hua Hng Foodstuff Pte Ltd	Contact person: Mr Teo Khoon Leng Phone: 9299 0621 Email: khoon.leng@camelnuts.com	1. Salted Macadamia, 40g	
		2. Roasted Salted Peanuts, 40g	
		3. Shandong Groundnuts, 150g	
		4. Roasted Almonds, 40g	

Name of supplier/distributors	Contact information	Food products	Image
True Living Pte Ltd (Myolafoods)	Contact person: Sim Pei Ying Mobile : 94899547	1. OLA Mix, 250g	
IDF Singapore Pte Ltd	Contact person: Naina Shah Tel: 69091964 Email: naina@chosengoods.co	1. Buttermilk & Millet Crackers – Cracked Black Pepper	
		2. Buttermilk & Millet Crackers – Caramalised Onion	
		3. Buttermilk & Millet Crackers – Fennel	


Name of supplier/distributors	Contact information	Food products	Image
		4. Buttermilk & Millet Crackers – Roasted Garlic	

Soup

Name of supplier/distributors	Contact information	Food products	Image
Tat Hui Foods Pte Ltd 37 Quality Road, Jurong Singapore 618808	Lee Tek Ming Sales Manager Tel: (65) 6261 1010 Ext 33 Mobile: (65) 9850 4567 Email: leetekming@koka.com.sg	1. KOKA Creamy Soup With Crushed Noodles - Chicken (60g)	
		2. KOKA Creamy Soup With Crushed Noodles - Curry (60g)	

		3. KOKA Creamy Soup With Crushed Noodles – Hot & Spicy (60g)	
		4. KOKA Creamy Soup With Crushed Noodles - Mushroom (60g)	
		5. KOKA Creamy Soup With Crushed Noodles - Sweet Corn (60g)	



Desserts




Name of supplier/distributors	Contact information	Food products	Image
Tan Soon Mui Food Industries	Email: info@tsmfood.com	1. Sensoh Grass Jelly Slurpup – R, 200g (Lower in Sugar)	




Category D – Lower sugar drinks

For the full list of HCS beverages allowed in schools, please refer to the School Beverage List on HPB's [Healthier Meals in School Programme website](#). This is a list of some suppliers/distributors supplying HCS equivalents of lower sugar drinks for your reference i.e. these beverages do not carry the HCS but meet HCS guidelines for beverages.




Ready-to-drink teas


Name of supplier/distributors	Contact information	Food products	Image
Ito En Ltd <u>Ito En Oi Brand</u>		1. Ito En Oi Unsweetened Dark Roasted Green Tea Drink (500ml)	
		2. Ito En Oi Ocha Unsweetened Green Tea (500ml)	

		3. Ito En Oi Roasted Rice Tea (250ml)	
		4. Ito En Oi Unsweetened Jasmine Tea (500ml)	
Kuang Chuan Dairy Co.		1. Leng Pao Cha Green Tea with Sugar	




Pigeon			
Yee Lee Oils & Foodstuffs		1. Zen Honey Green Tea (600ml)	
Young Energy Source		1. Green Tea Water	




Juice drinks




Name of supplier/distributors	Contact information	Food products	Image
Chia Khim Lee Foods		1. Soft Jelly Drink	
Gerolsteiner Brunnen		1. Gerolsteiner Fit Apple-Lemon Soft Drink	
The Coca-Cola Company		1. Honest Tea Goodness Grapeness (236ml)	




		2. Honest Tea Superfruit Punch (236ml)	
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Flavoured water

Name of supplier/distributors	Contact information	Food products	Image
ChampThai Inter Beverage		1. Fresh n Fizz Sparkling Flavoured Water (200ml)	
Mott's		1. Clamato Tomato Cocktail from Concentrate	
Perrier		1. Source Perrier Lemon Flavoured Sparkling Natural Mineral Water	

		2. Source Perrier Lime Flavoured Sparkling Natural Mineral Water	
The Coca-Cola Company		1. Glaceau Vitamin Water Essential Orange	
		2. Glaceau Vitamin Water Ignite Tropical Fruit	




		3. Glaceau Vitamin Water Power C Dragon Fruit	
		4. Glace au Vitamin Water Power Dragon fruit	
		5. Glaceau Vitamin Water Restore Fruit Punch	

		6. Glaceau Vitamin Water	
		7. Honest Ade Cranberry Lemonade Drink (500ml)	
		8. Honest Kids Organic Thirst Quenchers (200ml)	



Isotonic water

Name of supplier/distributors	Contact information	Food products	Image
PepsiCo International Pte Ltd		1. Aquarius Lemon Isotonic Drink (240ml)	

Carbonated drinks

Name of supplier/distributors	Contact information	Food products	Image
The Coca Cola Company		1. Schweppes Original Soda Water (150ml)	
Danone		1. Badoit Eau Minerale Naturelle Gazeifere: Sparkling Natural Mineral Water (330ml)	
F&N Foods Pte Ltd		1. F&N Sparkling Drinks Club Soda Water (325ml)	

Pure fruits and vegetable juices

Name of supplier/distributors	Contact information	Food products	Image
Campbell's Soups		1. V8 Harvest Original Vegetable Juice (300ml)	
Drinkologist		1. If Local Sensation Coconut Water (350ml)	

-END-

Annex B : RULES AND REGULATIONS

ANNEX B: RULES AND REGULATIONS

1. The Contractor must be a registered company or a sole-proprietorship, preferably with Accounting and Corporate Regulatory Authority (ACRA) unless otherwise exempted. Refer to ACRA's guidelines for exemptions from registration.
2. The Contractor must observe the hours of operation determined by SAS. Authorised entry to the school are as follows: -
 - (a) From 7:30am to 3.00pm on Mondays to Fridays (School is only accessible after 5.00am) except Public Holidays and School Holidays
 - (b) For Weekends (Sat & Sun), Public Holidays and School Holidays, prior approval to be sought from OPM
3. The Contractor is permitted to employ canteen stall employees, who are also required to abide by these rules and regulations by relevant governing authorities and Majlis Ugama Islam Singapura (MUIS) regulations where applicable. The Contractor shall also ensure the following:
 - (a) there is sufficient number of employees to run the canteen stall efficiently. No foreign worker shall be employed unless he/she has a valid work permit or employment pass issued by the relevant authority to work in Singapore; No Foreign Domestic Workers (FDWs) are allowed.
 - (b) at no point during the lifespan of the contract, (whether directly or indirectly) employ, use or permit the use of any illegal immigrant in the operation of the canteen stall.

SAS reserves the right at its sole discretion to require the Contractor to terminate the services of any employee working at the canteen stall.
4. The Contractor must register and pass the Workforce Skills Qualifications Basic Food Hygiene Course (WSQ BFHC) and then apply for a Hawker / Food Shop license from relevant governing authorities. Food hygiene certificates are valid for 5 years upon completion. After passing the basic food hygiene course, food handlers can attend food hygiene refresher courses to ensure continued practice of good food hygiene, within the period shown in the following table.

