

Singapore Arts School Ltd
Co. Reg. No. 200500775C
1 Zubir Said Drive
Administration Office #05-01
Singapore 227968

Tel: 6338 9663
Fax: 6338 9763

Our Ref : **SAS/OP/2025/001/T**

6 June 2025

Dear Sir/Mdm,

**INVITATION TO TENDER (ITT) FOR PROVISION OF LANDSCAPE MAINTENANCE SERVICES AT
SCHOOL OF THE ARTS, SINGAPORE (ITT REFERENCE NO: SAS/OP/2025/001/T)**

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 **Tender for Provision of Landscape Maintenance Services at School of the Arts, Singapore between 1 September 2025 to 31 August 2027 with option to extend up to a period of twenty-four months between 1 September 2027 to 31 July 2029 at 1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You must submit your proposal and any accompanying information to our **Tender Submission Box 1** at Level 2, beside Security Counter at 1 Zubir Said Drive, Singapore 227968 by **3 July 2025, 1400 hours Singapore Time**. All late and/or incomplete submissions will be disqualified.
3. The documents enclosed in this ITT include:
 - (a) Schedule 1 : Instruction to Tenderers
 - (b) Schedule 2 : Form of Tender
 - (c) Schedule 3 : Schedule of Price
 - (d) Schedule 4 : Schedule of Rates
 - (e) Annex A : Conditions of Contract
 - (f) Annex B : Requirement Specifications
 - (g) Annex C : Scope of Works
 - (h) Annex D : Plants Inventory

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- (i) Annex E : Non-Disclosure Agreement to Safeguard Official Information (Refer to Point 9 for more details)
 - (j) Annex F : Manpower Deployment
 - (k) Annex G : Liquidated Damages
 - (l) Annex H : Declaration on Progressive Wage (PW) Mark Eligibility Form
 - (m) Annex I : Selection Criteria
 - (n) Annex J : Statement of Compliance
 - (o) Appendix 1 : House Rules
 - (p) Appendix 2 : Floor Plan Drawings
4. The Invitation to Tender must be submitted by the Tenderer's authorised representatives.
 5. An **Online Tender Briefing** for the tender requirements and documents submission will be held on **16 June 2025, 1030 hours Singapore Time** via Zoom video conferencing.
 6. A **Site-show session** is **mandatory** for tenderers to understand the requirement specifications at our school compound on **18 June 2025, at 1000 hours** Singapore Time onwards at 1 Zubir Said Drive, Level 2 Security counter. Each tenderer may only register up to one staff for the site-show session and comply to SAS's safe entry measures at all times. SAS reserves the rights to reject entry for participant who does not meet our requirements.
 7. **Attendances are mandatory for both the Tender Briefing and Site-show participation in Tender.**
 8. Tenderers must fill in the registration form [here](https://forms.gle/PXj5ADzxNUYsndpz5) (<https://forms.gle/PXj5ADzxNUYsndpz5>) to confirm their attendances for the **Online Tender Briefing** and **Site-show Session** no later than **13 June 2025, 1200 hours Singapore Time**.

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9. Tenderers are required to submit duly filled **Annex E, Non-Disclosure Agreement to Safeguard Official Information** through email: procurement@sota.edu.sg in order to retrieve the Appendix 2 during the **Site-show session**.
10. All enquiries regarding this Invitation to Tender should be made in writing and directed to:
 - (a) Tender Matters : Ms Noorina Amin, Direct line: 6594 8413 &
Email : procurement@sota.edu.sg
 - (b) Requirement Specifications : Ms Rachel Lee, Direct line: 63425758 &
Email : rachel.lee@sota.edu.sg
11. No oral representation must be binding on SAS or construed as varying or adding to any part of this Invitation to Tender.
12. SAS accepts original Tender Documents Submission and strictly without any alteration to the content and format.
13. Only shortlisted Tenderers will be invited for a presentation.

Yours sincerely

(No Signature Required)

Noorina Amin,
EXECUTIVE, OFFICE OF PROCUREMENT for CHIEF EXECUTIVE OFFICER
SINGAPORE ARTS SCHOOL LTD



**TENDER FOR
PROVISION OF LANDSCAPE
MAINTENANCE SERVICES AT
SCHOOL OF THE ARTS, SINGAPORE**

School of the Arts, Singapore
1 Zubir Said Drive
Administration Office, #05-01
Singapore 227968

Name of Tenderer : _____

Closing Date/Time : **3 July 2025 at 1400 hours**

Submit To : **Tender Submission Box 1
Level 2, Beside Security Counter**

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Schedule 1 : INSTRUCTION TO TENDERERS

**TENDER FOR PROVISION OF LANDSCAPE MAINTENANCE SERVICES
AT SCHOOL OF THE ARTS, SINGAPORE**

INSTRUCTION TO TENDERERS

1. The Tender Submission MUST comprise the following Tender documents:
 - a) Schedules 1, 2, 3 and 4
 - b) Annexes A, B, C, D, E, F, G, H, I and J
 - c) Appendices 1 and 2
 - d) Company Profile
 - e) Relevant certification(s)
 - f) Client Track Records for past three (3) years
 - g) Two (2) most recent Audited Financial Statements or Latest Statement of Accounts
2. Tenderers must submit **two (2) full sets** of Tender documents in hardcopy. One (1) set is to be marked "Original" and the other marked "Duplicate" and endorsed with **company stamp and authorised signatory on every page.**
3. Tender documents must be submitted to the **"TENDER SUBMISSION BOX 1"** located at **Level 2, beside security counter** by **3 July 2025 (1400 hours)** in sealed envelope(s) with the following marked :

" TO: OFFICE OF PROCUREMENT

**TENDER FOR PROVISION OF LANDSCAPE MAINTENANCE SERVICES AT SCHOOL OF
THE ARTS, SINGAPORE**

TENDER REFERENCE: SAS/OP/2025/001/T

School of the Arts, Singapore
1 Zubir Said Drive Administration Office #05-01
Singapore 227968"

4. All Tender documents appended with conditions other than those set out herein and/or at variance thereto shall be invalidated.
5. Any items which the Tenderer considers to have no value must be marked with dashes or other suitable marks placed against them in the cash columns. Any items not priced and without dashes or other suitable marks must be deemed to be no value.
6. Incomplete Tender submission or submission of which are found not meeting the full requirements will not be considered.
7. Any doubt as to the meaning of any part of these Tender documents may be clarified with SAS's representative. SAS is hereinafter known as the "Company".
8. Tenderers shall note that the award of the Contract may not necessarily be the lowest quotes of any proposal and any claims for expenses incurred in the preparation of this Tender will not be entertained. The Company may choose to award the Tender in whole or in parts.

9. All Tenders submitted must be deemed to be valid for a period of 90 days from the date of submission thereof.
10. Before the submission of their Tenders, Tenderers must attend the Online Tender Briefing and Site-show to acquaint themselves thoroughly with the requirements, conditions and all aspects of the Tender which may affect the works under this contract. Any unforeseen difficulties and works for which provision has not been made in the Tender price quoted will under no circumstance relieve the Tenderers from the full performance of this Contract.
4. Tenderers are also reminded that the Conditions of Contract (Annex A), Requirement Specifications (Annex B), Scope of Works (Annex C), Manpower Deployment (Annex F), Liquidated Damages (Annex G), Declaration on Progressive Wage (PW) Mark Eligibility Form (Annex H) and Statement of Compliance (Annex J) attached herein must be strictly adhered to unless specified that SAS accepts alternative proposed.
12. A "NIL" return of the Tender submission is not accepted.
13. The Contract Sum submitted excludes any Goods and Services Tax (hereinafter referred to as GST) under the Goods and Services Tax Act Singapore.

CONFIDENTIAL

PARTICULARS OF TENDERER

All sections are mandatory to fill up

Note : From IT/3 onwards, if the space provided is insufficient, please continue on an extension page setting out the required data in a similar manner.

1 REGISTERED BUSINESS NAME AND ADDRESS OF FIRM/COMPANY

Full Business Name :
Registered Address :
Correspondence Address :
Telephone Number :
Fax Number :
GST Registration : Yes / No (please circle one)
GST Registration No. :
Date and Number of Business Registration :
Date of Incorporation :
Form of Business :
Name (as in NRIC/FIN) and Designation of Authorised Representative :

2 CAPITAL

- a) If Partnership to state the capital set aside for business

Capital Set Aside :

- b) If Limited Company, to state the authorised and paid-up capital

Paid-up Capital :

- c) Extracted from two (2) most recent Audited Financial Statements or Latest Statement of Accounts
- i. Company with an annual revenue less than S\$5 million, to submit company endorsed Statement of Account.
 - ii. Company with an annual revenue S\$5 million or more, to submit Audited Financial Statement

Latest Audited Financial Statements/ Statements of Account

Please submit Audited Financial Statements or Statements of Account

Annual Report Year and Descriptions	Financial Year 20__	Financial Year 20__
Paid-Up Capital (S\$)		
Current Assets (S\$)		
Current Liabilities (S\$)		
Non-Current Assets (S\$)		
Non-Current Liabilities (S\$)		
Total Revenue (S\$)		
Net Profit / Loss (S\$)		

3 **REGISTRATION WITH THE BUILDING & CONSTRUCTION AUTHORITY (BCA) -
REGISTRATION SYSTEM INFORMATION**

BCA / any other relevant Registration such as Certified Arborist Programme with CUGE# or ISA## (with date of expiry if applicable)	Head Title / BCA Workhead(s)	Financial Category / BCA Grade

#CUGE - Centre of Urban Greenery and Ecology

ISA - International Society of Arboriculture

4 **DEBARMENT / SUSPENSION/PROHIBITION (OR ANY FORM OF EXCLUSION OR
EQUIVALENT, IF ANY)**

Name of Authority/ Regulatory Body or Equivalent	Reasons for Debarment /Suspension/Prohibition or any form of exclusion or equivalent, if any	Effective Date of Debarment/ Suspension/Prohibition or any form of exclusion or equivalent, if any	
		From DD/MM/YYYY	To DD/MM/YYYY

5

DETAILED PARTICULARS OF PARTNERS/COMPANY DIRECTORS

FULL NAME/ DESIGNATION	WORKING EXPERIENCE

6

PARTICULARS AND EMPLOYMENT HISTORY OF PROFESSIONAL/SUPERVISORY/TECHNICAL STAFF

	S/NO	NAME	QUALIFICATION	INSTITUTION	YEAR AWARDED	RELEVANT WORKING EXPERIENCE IN THE LAST 5 YEARS (WITH POSITION HELD & RESPONSIBILITIES)
1 <u>PROFESSIONAL</u> Degree Holder or Equivalent						
2 <u>SUPERVISORY</u> Diploma Holder or Equivalent						
3 <u>TECHNICAL</u> Trade Certificate Holders						

If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner

7

CONTRACTS SECURED IN THE LAST 5 YEARS(EXCLUDE PROJECTS MENTIONED IN SECTION 8, IT/9)

S/N	PROJECT TITLE AND DESCRIPTION OF PROJECT#	CLIENT (Organisation, Department and Address)	DURATION & VALUE OF CONTRACT (\$)	DATE OF COMMENCEMENT & COMPLETION (DD/MM/YY TO DD/MM/YY)	OFFICER-IN-CHARGE (JOB TITLE, DESIGNATION, EMAIL, TEL & FAX NO.)
Project/s of similar service and scale					
Other Project/s					

If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner.

With reference to Firm/Company stated in Page IT/3, Section 1.

8

DETAILS OF CURRENT PROJECTS IN PROGRESS OR DUE TO BE EXECUTED (EXCLUDE PROJECTS MENTIONED IN SECTION 7)

S/N	PROJECT TITLE AND DESCRIPTION OF PROJECT#	CLIENT (Organisation, Department and Address)	DURATION & VALUE OF CONTRACT (S\$)	DATE OF COMMENCEMENT & COMPLETION (DD/MM/YY TO DD/MM/YY)	OFFICER-IN-CHARGE (JOB TITLE, DESIGNATION, EMAIL, TEL & FAX NO.)
Project/s of similar service and scale					
Other Project/s					

*If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner.
With reference to Firm/Company stated in Page IT/3, Section 1.*

9

CONTACT DETAILS FOR REFERENCE CHECK

S/N	PROJECT TITLE AND DESCRIPTION OF PROJECT#	CLIENT (Organisation, Department and Address)	DURATION & VALUE OF CONTRACT (S\$)	OFFICER-IN-CHARGE (NAME & DESIGNATION)	OFFICER-IN- CHARGE (EMAIL)	OFFICER-IN- CHARGE (TEL NO.)

If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner.

With reference to Firm/Company stated in Page IT/3, Section 1.

10 **DECLARATION**

I/We declare that the information provided in this offer (including the prescribed forms) are correct and true. Should there be any false statement, I/We understand that our Tender will be invalidated or if already awarded will be immediately terminated without prejudice to the Company's right to claim damages.

I/We hereby undertake to inform the Company of any changes of partnership/director or firm/company taking place during the term of the Contract.

I/We agree that SAS may conduct reference checks with any of our past and existing clients that I/we have provided in Section 7, 8 and 9.

NAME AS IN NRIC/FIN AND SIGNATURE

DATE

(AUTHORISED REPRESENTATIVE)

COMPANY STAMP

IMPORTANT NOTES :

- (a) All items in Schedules 1, 2, 3, 4, Annexes E, F, H and J must be filled. Any items which are not applicable should be clearly stated. Incomplete forms shall render the Tender to be rejected.
- (b) All forms submitted must be signed by an Authorised Representative with company stamp and signatory on every page. The Authorised Representative must be the partner or director of the firm/company and legally empowered to act and endorse on behalf of the firm/company.
- (c) For a Partnership Firm, the forms must be accompanied by the latest copy of computer information (Business Profile) from the Accounting and Corporate Regulatory Authority (ACRA).
- (d) For a Limited Company, the forms must be accompanied by a Memorandum and Articles of Association and the latest copy of computer information (Business Profile) from ACRA.
- (e) Tenderer who fails to attach items as specified in (c) and (d) as indicated above and any other required supporting documents may render the Tender to be rejected.

Schedule 2 : **FORM OF TENDER**

FORM OF TENDER

TO: SINGAPORE ARTS SCHOOL LTD.