Food Hygiene Refresher Training	Compliance
1 st refresher training	By 5 th year from the Basic Food Hygiene Course (BFHC) course passed date
2 nd and subsequent refresher training	Every 10 th year from last refresher course pass date

The hygiene standard must be maintained at Classification category "A" or its equivalent Food Hygiene Recognition Scheme (FHRS) grading by the relevant governing authorities.

5. Under the new Environmental Public Health (Food Hygiene) Regulation 2010, all food handlers, are required to complete Food hygiene course. Under the said Act, no person shall engage in sale or preparation for sale of any food unless he has successfully completed such course (including refresher course) on food hygiene.
6. No person suffering from a contagious or infectious disease shall be allowed to engage in the preparation or sale of food on the school premises.

7. All persons engaged in the preparation and sale of food and drinks in the canteen stall shall take steps as may be reasonably necessary to protect the food and drinks from contamination. They shall not handle or be permitted to handle any such food with their fingers, but shall use a scoop or other suitable implement for every such purpose. They shall not apply their fingers to the mouth, eye, ear, nose or scalp during the performance of such packing or serving. They shall not use their teeth to open any bag or wrapper. They shall not wipe their hands upon their clothing or by any means other than a clean towel. They shall not cough or sneeze near any food. They shall keep their hands clean by frequent hand washing with soap and clean water before and during the preparation and serving of food and after visiting the toilet.
8. The Contractor and his/her employees must be clean and neat in their personal attire. No male contractor should keep his hair long.
9. No person shall spit or smoke within sight of staff and students of SAS or chew any substance while engaged in the preparation or sale of food and drinks. Refer to Item No.48(b) for more details.
10. The Contractor shall operate the canteen stall on a self-service operation mode. The Contractor shall provide adequate number of trays and cutlery for purchasing of food and receptacles for collecting the used trays, plates, bowls, cups and cutlery. The Contractor shall ensure that a timely collection of used plates, bowls and cutlery is practiced to avoid avenue for the birds to feed on the leftovers.
11. The Contractor shall be responsible for the physical cleanliness and pest control of the canteen stall and the areas surrounding it and shall be responsible jointly with his/her employees to keep the canteen stall clean to the satisfaction of SAS who shall have free and unrestricted access to the canteen stall premises for the purpose of inspecting the conditions thereof, including pest control measures to prevent breeding of pests in the canteen stall and its surrounding areas. A copy of the cleaning contract (if any)/ pest control contract (including any subsequent signed contract of such if any), its servicing schedule and monthly servicing reports must be forwarded to SAS prior to the commencement of operation of the canteen stall and upon each completed servicing works, respectively.
12. The Contractor is required to thoroughly clean food preparation areas and the cooking exhaust hood surfaces, at least, on a daily basis. The maintenance of the exhaust hood air filters and exhaust fans will be taken cared by SAS. The Contractor must be available during the servicing date as SAS and/or SAS appointed term contractor will need to access the canteen stalls to carry out the maintenance.
13. The Contractor is required to maintain the canteen stall and its immediate vicinity in a clean, tidy and serviceable condition, to the reasonable satisfaction of SAS.
14. If SAS in its reasonable opinion considers that the Contractor has failed to clean and service the canteen stall area SAS may give written notice to the Contractor to carry out within forty-eight (48) hours or such longer period as SAS in its reasonable opinion may allow the necessary cleaning and servicing work in the canteen stall.
15. In the event that the Contractor fails to carry out the work as directed, SAS may without further notice close the canteen stall area or any part thereof for a period not exceeding two (2) days on any one occasion to cause the said area and its immediate vicinity to be cleaned and serviced and the Contractor shall pay the cost thereof to the SAS on demand.
16. The Contractor shall be responsible for the maintenance of the floor drain / gully trap and food waste interceptor in the canteen stall. The Contractor is required to carry out cleansing and clearing of all the floor drain / gully trap and food waste interceptor in the canteen stall area for which the Contractor is liable, at least, on a daily basis and all the drainage and sewerage pipes in the canteen stall area to SAS's reasonable satisfaction to prevent choke and blockage of the drainage, and to ensure that all water and liquids discharged from the canteen stall are free of grease. Under National Environment Agency (NEA) guidelines, effective 1 June 2017, the Contractor are required to have their used cooking oil (UCO) collected by licensed collectors only. A list of NEA Licensed Used Cooking Oil Collector can be found in Part 2. A copy of the UCO collection contract (including

any subsequent signed contract of such if any), its servicing schedule and servicing reports must be forwarded to SAS prior to the commencement of operation of the canteen stall and upon each completed servicing works, respectively.

17. It is strictly prohibited to dispose UCO directly into the sink or into the drains. Empty used cooking oil tins needs to be flattened before disposing them into the Bin Centre at level 2 outside the Loading Bay.
18. The repair cost incurred by the SAS in cleansing and clearing of choked and blockage of drains, sewers and grease traps due to the act, default or negligence of the Contractor or any of its employees, will be chargeable to the Contractor.
19. Any paper which has been printed or written or drawn on or had been used previously for other purposes shall not be used as wrapping material for food sold on school premises except as an outer covering in addition to an inner food grade wrapping.
20. Food on sale on school premises shall be kept at least eighteen inches from the ground and shall be protected by fly-proof covers, and be kept in a temperature controlled display shelves or cabinets preventing prolong exposure of food to the temperature danger zone which is 5 °C to 60°C which will accelerate the rate of bacterial growth and quicken the food spoilage process.
21. No ice which has been kept in sawdust shall be placed in or on any food offered for sale on school premises.
22. The Contractor shall offer set meals for cooked food as part of its food menu daily. These set meals incorporate food from the four main food groups – (1) brown rice or wholemeal noodles or wholemeal bread, (2) meat and other proteins (e.g chicken, fish, lentils, beans and tofu), (3) vegetable and (4) fruit. If the Contractor offers a sandwich that comprises of at least 2 sliced bread or its equivalent, it will constitute as a meal and has to follow the four main food groups guideline set by the Health Promotion Board (HPB) under the Healthy Meals in School Programme (HMSP). The fruit component of the meal shall be sold at a reasonable price either inclusive in the set meal or to any arrangement set as deemed fit by SAS.
23. The Contractor shall submit the list of food menu and drinks where applicable to SAS. In lieu of fair competition, the Contractor shall narrow down the list of food menu they offer to a maximum of 15 dishes. No food other than those stipulated in Schedule 3 – Section 3: Price and Menu to the Contract or subsequently approved by SAS shall be sold by the Contractor. All food sold shall be of the quality and at prices approved by SAS. Any changes or addition to the menu and prices after this ITP shall be submitted to SAS for written approval prior to implementation at least 2 weeks before the start of every Academic semester. SAS reserves the right to deny any changes in the menu and prices as it deems fit.
24. The food menu or drinks where applicable and its corresponding prices must be displayed prominently at the shopfront acrylic signage holder of each stall at all times. SAS must be informed prior to any change in food prices and any change of food items offered for sale in the canteen stall must have the prior written approval of SAS. The display must be in English and shall be put up in such form, manner and at such locations as approved or prescribed by SAS.
25. No commodity which involves a game of chance shall be sold on the school premises.
26. No article other than food and drinks shall be sold in the canteen stall.
27. Muslim-owned canteen stalls are advised to obtain MUIS Halal certification as this provides an independent testimony and assurance that the food they serve are Halal. However, SAS do not penalise Muslim-owned canteen stalls should they make halal claims to their operations as it is their religious responsibility to ensure so. Contractor will take responsibility over the halal status of the food that serve.
28. Unauthorised person should not be permitted to remain in the canteen stall or food preparation area.

29. No person shall be allowed to sleep or smoke in the canteen stall or in any area of the building.
30. SAS is not responsible for any private transactions of contractors and their employees.
31. A Contractor whose canteen stall employee or the contractor himself/herself:
- a) is persistent in being unreasonable in his/her attitude thereby making the efficient running of the canteen stall difficult or impossible;
 - b) is quarrelsome and uncooperative with SAS authorised representatives;
 - c) fights with anyone within the school premises;
 - d) neglects his/her business for a period exceeding one (1) week; or
 - e) overcharges for food.
- shall be dealt with by the Principal and/or the SAS's authorised representative/ personnel with corresponding Demerit Points sanction.
32. SAS is not responsible for the loss of any article/ food/ drinks etc. from the canteen stall and Contractors are requested to take adequate security measures for the safe custody of their business and personal property.
33. The Contractor who uses electrical energy for purposes other than for lighting, shall ensure that separate power meters are installed. The tapping of electricity from the School's mains is strictly forbidden.
34. The Contractor shall, in the event of any damages caused to the canteen stall premises, at his/her own expense make good all such damages promptly and in the event of his/her failure to do so within fourteen (14) days after the occurrence of such damage, the Contractor hereby irrevocably authorises SAS to make good such damage and thereby covenants to indemnify SAS against all costs, charges and expenses in respect thereof.
35. The Contractor shall at all times keep SAS indemnified against all loss, damage, actions, claims, proceedings, costs, expenses and other liabilities of whatsoever nature which may be incurred or suffered by SAS arising from or in connection with the rights granted to the Contractor under the Contract.
36. All correspondences on any matter connected with the canteen stall must be addressed to or through the Manager, Office of Property Management of SAS, and/or any representative of SAS as notified by authorised representative of SAS. If the Contractor doesn't go through the proper channel and SAS finds that his/her complains hold no bearings or fallacious in nature to undermine a SAS personnel, his/her contract will be reviewed and may face possible termination of the contract.
37. SAS may introduce any instructions and/or the rules and regulations herein by adding or deleting any or all of them or making new rules and regulations at its absolute discretion from time to time without prior notice. Upon SAS's publication of the rules/revisions to the contractor by way of affixing the same to the canteen Notice Board at Level 5 canteen area near Stall no. 1, the rules/revisions shall be deemed incorporated herein and having been expressly agreed to by the Contractor.
38. A Contractor who has been convicted by a Court of Law for a criminal offence shall have his/her Contract cancelled.
39. The Contractor shall send a representative for any meeting, including School Canteen Contractor's meeting conducted by SAS and follow up on the necessary actions promptly.
40. The Contractor shall not accumulate 30 or more demerit points under SOTA Points Demerit System (Part 1) otherwise Contractor may be terminated at the discretion of SAS.

41. The Contractor shall attend to any non-compliance highlighted by SAS promptly failing which the Points Demerit System for Contractor as shown in Part 1 shall apply.
42. All Fitting-out, Renovation or Reinstatement works shall comply with SAS Renovation/Reinstatement guidelines.
43. All Fitting-out, Renovation or Reinstatement works shall be at the Contractor's expense. It shall nonetheless be subject to final confirmation by SAS.
44. The Contractor shall reinstate the Canteen stall area to the original condition during hand-over/take-over stage or such other condition as may be agreed to by SAS in writing, upon the expiry of the contract as well as ensuring that he/she terminates her water and gas subscription and food licence within the first 2 weeks after the last day of this contract.
45. The Contractor shall comply with SAS House Rules as shown in Appendix 1.
46. In addition to guidelines set by HPB for the HMSP, the following guidelines, but not limited to, are to be further observed. A complete set of the HMSP Guidelines can be found in Annex A.
 - (a) No fried food, may it be deep fried / shallow fried or pan fried with the exemption of air fried food.
 - (b) No pre-fried processed food (e.g. chicken nuggets, brown fish cakes, chicken wings/drumlets, chicken karaage etc.)
 - (c) No selling of titbits or any junk food.
47. The Contractor shall seek approval with SAS authorised representative if he/she wishes to arrange for any meeting within the School premises with any external party.
48. The Contractor shall ensure that all the items to be delivered to his/her stall shall be arranged when he/she or his/her employee is around to receive it. It should be arranged within the School's operating hours while avoiding the peak hours between 6.30am to 8am (6.30am to 9am on designated late reporting days) during school days.
49. As part of the School's Green initiative, take away food is strongly discourage. For any instances approved by SAS that it is allowed, the Contractor shall use biodegradable and Earth-friendly containers such as paper boxes and wooden cutleries. Use of styrofoam boxes and plastics are strictly prohibited including the use of plastic straws.
50. The SAS abides by all existing and future Singapore statutory laws, guidelines and mandates. Hence, this contract aligns itself with it. Some example of it but not limited to is:-
 - (a) Bird feeding is an offence under the Animals and Birds (Pigeons) Rules, and those caught are liable for a fine of up to S\$500. Fines will be amended to a steeper S\$5,000 penalty for first-time offenders, and double that for second-time offenders
 - (b) Under the Smoking (Prohibition in Certain Places) Act, smoking is prohibited **IN** and **WITHIN 5-metres** of the educational institutions. Particulars of offenders will be submitted to NEA, the offences will be compounded by the Authority

Part 1

POINTS DEMERIT SYSTEM FOR CONTRACTOR ALIGNING WITH SINGAPORE FOOD AUTHORITY (SFA) LIST OF OFFENCES.