TENDER (ITT) FOR PROVISION OF LANDSCAPE MAINTENANCE SERVICES AT SCHOOL OF THE ARTS, SINGAPORE

- 1 I/We, the undersigned having visited the site, hereby submit this **Tender for Provision of Landscape Maintenance Services at School Of The Arts, Singapore between 1 September 2025 and 31 August 2027 with an option to extend up to twenty four (24) months** as specified in this Tender document in accordance with the Conditions of Contract (Annex A), Requirement Specifications (Annex B), Scope of Works (Annex C), Manpower Deployment (Annex F), Liquidated Damages (Annex G), Declaration on Progressive Wage (PW) Mark Eligibility Form (Annex H) and Statement of Compliance (Annex J) attached hereto, to the entire satisfaction of the Company.
- 2 My/Our Total Tender for the Contract is for Total Amount ("the Contract Sum") of Singapore Dollars:

_____ (S\$ _____)

*(*Amount brought forward from Schedule 3 - Schedule of Price, SOP/3, Total Contract Sum. The Contract Sum is deemed to exclude the Goods and Services Tax "GST".)*
- 3 Until a formal Contract is executed, this Tender together with your written acceptance thereof, will constitute a binding contract between us.
- 4 I/We understand that you are not bound to accept the lowest of any submitted Tender you may receive.
- 5 I/We further undertake that this offer will not be retracted or withdrawn for a period of ninety (90) days from the date fixed for receiving the same and it will remain binding upon me/us, and may be accepted or rejected at any time before the expiration of that period.
- 6 I/We understand that the Contract Period will commence within ninety (90) days of the Tender validity.
- 7 I/We understand that if my/our Tender is accepted, I/We will provide insurance coverage to indemnify the Company against all liabilities or claims for damages and/or injuries to my/our workmen and public as follows :

Insurance Coverage

- a) Public Liability Policy :
 - i) In respect of any one accident the sum, of at least Singapore Dollars One Million Only (S\$1,000,000.00);
 - ii) For any one accident and for an unlimited number of accidents;
 - iii) Must be taken out and maintained at my/our cost and expense in the joint names of the Company and myself/ourselves with a reputable insurance company in Singapore;
 - iv) Singapore Arts School Limited must be clearly specified as part of the covered party whilst the contract is still valid; and
 - v) Coverage for damage to Persons and Property.
- b) Workmen's Compensation Policy in accordance with Work Injury Compensation Act.

- i) I/We shall at all times observe and ensure compliance with Workplace Safety and Health Act, Work Injury Compensation Act, including all other applicable laws, regulations and requirements of any government or regulatory authority relating to safety, and bear all costs and expenses connected with the observance and compliance of the same.
 - c) The insurance coverage is to be purchased from an insurance company approved by the Company within fourteen (14) days from the date of the letter of acceptance.
- 8 I/We warrant that I/We have obtained and will at all times during the subsistence of the Contract (including any renewal thereof) maintain all necessary licenses, approvals, permits, consents and/or other authorisation required by the Tender in order to fully perform and complete the works.
- 9 I/We will at all times observe and ensure compliance with Workplace Safety and Health Act, Work Injury Compensation Act, including all other applicable laws, regulations and requirements of any government or regulatory authority relating to safety, and bear all costs and expenses connected with the observance and compliance of the same.
- 10 I/We agreed that if my/our tender officer is accepted, I/we undertake to commence the Services on the dates specified in the Company's Letter of Acceptance.
- 11 I/We understand that the Contract Sum shall be paid to the Contractor based on the payment terms specified in Annex A - Conditions of Contract, COC/6, Clause 4.
- 12 I/We have not included any allowance in this Tender for payment to other Tenderers or to any Trade, Industry or Professional organisation acting independently or for or on behalf of any or all Tenderers.
- 13 I/We have read and understood all Conditions of Contract (Annex A), Requirement Specifications (Annex B), Scope of Works (Annex C), Manpower Deployment (Annex F), Liquidated Damages (Annex G), Declaration on Progressive Wage (PW) Mark Eligibility Form (Annex H) and Statement of Compliance (Annex J) and their relation to the Schedule of Price (Schedule 3) and confirm that this Total Amount as quoted in the Form of Tender (FOT/1 Point 2) will include all items related to all documents as stated above.
- 14 I/We offer to provide the Works, Equipment, Products and Services at the prices submitted in the Tender based on the terms and conditions as stated in the Tender Documents.
- 15 I/We agree, in the event of this Tender being accepted by the Company, until a formal Contract is prepared and executed between us, to be bound by and to observe and perform all the covenants and obligations on my/our part respectively contained in this Tender submission, together with the Company's written acceptance thereof and notification of award.
- 16 The Company reserves the absolute right to amend the required item(s) before or during the Contract Period or to terminate this Contract by serving to the Tenderer, thirty (30) days prior notice in writing.

NAME AS in
NRIC/FIN AND
SIGNATURE

:

(AUTHORISED
REPRESENTATIVE)

NAME AND
SIGNATURE
(WITNESS)

:

DESIGNATION
(AUTHORISED
REPRESENTATIVE)

:

DESIGNATION
(WITNESS)

:

DATE

:

DATE

:

COMPANY NAME
AND COMPANY
STAMP

:

Schedule 3 : SCHEDULE OF PRICE

SCHEDULE OF PRICE

1. General Requirements

- 1.1 The appointed Contractor shall provide comprehensive Landscape Maintenance Services in accordance with the requirements specified by the Company.
- 1.2 The Contract Schedule of Price shall be valid for a base period of twenty-four (24) months commencing from 1 September 2025 to 31 August 2027, with an option for extension of up to twenty-four (24) months at the Company's discretion.

2. Tender Price Schedule and Conditions of Tender Price

- 2.1 The Contractor shall submit pricing for the specific items as stated in SOP/2.
- 2.2 The tendered prices shall be all-inclusive, covering all direct and indirect costs associated with the execution of the Contract. These costs include, but not limited to:
 - Labour and Equipment: Wages, supervision, tools, machinery, and storage
 - Materials and Consumables: Fertilisers, soil, pesticides, and other required supplies
 - Logistics and Transport: Delivery, transportation and site access requirements
 - Professional and Compliance Costs: Licensing, insurance, regulatory compliance, material testing, and relevant certifications
 - Administrative and Miscellaneous Costs: Printing, postage, clerical support, computing resources, advertisement, meal breaks, travel time, and other operational overheads
 - Profit and Risk Management: Overheads, contingencies, and provisions for loss and expense claims
- 3. The Tender Price Schedule shall apply to the General Landscape Maintenance Services covering all designated plants within the specific premises.

SCHEDULE OF PRICE

The details of our Contract Sum for the tender are as follows:

Section A: General Landscape Maintenance Service for all plants							
		Base Period 1 September 2025 to 31 August 2027 (24 months)			Option to Extend 1 September 2027 to 31 August 2029 (up to 24 months)		
S/ N	Description	Frequency	Unit Rate (monthly)	Total Amount (Base Period)	Frequency	Unit Rate (monthly)	Total Amount (Option to Extend)
1.	General Landscape Maintenance Service (refers to Scope of Works, SOW/3, S/N 3.1 to 3.13)	24 months	S\$	S\$	24 months	S\$	S\$
		Base Period (24 months)			Option to Extend (up to 24 months)		
Subtotal Amount subject to GST & its prevailing rate		S\$			S\$		
Total Amount for Base Period & Option to Extend subject to GST & its prevailing rate		S\$					

IMPORTANT NOTES :

All prices submitted are in accordance to the corresponding Schedules, Annexes and Appendices. All details must be verified by the Tenderer during Tender Briefing and Site-Show.

I/We fully understand and agree that notwithstanding the fact that the Contract Sum as herein quoted by us is applicable to the Requirement Specifications and Scope of Works specified, the Company reserves the absolute right to, at any time, add to, or remove from the Contract, any manpower at the Site as it may deem necessary from time to time. In such circumstances, the Contract Sum shall be adjusted accordingly from the said Contract Sum.

Dated this _____ day of _____ 2025.

NAME AND SIGNATURE (AUTHORISED REPRESENTATIVE)	:	_____	NAME AND SIGNATURE (WITNESS)	:	_____
DESIGNATION OF (AUTHORISED REPRESENTATIVE)	:	_____	DESIGNATION OF (WITNESS)	:	_____
DATE	:	_____	DATE	:	_____
COMPANY NAME AND COMPANY STAMP	:	_____			

Schedule 4 : **SCHEDULE OF RATES**

SCHEDULE OF RATES

General Preambles

1. The submitted Schedule of Rates in SOR/1 to SOR/9 shall be utilised for additions and deletions as ordered by the Company.
2. The Company reserves the right to award in parts of the Schedule of Rates, based on the unit prices indicated.
3. The description given of each item, unless otherwise stated, shall be held to include the use of materials, labour, equipment, tools and plant including overheads, profits and all form of claim for loss and expense.
4. All work shall be measured net as fixed in its place.
5. The rates as reflected herein shall be used for the purpose of ascertaining the cost of any variation ordered by the Company's Authorised Representative.
6. The Schedule of Rates shall be deemed to have included the deduction for proceeds from the Contractor's sales of items or materials collected as specified in the specifications.

Ad-hoc Landscaping Services:

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (\$\$)</u>
1	Maintenance of 1 x planter box (include replacement of Creepers (Tristellateria australasiae), Piper Sarmentosa, new soil mix, drainage cell and geotextile)	Per planter box	
2	To supply and plant Tristellateria australasiae (1metre)	Per no	
3	To supply and plant Piper Sarmentosa (0.3metre)	Per no	
4	To supply and plant shrub at Rooftop, with new soil mix backfilling to enhance the current soil condition. (i.e., Epipremium pinnatum 'Green', Philodendron erubescens 'Gold', Schefflera variegated)	Per no	
5	To remove plants and soil in planter box to make way for irrigation and drainage repair works.Reinstate soil and plants back in good conditions after the repair work. (Areas that needs gondola access; gondola cost charged separately)	Per planter box	
6	Supply potted plant at minimum 1metre (i.e., Schefflera variegated, Heliconia, Rhapsihs, etc.)	Per Pot	
7	Engagement of qualified Arborist services on ad-hoc basis.	Per Job	
8	Provision of new soil mix including fertilizer.	Per Kg	
9	Provision of Manpower on other landscape maintenance	Per Hour	

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (S\$)</u>
10	<u>PLANT SUPPORT, BARRICADES & TREE GUARDS FOR TREE COLLARS</u>		
10.1	Supply and install stakes and ties for trees as specified, where stake diameter is:		
	(a) 25mm < wooden stake ≤ 40mm	Each	
	(b) 40mm < wooden stake < 70mm	Each	
	(c) Galvanized pipe with capping 2.5m x 25.4mm (dia.)	Each	
	(d) Galvanized pipe with capping 3.5m x 25.4mm (dia.)	Each	
10.2	Re-staking of trees as specified using support etc, where stake diameter:		
	(a) 25mm < wooden stake ≤ 40mm	Each	
	(b) 40mm < wooden stake < 70mm	Each	
	(c) Galvanized pipe 25.4mm dia.	Each	
10.3	Supply and install guys with protective rubber hose and steel anchor stakes to support trees, minimum 4 guys as directed by the Company's Authorised Representative.		
	(a) Using nylon guys	Each	
	(b) Using steel cable	Each	
10.4	Supply & install tree guards as specified in this contract at the various sites, where tree guard width is		
	(a) 1m	Each	
	(b) 1.5m	Each	
10.5	Supply and install horticultural shade netting of at least 60% shade of top and sides of tree guard including nailing, wires ties, etc.	Each	
10.6	Supply and install 50mm height wire netting (50mm holes) as mulch enclosure around base of tree guard (4 sides)	Each	
10.7	Supply and install PVC 3mm thick pipe of 150mm length tree guard for tree collar, where diameter of pipe:		
	(a) 50mm	Each	
	(b) 75mm	Each	
	(c) 100mm	Each	
	(d) 150mm	Each	
11	<u>PLANT REMOVAL</u>		

Item	Description	UOM	Rates (\$\$)
11.1	<u>Trees</u> Removal of uprooted/snapped trunk tree including stump, filling void in ground with earth, the disposal of debris from site and close turving over, where girth of trunk:		
	(a) $\leq 0.1\text{m}$	Each	
	(b) $> 0.1\text{m}$ but $\leq 0.3\text{m}$	Each	
	(c) $> 0.3\text{m}$ but $\leq 0.8\text{m}$	Each	
	(d) $> 0.8\text{m}$ but $\leq 1.5\text{m}$	Each	
	(e) $> 1.5\text{m}$	Each	
11.2	Fell and remove tree including grubbing up roots, filling void in ground with earth, the disposal of rubbish and debris from site and close turving over, where girth:		
	(a) $\leq 0.1\text{m}$	Each	
	(b) $> 0.1\text{m}$ but $\leq 0.3\text{m}$	Each	
	(c) $> 0.3\text{m}$ but $\leq 0.8\text{m}$	Each	
	(d) $> 0.8\text{m}$ but $\leq 1.5\text{m}$	Each	
	(e) $> 1.5\text{m}$	Each	
11.3	Fell and remove tree without grubbing up roots but cutting the tree stump to at least 0.15m below ground level and reinstating the site to match the surrounding area to the satisfaction of the Company's Authorised Representative including the disposal of rubbish and debris from site, where girth:		
	(a) $\leq 0.1\text{m}$	Each	
	(b) $> 0.1\text{m}$ but $\leq 0.3\text{m}$	Each	
	(c) $> 0.3\text{m}$ but $\leq 0.8\text{m}$	Each	
	(d) $> 0.8\text{m}$ but $\leq 1.5\text{m}$	Each	
	(e) $> 1.5\text{m}$	Each	
11.4	<u>Tree Stumps</u> Grub up tree stump and roots including reinstating void in ground with materials to match existing area where stump girth (measured at ground level) and the disposal of rubbish and debris from site.		
	(a) $\leq 0.1\text{m}$	Each	
	(b) $> 0.1\text{m}$ but $\leq 0.3\text{m}$	Each	
	(c) $> 0.3\text{m}$ but $\leq 0.8\text{m}$	Each	

Item	Description	UOM	Rates (\$\$)
	(d) > 0.8m but ≤ 1.5m	Each	
	(e) > 1.5m	Each	
11.5	<u>Shrubs</u> Remove shrub including grubbing up roots, filling void in ground with approved soil, leveling and close-turfing over if necessary, as directed by the Company's Authorised Representative, including the disposal of rubbish and debris, where average diameter of plant:		
	(a) ≤ 0.5m	Each	
	(b) > 0.5m but ≤ 2.0m	Each	
	(c) > 2.0m	Each	
11.6	<u>Palms</u> Removal of uprooted/snapped (cluster) palm including stump, filling void in ground with earth, the disposal of rubbish and debris from site and close turfing over, where girth of trunk:		
	(a) ≤ 0.1m	Each	
	(b) > 0.1m but ≤ 0.3m	Each	
	(c) > 0.3m but ≤ 0.5m	Each	
	(d) > 0.5m	Each	
11.7	Remove shrubs from flower beds including grubbing up roots, filling void in ground with approved soil, leveling and close-turfing over if necessary, as directed by the Company's Authorised Representative, including the disposal of rubbish and debris from site.	Sqm	
11.8	Remove climbers and creepers on trees as directed by the Company's Authorised Representative. Payment is on a per tree basis and the contractor shall remove any number of branches and include grubbing up the roots and the source plant (climber/creeper), as required by the Company's Authorised Representative, including the disposal of rubbish and debris from site. Height of the final cut:		
	(a) ≤ 3m	Tree	
	(b) > 3m but ≤ 6m	Tree	
	(c) > 6m but ≤ 9m	Tree	
	(d) > 9m but ≤ 12m	Tree	
	(e) > 12m	Tree	