<u>Offences</u>	Demerit Points
Failure to report feedback or complaints to proper channel and proven to have fallacious claims and detrimental accusations	Immediate Termination
Food poisoning	Immediate Termination
Employment of Illegal Workers	Immediate Termination
Allow non-canteen stall persons into the school and/or to the canteen stall food preparation area without prior approval by the School or security screening	10
Failure to comply with statutory safety and health regulations (e.g smoking, feeding birds, improper disposal of used cooking oil, etc)	10
Failure to ensure adequate supply of food for students and staff	10
Food unfit/unsound for human consumption	6
Fail to register assistant	6
Fail to store raw food below cooked food	6
Pack food in unclean package	6
Pack food with printed paper	6
Keep food outside temperature danger zone for more than 4 hours	6
Pack food with wrapper that will contaminate food	6
Pack food in wrapper containing ingredient that will be absorbed by the food	6
Store food in receptacle used to contain poison	6
Bring food that is unfit for human consumption into licensed premises	6
Sell food which is unclean	6
Sell food not prepared in licensed premises	6
Sell food that has been dropped on the floor	6
Sell food with re-used wrapper	6
Sell food with uncleaned used crockery	6

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Prepare food on floor of premises	6
Wipe apparatus with dirty cloth	6
Use unclean crockery	6
Use same utensil to handle raw food and cooked food	6
Use same utensil to handle cooked food and other things	6
Handle food with bare hands	6
Fail to cover lesion with water-proof dressing	6
Fail to wash hands with soap and clean water after visiting toilet	6
Fail to keep licensed premises free of infestation	6
Failure to provide quality and healthy food	5
Failure to follow the food and drinks menu and price list	5
Failure to ensure hygiene standards maintained at Governing Authority Classification equivalent to category "A".	5
Failure to ensure the clear the used plates and cutleries from the return tray/container promptly causing it to overflow.	5
Failure to conform to canteen stall operating hours as specified	5
Drink alcohol, gamble, quarrel, fight, assault/ attempt to assault within the view from the school premises	5
Failure to respond and act in accordance to the School's instruction(s) within reasonable time	5
Written and valid complaints from the School, students, staff or visitors	5
Non-compliance of orders/ instructions issued by the School	5
Use of abusive language/ Express dissatisfaction to any co-workers, service providers, students, staff or visitors	5
Fail to keep storage area clean	4
Fail to keep chiller clean	4
Falsify the information on the sign/label/packaging knowingly	4
Place unclean material in contact with food	4
Cough, spit or sneeze or expel mucous from the nose	4
Fail to wear clean attire or keep body clean	4

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Fail to keep finger nails clean and short	4
Fail to keep licensed premises clean	4
Fail to keep space around stall clean	4
Fail to attend food hygiene course when required	2
Fail to ensure thawed frozen meat is wrapped and labelled	2
Fail to thaw frozen meat in a chiller	2
Fail to store frozen meat in freezer	2
Fail to store chilled and thawed meat in chiller	2
Fail to produce information on the source of food	2
Fail to display licence and grade	2
Allow person to assist sale without approval	2

Follow-Up actions under the Points Demerit System

1st offence with up to 4 accumulated Demerit Points will be considered Recorded Verbal Warning

2nd offence with up to 10 accumulated Demerit Points will be issued with Warning Letter and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$200 will be imposed.

3rd offence with up to 15 accumulated Demerit Points will be need to close for 2 business days and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$300 will be imposed.

4th offence with up to 30 accumulated Demerit Points will be subject to review of contract for possible termination and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$500 will be imposed.

Notes:

- The accumulated demerit points are only valid for 2 years during the contract duration.
- SAS reserves the right to terminate/ take actions deemed necessary to ensure the safety of the students and staff and to safeguard the interest of the School depending on the severity of the non-compliance.

Part 2

LIST OF LICENSED USED COOKING OIL (UCO) COLLECTORS

NO.	CLASS OF LICENCE	NAME OF COMPANY	ADDRESS	Telephone No.	Fax No.
1	B.1	ALPHA BIOFUELS (S) PTE. LTD.	2 TUAS SOUTH AVENUE 2 #02-28 TUAS VISTA SINGAPORE 637601	6264 6696	-
2	B.1	AN CHANG SHUN PTE. LTD.	1249 SERANGOON ROAD SINGAPORE 328234	9278 2913	-
3	B.1	APEIRON TWIN GEM BIOFUEL PTE. LTD.	120 TUAS SOUTH AVENUE 2 WEST POINT BIZHUB SINGAPORE 637165	6493 2138	6221 1163
4	B.1	ATLANTIC OIL MFG PTE LTD	31 SENOKO LOOP WOODLANDS EAST INDUSTRIAL ESTATE SINGAPORE 758163	6366 3972	-
5	B.1	CHUA BOON YAN TRADING AS A STAR SOLE PROVIDER TRADING	BLK 629 YISHUN STREET 61 #10-11 SINGAPORE 760629	6362 6492	-
6	B.1	CRAMOIL SINGAPORE PTE LTD	4 TUAS VIEW LANE SINGAPORE 637750	6861 1101	6861 1131
7	B.1	EXPRESS OIL (SINGAPORE) LLP	25 KAKI BUKIT ROAD 4 #05-57 SYNERGY @ KB SINGAPORE 417800	9489 9365 / 9005 3930	-
8	B.1	FATHOPES ENERGY (S) PTE. LTD.	24 PECK SEAH STREET #02-08 NEHSONS BUILDING SINGAPORE 079314	9172 2544	-
9	B.1	GALON BIOENERGY PTE. LTD.	53 SIMEI RISE #06-46 SAVANNAH CONDOPARK SINGAPORE 528790	8418 9277	-
10	B.1	GO GREEN RECYCLE OIL LIMITED LIABILITY PARTNERSHIP	2 BUROH CRESENT ACE @ BUROH #01-01 SINGAPORE 627546	6564 4568	6564 4186
11	B.1	HOCK CHYE 75 TRADING	509 JELAPANG ROAD #05-80 SINGAPORE 670509	9626 4525	-
12	B.1	NG KIAN MENG TDG AS CHOON HUAKE TRADING	461 CRAWFORD LANE #15-79 SINGAPORE 190461	9845 6266	6297 6398
13	B.1	OIL VILLAGE SINGAPORE PTE. LTD.	43 SUNGEI KADUT LOOP #01-03B SINGAPORE 729499	6269 3929	6365 5336
14	B.1	PACIFIC BIOENERGY FATS AND TRADING PTE. LTD.	74 SUNGEI KADUT STREET 1 SUNGEI KADUT INDUSTRIAL ESTATE SINGAPORE 729374	6362 6414	6362 6416
15	B.1	S RECYCLING TRADING	446 HOUGANG AVENUE 8 #B1-1635 SINGAPORE 530446	9353 2054	-
16	B.1	SKYLAND BIO-ENERGY PTE. LTD.	31 SENOKO LOOP WOODLANDS EAST INDUSTRIAL ESTATE SINGAPORE 758163	6366 6126	6366 6681
17	B.1	SUMMER RAIN TRADING	529A SERANGOON ROAD SINGAPORE 218162	9680 1314	-
18	B.1	SUPER ENERGY PTE LTD	1001 TAI SENG AVENUE #01-2526 SINGAPORE 534420	6214 3522	-

Annex C : CONDITIONS OF CONTRACT

DATED THIS ____ DAY OF _____ 2025

BETWEEN

SINGAPORE ARTS SCHOOL LTD.
(the “Licensor”)

AND

(the “Contractor”)

CONTRACT

TERMS AND CONDITIONS FOR CONTRACT

REFERENCE NO.: SAS/OP/2025/006/SP

THIS CONTRACT is made on the ____ day of _____ 2025.