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (S\$)</u>
12	<u>PRUNING</u>		
12.1	<u>Shrubs</u>		
	<u>Bougainvillea</u>		
	(a) Diameter of shrub ≤1m	Each	
	(b) Ditto >1m to 2m	Each	
	(c) Ditto > 2m	Each	
	(d) Removal of water shoots	Each	
	(e) Flower bed	Each	
	<u>All Other Shrubs</u>		
	(f) Diameter of shrubs <1m	Each	
	(g) Ditto > 1m to 2m	Each	
	(h) Ditto > 2m	Each	
	(i) Flower bed	Each	
12.2	<u>Tree</u> Prune entire trees as directed by the Company's Authorised Representative. Payment is on per tree basis and the Contractor shall remove any number of branches as required by the Company's Authorised Representative. Height of final cut is:		
	(a) ≤ 1m	Each	
	(b) > 1m but ≤ 3m	Each	
	(d) > 3m but ≤ 6m	Each	
	(e) > 6m but ≤ 9m	Each	
	(f) > 9m but ≤ 12m	Each	
	(g) > 12m but ≤15m	Each	
	(h) > 15m	Each	

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (S\$)</u>
12.3	<p><u>Crown Thinning</u> Removal of dead, diseased, broken, or weakly attached branches. The work includes removal of selective live branches to increase light penetration and air movement through the crown, and to reduce weight.</p> <p>Crown thinning for entire tree as directed by the Company's Authorised Representative. The contractor shall remove any number of branches as required by the Company's Authorised Representative, where height of final cut is:</p>		
	(a) > 3m but ≤ 6m	Each	
	(b) > 6m but ≤ 9m	Each	
	(c) > 9m but ≤ 12m	Each	
	(d) > 12m but ≤ 15m	Each	
	(e) > 15m	Each	
12.4	<p><u>Clearance Pruning</u> Prune 50% of tree crown as directed by the Company's Authorised Representative. The contractor shall prune any number of branches in the specified half of the tree as required by the Company's Authorised Representative. Height of final cut is:</p>		
	(a) ≤ 3m	Each	
	(b) >3m but ≤ 6m	Each	
	(c) > 6m but ≤ 9m	Each	
	(d) > 9m but ≤ 12m	Each	
	(e) > 12m but ≤ 15m	Each	
	(f) > 15m	Each	
12.5	<p>Prune <u>tree branches</u> as directed by the Company's Authorised Representative, where the number of branches to be pruned is <u>not more than 4 branches per tree</u>. Payment is on a per branch basis. Height after final cut is:</p>		
	(a) ≤ 3m	Each	
	(b) >3m but ≤ 6m	Each	
	(c) > 6m but ≤ 9m	Each	
	(d) > 9m but ≤ 12m	Each	
	(e) > 12m but ≤ 15m	Each	
	(f) > 15m	Each	

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (S\$)</u>
12.6	<u>Crown Reduction</u> Reduction of the tree's height and size by cutting limbs back to a lateral. Remaining lateral branch must be at least one third the diameter of the removed portion with due consideration to species, age, climate and condition of the tree. The crown shall be reduced to a height and size specified by the Company's Authorised Representative, where the height of the tree before crown reduction is:		
	(a) > 3m but ≤ 6m	Each	
	(b) > 6m but ≤ 9m	Each	
	(c) > 9m but ≤ 12m	Each	
	(d) > 12m but ≤ 15m	Each	
	(e) > 15m	Each	
12.7	<u>Removal of Epicormics Growth</u> Remove water shoots of tree as directed by the Company's Authorised Representative. The Contractor shall remove any number of water shoots where the height of final cut is < 3m.	Each tree	
12.8	Removal of dead branches/branches with parasitic plants on trees as directed by the Company's Authorised Representative, when the number of branches to be removed is more than 4. The height of final cut:		
	(a) ≤ 3m	Per Tree	
	(b) > 3m but ≤ 6m	Per Tree	
	(c) > 6m but ≤ 9m	Per Tree	
	(d) > 9m but ≤ 12m	Per Tree	
	(e) > 12m but ≤ 15m	Per Tree	
	(f) > 15m	Per Tree	
12.9	Removal of dead branches/branches with parasitic plants on trees as directed by the Company's Authorised Representative, when the number of branches to be removed is not more than 4. The height of final cut:		
	(a) ≤ 3m	Per Tree	
	(b) > 3m but ≤ 6m	Per Tree	
	(c) > 6m but ≤ 9m	Per Tree	
	(d) > 9m but ≤ 12m	Per Tree	
	(e) > 12m but ≤ 15m	Per Tree	

Item	Description	UOM	Rates (S\$)
	(f) > 15m	Per Tree	
13	<u>TURFING</u>		
13.1	Supply and plant 50 mm thick Cow Grass (Axonopus compressus) in close turfing, including provision of 100 mm depth planting mixture, watering, weeding, cutting and replacement until established where planting mixture is:		
	(a) approved loamy soil	Sqm	
	(b) mixture of 3 parts approved loamy soil, 2 parts compost and 1 part washed sand	Sqm	
13.2	Supply and plant 50 mm thick Cow Grass (Zoysia matrella) in close turfing, including provision of 100 mm depth planting mixture, watering, weeding, cutting and replacement until established where planting mixture is:		
	(a) approved loamy soil	Sqm	
	(b) mixture of 3 parts approved loamy soil, 2 parts compost and 1 part washed sand	Sqm	
13.3	Supply and plant Pearl Grass in close turfing, including provision of 100 mm depth planting mixture, watering, weeding, cutting and replacement until established where planting mixture is:		
	(a) approved loamy soil	Sqm	
	(b) mixture of 3 parts approved loamy soil, 2 parts compost and 1 part washed sand	Sqm	
14	<u>HIRE AND SUPPLY OF RESOURCES</u>		
14.1	Supply approved boom lift with bucket platform, capable of working to a height of 24m and minimum platform capacity of up to 227 kg/ equivalent, either telescopic or articulating with operator/driver including cost of fuel and wages of the operator/driver. Rate will include to/ from transportation.		
	(a) 1 Day (8 Hours)	1 day	
	(b) 3 Days (72 Hours)	3 days	
15	<u>PEST CONTROL/ SPRAYING</u>		
15.1	Supply labour, transport and mechanized spraying machines of at least 5 HP and with spraying height of at least 15m, etc. to mix and apply pesticides on plants (chemicals to be issued separately). The type of chemicals to be used and the concentration of the solution must be approved by the Company's Authorised Representative. Close supervision on work is required by Company's Authorised Representative.		
	(a) Trees with girth $\leq 0.5\text{m}$	Each	
	(b) Trees with girth $> 0.5\text{m}$	Each	
	(c) Flower beds	Sqm	

<u>Item</u>	<u>Description</u>	<u>UOM</u>	<u>Rates (S\$)</u>
	(d) Turfed areas	Sqm	
15.2	Supply labour, transport and mechanized spraying machines of at least 5 HP and with spraying height of at least 15m, etc.to spray pesticides on plants.		
	(a) First 4 hours	4 hour	
	(b) Every subsequent hour	Hour	
15.3	Supply labour, transport, materials, etc. to mix and apply pesticides onto palms, trees etc. the type of chemical to be used and the concentration of the solution must be approved by the Company's Authorised Representative Close supervision on work is required by the Company's Authorised Representative.		
	(a) Height of treatment \leq 6m	Per tree	
	(b) Height of treatment $>$ 6m	Per tree	
15.4	Supply pesticides and weedicides as specified by the Company's Authorised Representative.		
	(a) Alachor (45%)	100ml	
	(b) Bacillus Thuringiensis (17,600 i.U per mg)	100ml	
	(c) Benomyl (50% WP)	100g	
	(d) Captan (50% WP)	100g	
	(e) Glyphosate, Roundup (41%)	100ml	
	(f) Redomil (25% WP)	100g	
	(g) Snail pellet (3-5% Metalaldehyde)	100g	
	(h) White Summer Oil (80% Paraffin Oil)	100ml	

These rates shall be valid for the entire contract period (including the option year contract) and shall be used as computation for any addition or omission on an ad-hoc basis for this Contract.