BETWEEN:

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

AND

- (2) _____ (Company Registration No. _____), a company incorporated in _____ and having its registered address at _____ (the “**Contractor**”).

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

IT IS HEREBY AGREED AS FOLLOWS:

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

“Licensor”	shall include the successors and assigns of Singapore Arts School Ltd. (SAS).
“Contractor”	shall include, if the Contractor is an individual, or if the Contractor is a company, its director or owner of the company.
“Development”	the whole of the land area and floor space comprised in the project development known as ‘School of the Arts, Singapore’(SOTA), together with all structures, buildings, facilities and amenities constructed, built or developed thereon, whether above ground or underground.
“Common Areas”	those parts, areas, premises and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Contractor or to any other Licensees and which are now or hereafter provided by the Licensor for the common use by the Contractor of premises in the Development and their respective customers, employees, invitees and licences in common with the Licensor and all other persons having the like right to use the same (including but without limiting the

generality of the foregoing all roads, walls, car parks, walkways, pavements, passages, entrances, courts, vestibules, halls, toilets, stairways, elevators and gardens and such other areas, amenities, grounds and conveniences from time to time provided prescribed or made available by the Licensor for the common or general use or benefit of the aforesaid Contractor, customers, employees, invitees and all other persons having the like right).

“Person” shall be deemed to include a corporation.

- 1.1 Words importing the singular or plural number shall be deemed to include the plural or singular number respectively and words importing the masculine gender shall include the feminine or neuter gender and vice versa as the case may require.
- 1.2 Where two or more persons are included in the term “Contractor”, all covenants, agreements, terms, conditions and restrictions shall be binding on them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.
- 1.3 The marginal headings and introductory words appearing in this Contract are inserted only as a matter of convenience and shall in no way define, limit, construe, describe or effect the scope intent and interpretation of the sections and clauses of this Contract.
2. IN CONSIDERATION of the Licensor agreeing to the establishment, provision and operation of the said canteen stall at 1 Zubir Said Drive, Singapore 227968 by the Contractor, the Contractor hereby agrees with the Licensor as follows:
 - (a) To establish, provide and operate at his/her own expense of the canteen stall at 1 Zubir Said Drive, Singapore 227968 subject to the terms and conditions hereinafter set out;
 - (b) To sell the food and drinks at the indicated prices as set forth at Proposal Reference _____ dated _____. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise;
 - (c) To open the canteen stall for the purpose of supplying food at fixed prices which are acceptable to the Licensor from 7.30am 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 Premises;
 - (d) To pay a fixed monthly rental fee of Singapore Dollars Thirty (S\$30) Only per stall through GIRO or cheque payable to “Singapore Arts School Ltd” (the Licensor) by the end of the first day of each month for every month of the Contract;
 - (e) To pay the utility charges for water and gas consumed for the canteen stall directly to the utility provider or to such other Person at such other places as appointed by the Licensor;

- (f) The Contractor shall make payment for consumption of electricity through the Licensor to the appointed utility provider;
- (g) To provide all articles necessary for the efficient running of the canteen stall (including crockery, cutlery, trays, refrigerators, ovens, etc.) and keep the canteen stall adequately stocked and properly attended to and controlled in a businesslike and orderly manner;
- (h) To comply with the Guidelines for Healthy Meals in Schools Programme set out in **Annex A**, of the proposal documents (which by reference herein is made an integral part of this Contract);
- (i) To comply with the Rules and Regulations set out in **Annex B**, of the proposal documents (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;
- (j) To comply with the SAS Fitting-out/Renovation/Reinstatement guidelines (If applicable, please contact Office of Property Management);
- (k) To comply with the House Rules for Authorised External Party Doing Works at SOTA as detailed in **Appendix 1**, of the proposal documents (which by reference herein is made an integral part of this Contract);
- (l) To be responsible for the maintenance of the canteen stall and fixtures and fittings provided by the Licensor;
- (m) Not to use the canteen stall for purposes other than the preparation, serving and sale of food for the staff and students;
- (n) No foreign worker shall be employed unless he/she has a valid work permit or employment pass. The Licensor reserves the right at its sole discretion to require the Contractor to terminate the services of any of the canteen stall's employee at any time;
- (o) To ensure that the Contractor and all canteen stall's employees abide by the Environmental Public Health (Food Hygiene) Regulations;
- (p) To prohibit its employees, suppliers and others over whom the Contractor may have control, from parking delivery vehicles at any place or time within the Development except at the loading and unloading docks as designated by the Licensor and at such time or times as the Licensor may specifically allow for such purpose and from obstructing in any matter howsoever the Common Areas, especially entrances, exits, driveways and also the pedestrian footways in or to the Common Areas;
- (q) 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;
- (r) Not transport or convey in any manner its merchandise, equipment, baggage, furniture parcels, sacks, bags, heavy articles on the escalators and in

passenger lifts of the Development and shall use for such transport and conveyance only in the service lift(s) as the Licensor may designate and in accordance with any regulations laid down by the Licensor for the use of such lift(s). Goods or items that contain food or liquid materials must be properly sealed and packed and extra care must be taken during the transportation of such items to prevent littering/ soiling of any part of the Common Areas;

- (s) To ensure that the canteen stall is properly and securely locked at all times when the canteen stall is unoccupied, and shall use its best endeavors to protect and keep the canteen stall and any property situated therein from theft or robbery. The Licensor reserves the right to authorise its agent caretaker, security personnel and workmen to lock up the canteen stall if the same is improperly or insecurely locked;
 - (t) To display and stock its merchandise, if any, within the areas of the canteen stall neatly and shall not place or display or store its merchandise, equipment or anything belonging to the Contractor in any part of the Common Areas or in any way that obstructs or may obstruct the passageways of the Building or the entrances to or exits from the Building;
 - (u) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relations to measures taken for institution wide or nationwide exercises such as flu pandemic, etc;
 - (v) To permit security guards employed by the Licensor to search all incoming and outgoing goods and property whenever the Licensor deems it necessary or prudent to do so; and
 - (w) To fully co-operate with the Office of Property Management (OPM) and/or the Licensor's appointed representative(s) on all matters relating to safety and evacuation plans. The Contractor, its servant, agent, contractor, invitee and all other persons allowed into the Development by the Contractor are required to actively participate in all Evacuation Drills and/or other safety related drills, conducted from time to time and to follow closely the instructions of, and co-operate with, the OPM and/or Licensor's representative(s) during such drills.
3. The Contractor is subjected to the checks via survey/feedback forms conducted by the school and shall improve on its service and quality of food based on the feedback gathered.
 4. The Contractor upon being required in writing by the Licensor to remove any of his/her canteen stall employee who is undesirable or behaves in a manner prejudicial to the interest of the Licensor, shall do so within seven (7) days of the notice.
 5. The Contractor for the duration of this Contract shall be at liberty to use the fixtures, fittings, furniture and equipment in the canteen stall whenever available and given by the Licensor on condition that the said fixtures, fittings, furniture and equipment shall always be kept in good condition by the Contractor subject however to fair wear and tear.
 6. The Contractor shall provide the latest food list and prices, subject to the Licensor's approval, to the Licensor at least two (2) weeks prior to the commencement of each school term.

7. The Contractor hereby indemnifies and shall always keep the Licensor or its authorised representatives indemnified against all actions, claims, proceedings, costs, demands and expenses brought by whomsoever and arising out of the establishment, provision and the operation of the canteen stall or the carrying on of the business therein under this Contract.
8. On termination of this Contract, the Contractor shall yield to the Licensor the canteen stall premises and return all fixtures, fittings, equipment and furniture as may be supplied under Clause 5 of this Contract in good condition (fair wear and tear excepted). In the event of any of the items given not being returned or are returned in a damaged condition, the Contractor shall pay for the replacement or the cost of repair that may be necessary. The Contractor will also at his/her own cost and expense remove all his/her furniture and equipment (if any) from the said canteen stall and deliver up the premises in a clean and proper state and condition to the Licensor. In the event that the Contractor fails to do so within two weeks after the termination of this Contract, the said property shall be deemed to have been abandoned by the Contractor and the Licensor may dispose them and charge the Contractor for all expenses incurred from the Security Deposit.
9. It is agreed and understood by both parties that the Licensor shall not be responsible to the Contractor for any debt arising from credit facilities accorded by the Contractor to members of the organisation or any other persons and the Contractor will solely be responsible for any credit facilities which he may choose to give at his/her own risks.
10. The Contractor shall support school functions and meetings, if required the contractor may provide cooked food catering services if he/she is licensed to do so a catering license is required for catering services.
11. The Contractor acknowledges that the canteen stall is established primarily to serve the staff and students of the Licensor.
12. The Licensor reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice to the Contractor.
13. The Contract may be terminated by the Contractor giving to the Licensor three (3) month's written notice of his/her intention to do so.
14. If at any time any of the events shall occur:-
 - (a) the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Licensor may terminate this Contract without any liability with immediate notice; or (ii) where such breach is not capable of remedy, then the Licensor may terminate this Contract without any liability with seven (7) days prior written notice, or
 - (b) the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor's assets; or if the Contractor makes any form of compromise or scheme of arrangement with its creditors, or ceases to carry on

business, then the Licensor may terminate this Contract without any liability with immediate notice.

15. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or handover without the written consent of the Licensor.
16. This Contract shall come into force on the _____ and shall continue until _____ (“Term”), unless terminated otherwise as provided for under Clauses 12,13 and 14. The Contractor will be provided with advance notice to take over the canteen stall for fitting out and other related works.
17. During the said Term, the Contractor shall at his/her own cost effect and maintain insurance for fire and public liability of an amount of **at least Singapore Dollars One Million only (S\$1,000,000)** and name the Licensor as an additional insured party in the policies. All insurance policies taken out in compliance with this Sub-Clause shall include a provision for waiver of subrogation against the Licensor.
18. The Licensor shall have an option to renew this Contract up to twenty-four (24) months by giving one (1) month notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.
19. No delay in carrying out and completing all or any of the installations, partitioning and other works (including the installation of telephones and computers) in or at the canteen stall, whether caused by any governmental and/or statutory authority or otherwise shall be a ground for postponing the commencement of the said Term or relieve in any way the Contractor from the performance and observance of the covenants, conditions, stipulations or agreements herein contained.
20. The Contractor shall not, whether in the course of its fitting-out works or at any time for any purpose whatsoever, execute or suffer to be executed any works involving the hacking of the floors, walls or ceilings or any alterations whatsoever of the canteen stall.
21. The Contractor will obtain in his/her own name and maintain at his/her own expense all licences as are required by law for the operation of the canteen stall.
22. The main business of the canteen stall operator is the sale of drinks and food. The Contractor shall therefore not sell tidbits and ice cream. The Licensor may review this policy from time to time solely at the Licensor’s discretion to sell any other drinks and/or food.
23. The Contractor shall not without the Licensor’s prior written consent use the name of the Development or any picture or likeness of the Development or the canteen stall in his/her registered or trading name or for any advertising or purpose.
24. The Contractor shall provide a **Security Deposit of Singapore Dollars Five Hundred and forty (S\$540), equivalent to three times of the monthly rental fees and three months projected utilities charges** (The projected utilities charges for 3 months is estimated to be S\$450.00) to the Licensor. This shall be in the form of a crossed cheque payable to “Singapore Arts School Ltd”, which would be refunded upon the expiry of the Contract. Without prejudice to any rights and remedies available to the Licensor, it shall be lawful for the Licensor to deduct from this deposit all sums as may

be due and recoverable by the Licensor against the Contractor for any breach of term or condition of this Contract by the Contractor. The Contractor shall top up within fourteen (14) days the Security Deposit should there be any deduction.

25. The Contractor shall not hold the Licensor liable in respect of:
- (a) any interruption in any of the services hereinbefore mentioned by reason of necessary repair or maintenance of any installation or apparatus or damage thereto or destruction hereof by fire, water, riot, Act of God or other cause beyond the Licensor's control or by reason of mechanical or other defect or breakdown or other inclement conditions or shortage of manpower, fuel, materials, electricity or water or by reason of labour disputes;
 - (b) any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of the Licensor in or about the performance of any duty service or work; and
 - (c) any damage, injury or loss arising out of the leakage of the piping and/or sprinkler system in the canteen stall and/or the structure of the canteen stall and/or any defect in the canteen stall.
26. The Contractor shall abide by and shall ensure that all Contractor's employees and assigned consultants/ contractors abide by all applicable governmental statutes, by-laws and regulations etc. such as but not limited to, the Environmental Public Health Act, Food & Drugs Regulations (1957), Sale of Food Act (1973), Workplace Safety & Health Act, Fire Safety Act, Environmental Protection & Management Act and Building Control Act (Chapter 29) which as may be amended or updated by the Singapore Government from time to time.
27. This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
- i) This Contract;
 - ii) The Licensor's proposal document ref: SAS/OP/2025/006/SP; and
 - iii) The Contractor's Proposal dated _____.

[The remainder of this page is intentionally left blank]

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 & Services)
for and on behalf of)
SINGAPORE ARTS SCHOOL LTD.)