Dated this _____ day of _____ 2025

NAME AND SIGNATURE

(AUTHORISED
REPRESENTATIVE)

:

NAME AND
SIGNATURE

(WITNESS)

:

DESIGNATION OF
AUTHORISED
REPRESENTATIVE

:

DESIGNATION OF
WITNESS

:

DATE

:

DATE

:

COMPANY NAME AND COMPANY STAMP :

Annex A : CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/001/T

DATED THIS ____ DAY OF _____

BETWEEN

SINGAPORE ARTS SCHOOL LTD
(the "Company")

AND

(the "Contractor")

CONTRACT

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Tender Ref: SAS/OP/2025/001/T

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THE CONTRACTOR'S TENDER DOCUMENT DATED _____
THE COMPANY'S ITT DOCUMENT REF SAS/OP/2025/001/T

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/001/T

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 "Company");

AND

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

WHEREAS:

- (A) The Company operates and manages the School of the Arts, Singapore (the "Arts School"), a specialised pre-tertiary arts school governed by the Ministry of Culture, Community and Youth (MCCY).
- (B) On _____, the Company invited proposals for the Provision of Landscape Maintenance Services at School of The Arts, Singapore. (the "Contract").
- (C) The Company has agreed to engage the Contractor to provide the Goods and Services to the Company based on the terms and conditions contained herein.
- (D) This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
- i) This Contract;
 - ii) The Contractor's Proposal dated: _____; Proposal ref: _____
 - iii) The Company's tender document ref: SAS/OP/2025/001/T

THE PARTIES HEREBY agree as follows:

1. DEFINITIONS AND INTERPRETATION

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

"Confidential Information"	all information of a confidential nature relating to the Company or Singapore Arts School Ltd, including without limitation, marketing plans, business strategies, financial information and forecasts, personnel information and other information concerning the Company's and the Arts School's operations and plans. For the purpose of this definition, information which is regarded as confidential includes any document marked "confidential" or any information which the Contractor is told or is aware is confidential, or which the Company might reasonably regard as confidential.
"Contractor"	any person or entity that enters into this Contract to supply the Goods and/or Services.
"Goods"	such plants, soil, and/or other goods to be delivered to the Company by the Contractor in connection with the Services carried out by the Contractor under this Contract.
"Parties"	the Company and the Contractor and "Party" means any one of them, as the case may be.
"Equipment"	any equipment supplied or provided by the Contractor to perform its services in the Contract.
"Services"	the services to be provided by the Contractor under this Contract as more particularly described in Annex B, Annex C, Annex D, Annex F and Annex H.
"Site"	the Company's premises.
"Company's Authorised Representatives"	Authorised personnel of the Company or Singapore Arts School Ltd, and its representative(s) authorised in writing from time to time.

1.2 The headings to the clauses of and schedules to this Contract are for convenience only and shall not affect the construction or interpretation thereof.

- 1.3 References to a statute or statutory provision shall, unless the context otherwise requires, include a reference to that statute or statutory provision as from time to time amended, modified, extended, re-enacted, consolidated and all statutory instruments or orders made pursuant to it whether replaced before or after the date of this Contract.
- 1.4 Any reference in this Contract to a "Clause" or "Schedule" is a reference to a clause of or schedule to this Contract.
- 1.5 Unless the context otherwise requires, references to the singular number shall include references to the plural number and vice versa, references to natural persons shall include bodies corporate, and the use of any gender shall include all genders.

2. APPOINTMENT

- 2.1 The Company hereby appoints the Contractor to provide the Services and supply the Goods, and the Contractor hereby accepts such appointment, upon the terms and conditions hereinafter set forth.

3. DUTIES AND OBLIGATIONS OF CONTRACTOR

- 3.1 The Contractor shall provide the Goods and/or Services set out in Annex B, Annex C, Annex D, Annex F and Annex H; and undertakes that it shall in the provision of such Goods and/or Services, at all times act with the utmost good faith towards the Company and display a consistently high quality, and the ability to anticipate and be creative, responsive and proactive to the needs of the Company.
- 3.2 During the continuance of this Contract, the Contractor undertakes to:
 - 3.2.1 The Contractor shall carry out the Services in compliance with the Schedules and Annexes attached to this Contract. No alterations to such requirements and specification may be made without the prior written consent of the Company; and
 - 3.2.2 The Contractor shall ensure that any materials, documents, designs, works and any other things supplied by it for the purposes of this Contract do not violate or infringe any intellectual property or other rights of third parties or any laws.
 - 3.2.3 The Contractor shall ensure the good working order of the equipment. Where costs of replacement are to be non-inclusive, an estimate for the cost of the repair and fittings shall be submitted as soon as possible.
 - 3.2.4 The Company shall provide necessary access for the Contractor and any of its employees, agents and/or permitted sub-contractors during the maintenance and repair. In the event where the equipment or any of its parts may, if necessary, be brought to the Contractor's technical facilities for special maintenance and /or repair, the Contractor shall substitute equipment, part or parts, at no additional cost for the duration of the comprehensive maintenance and / or repair.

- 3.3 The Contractor acknowledges that it is and shall remain personally liable for the consequences of any failure on its part, or the part of any third party appointed, to provide the Services in accordance with the terms of this Contract.

4. CONTRACT SUM

4.1 Services

The Company shall pay the Contractor the Contract Sum as set out in Schedule 3, Schedule of Price for the provision of the Services ordered under the Contract. The Contract Sum shall remain fixed throughout the Contract Period and shall not be subject to any changes. Payment will be made within thirty (30) days from the date of invoice or upon date of receipt of invoice by the Company's finance department of such documents required by the Company pursuant to Clause 4.4.

4.2 Replacement and Ad-Hoc Services

The Company shall within thirty (30) days of the completion and acceptance of the Services, and/or Goods pay for the said Services and/or Goods according to the Schedule of Rates as set out in Schedule 4 upon the presentation by the Contractor of the commercial invoice(s) and Certificate of Completion certifying that the Services and/or Goods required by the Company are accepted, to be duly signed by both Parties.

- 4.3 Unless expressly stated to the contrary, the Contract Sum is exclusive of any Goods and Services Tax ("GST") chargeable on the supply of Goods and/or Services to the Company by the Contractor under this Contract. The Company shall reimburse the Contractor for any GST payable under this Contract. The Contract Sum shall however be inclusive of all costs and expenses for the Goods as well as the materials, equipment, labour and machinery required by the Contractor for carrying out the Services, costs for all ancillary and other works and other fees and expenses incurred by the Contractor or to be incurred by the Contractors and/or the subcontractors whether separately or specifically mentioned or described in the documents mentioned in Annex B, Annex C, Annex D, Annex F and Annex H, or not, which are either necessary to carry out the Services or which may contingently become necessary to overcome difficulties or problems encountered by the Contractor and/or the subcontractors.

- 4.4 All invoices shall be sent to the Company's address stated in Clause 17. The Company shall pay the Contractor for the Services rendered to their satisfaction.

- 4.5 The Contractor shall submit such invoices, delivery notes or other documents as may be required by the Company from time to time for the purpose of confirming the full and satisfactory delivery of Goods and/or performance of the Services.

- 4.6 No amendment or variation to the terms and conditions of this Contract shall be effective unless the same is in writing and signed by both Parties; and any additional or alternative terms and/or conditions contained in any bill, invoice, delivery note or other document submitted to the Company by the Contractor shall not be effective or add to or vary any of the terms and conditions of this Contract unless the same is agreed to in writing by the Company.

- 4.7 Any changes in the Contractor's payment instructions, including details of the Contractor's bank account, shall be promptly notified in writing to the Company, failing which the Company shall not be liable for any delay in payment.
- 4.8 The Contract Sum shall include all labour costs, all costs and expenses for insurance, transport, materials, tools, equipment, machinery and others as may be necessary for the efficient and successful execution of the Services as stipulated in Annex B, Annex C, Annex D, Annex F and Annex H. All works requiring parts replacement shall be based on the Schedule of Rate in Schedule 4.

5. CONTRACT PERIOD

- 5.1 This Contract shall be valid for a period of twenty four (24) months from **1 September 2025 to 31 August 2027** ("Contract Period") with an option to extend up to twenty four (24) months. The Contractor shall provide the Services as stipulated in **Annex B, Annex C, Annex D, Annex F and Annex H** at 1 Zubir Said Drive, Singapore 227968 to the satisfaction of the Company.

6. OTHER TAXES AND DUTIES

- 6.1 Save for such customs and excise duties and any other tax or duty as may be expressly provided for in this Contract, duties and taxes, if any, imposed by the Government of the Republic of Singapore or by such other authority on any item of the Goods or Services shall be wholly borne by the Contractor.

7. DEDUCTIONS

- 7.1 The Company shall be entitled to deduct and set-off from any payments due to the Contractor under this Contract against any monies which may from time to time become due and owing to the Company by the Contractor.

8. TERMINATION FOR BREACH

- 8.1 If at any time any of the following events shall occur:-
- 8.1.1 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 Company may terminate this Contract without any liability with thirty (30) days termination written notice; or (ii) where such breach is not capable of remedy, then the Company may terminate this Contract without any liability with thirty (30) days termination written notice, or
- 8.1.2 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 Company may terminate this Contract without any liability with immediate notice.

9. TERMINATION BY NOTICE

- 9.1 Without prejudice to Clause 8 above, either Party may terminate this Contract on giving not less than one (1) months' written notice to the other Party, without any requirement to furnish reasons for the termination and without any liability.
- 9.2 Termination of this Contract (whether under Clause 8, 9, 10 or otherwise) shall not affect any rights, remedies, obligations or liabilities of the Parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination.

10. FORCE MAJEURE

- 10.1 Neither party shall be liable for any failure or delay in performing its obligations under this Contract if the failure or delay is due to acts of God, acts of civil or military authority, wars, riots, civil commotions, strikes, lock- outs, fires or other catastrophes.

11. INTELLECTUAL PROPERTY

- 11.1 In the event that this Contract involves the creation of intellectual property rights which are to be transferred to the Company, the Contractor shall, if so required by the Company at any time, execute a separate agreement (in the format as may be stipulated by the Company) to ensure that such intellectual property rights are fully and adequately vested in the Company. Notwithstanding the foregoing, the Contractor warrants that the Company's use of the Goods and/or Services does not infringe the intellectual property rights of any third party and agrees to indemnify and keep the Company indemnified against direct claims of infringement or alleged infringement, save and except where such infringement is due solely to the use of any specification or drawings provided by the Company for the purposes of this Contract.

12. CONFIDENTIALITY

- 12.1 The Contractor undertakes:
- 12.1.1 to keep confidential all Confidential Information (whether written or oral) which he has obtained or received as a result of the discussions leading up to or the entering into, or in performance of, this Contract;
- 12.1.2 not to disclose the Confidential Information in whole or in part to any Person without the Company's prior written consent, save to those of its employees or such third parties appointed in the implementation of this Contract and who have a need to know the same and who shall be directed by the Contractor to observe the same obligations of

confidentiality with respect thereto;

- 12.1.3 to use the Confidential Information solely in connection with the performance of this Contract and not otherwise or for its own benefit; and
 - 12.1.4 not to write, contribute or publish any article or news or make any presentation or public statement through whatever medium in respect of the Services or this Contract without the prior written approval of the Company.
- 12.2 The provisions of Clause 12.1 shall not apply to the whole or any part of the Confidential Information which is:
- 12.2.1 already in the Contractor's possession which the Contractor can show from written records other than as a result of a breach of Clause 12.1;
 - 12.2.2 in the public domain (other than as a result of a breach of Clause 12.1);
 - 12.2.3 required to be disclosed pursuant to a statutory obligation or by any court or tribunal; or
 - 12.2.4 disclosed with prior written consent of the Company.
- 12.3 The restrictions contained in this Clause 12 shall continue to apply after the termination of this Contract in accordance with the Singapore Limitation Act.
- 12.4 Upon termination of this Contract for whatever reason and at other times when requested to do so by the Company, the Contractor will deliver up to the Company all working papers or other material (in whatever format it is stored) and all Confidential Information and copies provided to him pursuant to this Contract or prepared by him either in pursuance of this Contract or previously in connection with this Contract.

13. INDEMNITY

- 13.1 The Contractor undertakes to duly insure all workers engaged in the performance of the Services herein against any liability and further undertakes to indemnify and keep the Company and its authorised representative indemnified against direct loss, damage or liability (whether criminal or civil) suffered, as a result of the breach of this Contract by the Contractor including:
- 13.1.1 any act of neglect or default of the Contractor's employees, agents and/or permitted sub-contractors;
 - 13.1.2 any breach in respect of any matter arising from the non-performance of the Services resulting in any claim by any third party; and
 - 13.1.3 any breach of its undertaking or agreement by the Contractor.
- 13.2 The indemnities given by the Contractor under this clause shall not be defeated or reduced by reason of any negligence or omission of the Company or its authorised representative in failing to supervise or control the Contractor's servicing or, methods of working, or to detect or prevent or remedy or mitigate defective Services, or to ensure proper performance of any obligation of the Contractor.

14. PERMITS AND LICENCES

- 14.1 Notwithstanding the acceptance of the quotation, the Contractor shall at its own costs, ensure that it obtains and maintains all licences, authorisations and permits that may be required to enable the Contractor to fulfil all its obligations under this Contract. The Contractor shall indemnify and keep the Company indemnified from any penalties, fines or claims resulting from the failure by the Contractor to obtain and maintain any such licences, authorisations and permits.

15. GOVERNING LAW AND JURISDICTION

- 15.1 This Contract shall be governed by and construed in accordance with the laws of the Republic of Singapore and the Parties hereto hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of Singapore.

16. ARBITRATION

- 16.1 The Parties hereto agree to refer any disputes between the Parties arising out of, or in connection with this Contract, including any questions regarding its existence, validity or termination to arbitration in the Republic of Singapore in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC") for the time being in force which rules are deemed to be incorporated by reference into this Clause. All arbitration proceedings shall be conducted in English language. The Tribunal shall consist of one (1) arbitrator to be agreed upon and appointed by the Parties in accordance with the SIAC Rules and the decision of the Tribunal shall be final and binding.