(Director's Signature)

in the presence of:

Signature : _____

Name of witness:
Manager, Office of Property Management

SIGNED BY (Authorised Representative))
_____))
for and on behalf of)
_____))
_____))
_____)

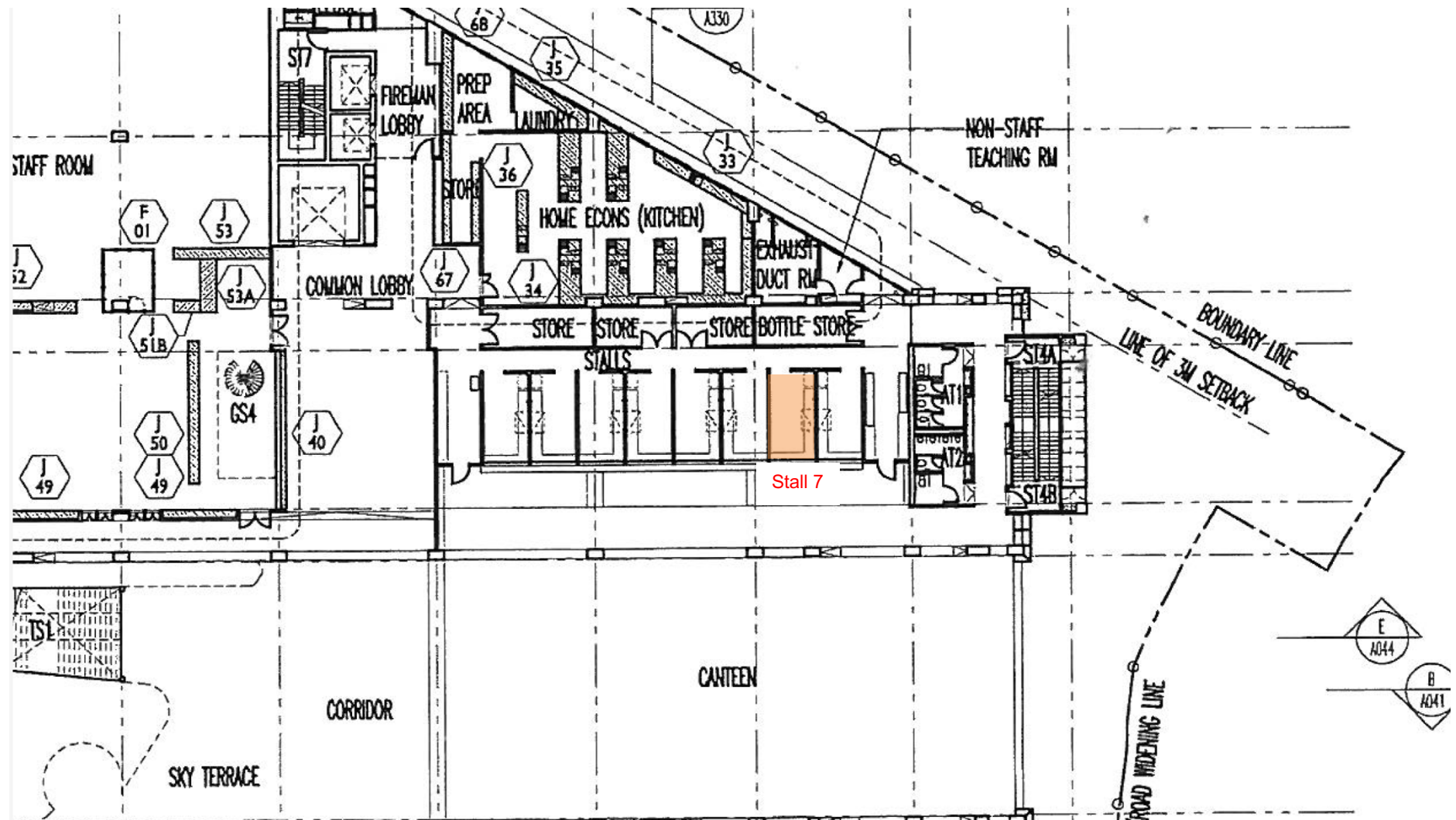
in the presence of:

Name of witness : _____

Signature : _____

Annex D : **DRAWING OF CANTEEN STALLS**

ANNEX D : CANTEEN STALL LOCATION DRAWING



Appendix 1 : HOUSE RULES

SINGAPORE ARTS SCHOOL LTD

H O U S E R U L E S

FOR

**AUTHORISED EXTERNAL PARTY
PROVIDING SERVICES TO SOTA**

HOUSE RULES

1. ACCESS ROUTE

- 1.1 Access to the works area is only via the **approved route** as directed by the **Singapore Arts School Limited**, hereinafter referred to as **SAS**.
- 1.2 There shall not be any obstruction to any access area / route.
- 1.3 All loading and unloading of materials shall be at designated access points as directed by the 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 necessary, shall be provided to the Authorised External Party (i.e. Contractors / Vendors and/or Lessees) at a fee.
- 1.6 All areas, finishes and installed Mechanical and Electrical (M&E) items along the access routes and other areas should be well protected from any damages, wherever 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 protection on floor and wall shall be removed after practical completion and any damages to be made good to the satisfaction of the 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 lift shall be used for the transportation of 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 The SAS shall impose a cleaning fee of \$300/- per occasion if any of the Authorised External Party's workers are found using lifts other than the approved lift. In addition, the Authorised External Party would be required to make good any damages found in the lifts used.

3. APPROVED WORK NOTICE

- 3.1 Approved Work Notice must be put up prominently at the work site to the satisfaction of the SAS, to inform the staff and visitors of:
 - the nature of work
 - duration of work including the commencement date of work and estimated date of completion

4 DUMPING OF DEBRIS

- 4.1 Debris to be removed from site daily in an orderly manner.
- 4.2 There will be no dumping anywhere within the SAS premises other than the SAS approved dumping site. All debris shall be disposed in approved dumping sites as directed by the competent authority.
- 4.3 The SAS shall impose a clearance fee of S\$500/- on each occasion of illegal dumping by the Authorised External Party, as reimbursement for clearance by the SAS.
- 4.4 Bulk bins are to be placed at designated lots approved by the SAS giving five (5) working days prior notice from the date of use.

5 ROUTINE CLEANING

- 5.1 The dust mat carpeted areas surrounding the working areas are to be vacuumed frequently to keep the dust around the area to its minimum.
- 5.2 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 5.3 Any stains, scratches or markings, shall be made good to the SAS's satisfaction.

6 SECURITY PASS

- 6.1 The Authorised External Party is required to submit the list of workers including their Operation Managers with their NRIC Numbers or Work Permit Numbers at least five (5) working days before the commencement date of the works.
- 6.2 Security passes for the workers should be obtained from the Level 2 Security Pass Counter.
- 6.3 Workers including Foreman and Site Supervisor must wear the security passes at all times while working within SAS premises.
- 6.4 While applying for security passes, original documentary proof, i.e. any photo identity cards for Singaporeans, Passport and valid Work Permits for foreign workers must be presented to the Security for checking and verification purposes. Identity cards will not be collected.
- 6.5 The SAS shall conduct regular checks in order to ensure that all workers are in possession of their security passes.
- 6.6 No illegal worker shall be allowed to work within SAS premises. If any illegal worker is found to be in the SAS premises, the SAS as well as the Authorised External Party shall refer the worker to the relevant authorities. The SAS reserves the rights for the immediate removal of the illegal worker from the SAS premises. A penalty of S\$500 will be imposed per person per occasion.

7 SAFETY MATTERS

- 7.1 All works involving drilling, hacking or continuous loud noises are only to be done during approved hours.
- 7.2 The Authorised External Party is required to apply for the approval of any Hot Work (Welding Work) in a separate form to be requested from the SAS Office of Property Management (OPM). This form has to be submitted to the OPM for approval prior to

the commencement of any hot work; Fire Extinguisher must be in place at the site of the hot work, visible to all and can be used in time of emergency;

- 7.3 All High rise and Scaffolding works to be provided with the relevant safety gears (e.g. safety belt/safety helmet/ropes & etc) and the workers must put on the safety gears prior to the work commencement. Work will be stopped immediately upon discovery of breaching of this safety rules and a fine of S\$500 will be imposed.

8 UTILITIES FOR FITTING OUT WORKS

- 8.1 The Authorised External Party shall obtain the SAS's prior written approval for tapping of Power Supply to the premises.
- 8.2 The SAS prior written approval must be obtain to gain access to the relevant M&E services (e.g. main electrical supply etc).
- 8.3 All Authorised External Party is to install electrical protective devices such as Miniature Circuit Breakers (MCBs) or Earth Leakage Circuit Breakers (ELCBs) to all their power supply.
- 8.4 All utilities to be turned off/switched off after use and before leaving the SAS premises.
- 8.5 No Authorised External Party shall be allowed to tap power from any point outside other than the approved tapping point.
- 8.6 Any temporary electricity supply shall be terminated upon completion of the construction work and amount for electricity consumed shall be paid fully to SAS by the Authorised External Party.
- 8.7 Fire Hose reels are not to be used for washing or fitting out work. The Authorised External Party shall obtain SAS's prior approval for tapping water supply.

9 Code of Conduct

All Authorised External Party is expected to:-

- 9.1 display the security pass prominently;
- 9.2 use trolleys or wheel barrows with rubber castors only;
- 9.3 use only designated toilet for Authorised External Party and to observe proper usage of all common facilities like lifts, toilets, car park etc to avoid inconvenience to other users;
- 9.4 use only facilities designated by the OPM for transportation of materials. All Authorised External Party is not permitted to use the passenger's lifts;
- 9.5 keep all building materials and equipment from public areas and not block the corridors and passage ways with building materials and construction / fitting-out debris;
- 9.6 deliver bulky items or equipment at the agreed delivery date and time;
- 9.7 provide appropriate protection to the common areas and equipment wherever necessary to prevent direct damages on it;
- 9.8 take the appropriate measures to ensure safety of workers on site. Due care must be taken so as not to cause damage or injury to persons or property;

- 9.9 give prior written notice of at least five (5) working days to OPM if works done will create excessive dust/smoke and to produce work plan and method statement;
- 9.10 inform and liaise with OPM on the intended means of hoisting or erection of scaffolding;
- 9.11 ensure that no sleeping is allowed in common areas within SAS premises;
- 9.12 ensure that no eating of meals in common areas within SAS premises;
- 9.13 keep the work area in an acceptable hygiene condition and free from food debris;
- 9.14 ensure that no worker is allowed to wash himself / herself in the non-designated toilets;
- 9.15 ensure that no residing in the work area after working hours;
- 9.16 ensure that strictly **“NO SMOKING”** within SAS premises . (will be referred to NEA);
- 9.17 ensure that any other instructions or rules will be imposed by SAS at the SAS's discretion at any time.

All Authorised ExternalParty should observe proper discipline whilst at SAS Premises. This includes but not limited to the following items listed below.

- 9.18 Gambling, littering, spitting and any unruly behaviors and creation of public nuisance are strictly prohibited. Any workers found not abiding to the rules shall be ordered to leave SAS premises and the Security Pass shall be withdrawn with immediate effect.
- 9.19 All workers are to be properly attired at all times while within SAS premises.
- 9.20 Authorised External Party's vehicles must at all times be parked at prescribed area (i.e. Loading Bay for loading and unloading of goods, materials or equipment) or at the car park of which will be incurred with the hourly car park rates. Vehicles that are found illegally parked in SAS premises will be wheel-clamped. Wheel unclamping fee applies.
- 9.21 Work safely and responsibly and be aware of responsibility for their actions and behavior. It is the responsibility of all adults to safeguard and promote the welfare of students.
- 9.22 Avoid contact or interaction with students. Authorised ExternalParty should never give their personal contact details to any student.
- 9.23 Those Authorised ExternalParty that may need to have contact with students in line with the nature of their work should limit their contact to them within the bounds of their profession or nature of work (e.g. Canteen, Café and Bookshop Vendors, Cleaners and Security Officers).
- 9.24 Never be in contact with students or befriend them unnecessarily without Office of Property Management Representative's supervision.
- 9.25 Stay within the agreed work area and access routes, obtain permission if you need to go outside these areas.
- 9.26 Do not use profane or inappropriate language.
- 9.27 Observe the Code of Conduct at all times.

10 PENALTY

The SAS shall impose the following amounts being reimbursement of costs for attending to disruption of services caused by the Authorised External Party.

<u>Type of Disruption</u> False fire alarm activation.	<u>Reimbursement</u> S\$500/- for the first occasion S\$1,000/- for subsequent occasions
<u>Type of Disruption</u> Tripping or shutting without prior approval from the SAS or causing breakdown of any services such as Electrical, Plumbing, Gas, etc.	<u>Reimbursement</u> S\$500/- for the first occasion S\$1,000/- for subsequent occasions
Lift breakdown (Jamming of lifts due to poor 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
<u>Others</u>	
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 designated area	S\$200/- per occasion with an additional clearance fee of S\$500 to clear the debris off-site.
Failure to comply with any of the Code of Conduct	S\$100/- per occasion
Failure to inform SAS for 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 occasion with immediate removal of the illegal worker from SAS premises. SAS will also lodge a report to Ministry of Manpower (MOM).

11 PERMITTED HOURS FOR WORKS

11.1 The following are the hours within which works can be carried out subject to the SAS's approval with respect to school and venue operations.:

Mondays to Sundays & Public Holidays - Whole day (0800hrs to 1800hrs)

Remarks:

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

- 11.2 The SAS reserves the right to stop any works anytime if the works disturb the other occupiers in SAS premises or in the neighbouring buildings.

12 ASSISTANCE

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

The SAS would like to take this opportunity to thank you for your full co-operation.

Thank you.

I have read and agreed to comply with all of the aforementioned House Rules. I further agree that if I do not comply with any of the house rules, the SAS has the right to make deductions from any monies or deposits that are due you.

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

Name of Company

Signature / Company Stamp

Date