17. NOTICES

- 17.1 Any notice or other communication given to a Party under or in connection with this Contract shall be in writing and shall be:

17.1.1 delivered by hand or by pre-paid post or other next working day delivery service at its address as set out in clause 17.2; or

17.1.2 sent by email to the address specified in clause 17.2.

CONDITIONS OF CONTRACT

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17.2. The addresses and email addresses for service of notices are as follows:

The Company	Singapore Arts School Ltd. 1 Zubir Said Drive Administration Office #05-01 Singapore 227968 Email: procurement@sota.edu.sg
The Contractor	[]

17.3 Any notice or communication shall be deemed to have been received:

17.3.1 if delivered by hand, on signature of a delivery receipt;

17.3.2 if sent by pre-paid post or other next working day delivery service, at 8.30am on the second Business Day after posting or at the time recorded by the delivery service; and

17.3.3 if sent by email, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this clause 17.3, business hours means 8.30am to 6.00pm Monday to Friday on a day that is a Business Day.

17.4 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

18. WAIVER

18.1 No failure or delay on the part of any Party hereto in exercising any power or right hereunder shall operate as a waiver thereof nor shall any single or partial exercise of any right or power preclude any other or further exercise of any right or power hereunder.

19. SEVERABILITY

19.1 If any one or more of the provisions contained in this Contract or any documents executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

20. ENTIRE CONTRACT AND MODIFICATION

20.1 This Contract embodies and set forth the entire agreement and understanding of the Parties and supersedes all prior oral or written agreements, understandings or arrangements relating to the subject matter of this Contract. Neither Party shall be entitled to rely on any agreement,

understanding or arrangement which is not expressly set forth in this Contract.

- 20.2 This Contract shall not be altered, amended or modified except by written instrument signed by the Parties.

21. RELATIONSHIP OF PARTIES

- 21.1 Nothing in this Contract shall constitute a partnership between the Parties nor constitute one Party the general agent of the other Party; and it is hereby expressly agreed and declared that the Contractor shall in the performance of the Services and for all other purposes be deemed to be an independent consultant.

22. COUNTERPARTS

- 22.1 This Contract may be executed in any number of counterparts, all of which when taken together shall constitute one and the same instrument, and the Parties may execute this Contract by signing on separate counterparts.

23. SUB-CONTRACTS AND ASSIGNMENT

- 23.1 Neither Party shall without the prior written consent of the other Party transfer or assign (legally, equitably or otherwise) all or any of its rights, obligations or benefits hereunder to any third party or parties.
- 23.2 Without prejudice to Clause 23.1, the Contractor shall be responsible and liable to the Company for all acts, defaults and omissions of any sub-contractor appointed by the Contractor or of any assignee and the subcontractor's and/or assignee's employees and agents and shall fully indemnify and keep the Company fully indemnified against direct loss and damage suffered by the Company arising out of or in connection with such acts, defaults or omissions.

24. COSTS

- 24.1 Each of the Parties shall bear its own legal and other costs and expenses incurred in connection with this Contract.

25. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT

- 25.1 The Parties do not intend that any term of this Contract shall be enforceable solely under or by virtue of The Contracts (Rights of Third Parties) Act (Chapter 538, Singapore Statutes) by any person who is not a party to this Contract. For the avoidance of doubt, the Parties may rescind, vary, waive and release all or any of their respective rights and obligations under this Contract without the consent of any person who is not a party to this Contract.

26. WORKING HOURS

- 26.1 The works under this Contract shall be executed as per Annex B RS/2 point 9 primarily between 0830hours to 1800hours on Mondays to Fridays (except Public Holidays). All works must be carried out with due diligence and expedition as directed.

27. COMPLIANCE

- 27.1 The Contractor further undertakes to ensure that all statutory and regulatory requirements relating to, inter alia the immigration status of the workers, employees or agents, conducting the Services under this Contract in or in the vicinity of the Company's premises shall be fully complied with. The Contractor shall be held fully and solely liable for and shall indemnify the Company and its Authorised Representatives in respect of all actions against the Company.
- 27.2 The Contractor shall ensure that every part of the Services shall comply with quality, quantity, nature, description and condition required for the successful completion of the Service. The Contractor shall remain liable for any breach of this clause notwithstanding that the Company has accepted the Services as having been satisfactorily executed or completed.
- 27.3 The Contractor must implement and comply with all rules and regulations requirements notified to it by the Company, its Authorised Representatives or by any relevant Authority.

28. SAFETY

- 28.1 The Contractor shall take every reasonable precaution to ensure the safety of the Company and or any other person at the service area or in the vicinity of the service area whilst the Services are carried out. Warning and/or Caution Signs (if required) are to be prominently displayed at the service area and the service area shall be cordoned off whilst the Services are carried out.

29. PROTECTION OF EXISTING EQUIPMENT/PLANT

- 29.1 In any circumstances, the Contractor shall take all necessary and appropriate precautions to protect and prevent any damages to the existing plant and equipment within the Services area. The Contractor shall be fully responsible for any damage caused due to their negligence and or any breach in the conditions stipulated herein and all cost incurred by the Company as a result of such act by the Contractor shall be fully borne by the Contractor.

30. WARRANTY ON QUALITY AND PERFORMANCE

- 30.1 The Contractor acknowledges that the Company in purchasing the Services, relies on the Contractor's expertise and experience in the industry. The Contractor warrants that it has the skills, competence, experience and ability necessary to perform the Services in accordance with the Contract and the Services shall be provided and performed with all due care, skill and diligence and in a professional manner.

31. INSURANCE

- 31.1 The Contractor shall at the own cost and expense effect and maintain an adequate insurance coverage until the completion of the Contract Period in joint names with the Company and clearly specified as part of the covered party whilst the contract is still valid for the following:
- A) Public Liability policy of at least S\$1,000,000 in respect of any one incident and unlimited for any one period.
 - B) Workmen's Compensation Policy in accordance with Work Injury Compensation Act
- 31.2 The Contractor shall promptly submit to the Company a duplicate copy of the insurance policies before the commencement of the Services.

32. COMPETENT SITE STAFF

- 32.1 The Contractor shall take all reasonable precautions to ensure that all persons employed by it to undertake the Services are competent and familiar with the Services. The Contractor shall ensure that such persons employed shall comply with and observe all of the Company's internal rules and procedures which may be prescribed by the Company from time to time in connection with the performance of the Services and shall comply with any and all instructions given by the Company to the Contractor in connection therewith.

33. SECURITY AND SCREENING OF EMPLOYEES

- 33.1 Before the Contractor employs or engages any person in connection with the provision of the Services, the Contractor shall ensure that it has, in respect of that person:
- a) Obtained a police records check (if required by the Company) and
 - b) Investigated the person's employment history.
- 33.2 Upon completion of the screening process to the satisfaction of the Company, written notice shall be given to the Contractor of the names of those persons (if any) that the Company has approved for the purposes of such screening (the "Approved Persons").
- 33.3 The Company may, at any time and without coming under any liability, notify the Contractor that a person has ceased to be an Approved Person. Upon receipt of such notice, the Contractor shall ensure that such Approved Person shall no longer enter the Company's premises, and that such Approved Person shall cease to be engaged in connection with the provision of the Services.
- 33.4 The Contractor shall not permit any foreign workers or foreigners to stay in the Site without ensuring that the said foreign workers or foreigners have obtained the requisite permits or passes from the relevant authorities to work and/or stay in Singapore.

34. SERVICE LEVEL CONTRACT

- 34.1 Should the Contractor, his agent or servants commit an act of irregularity (which expression shall include failure to perform the duties like those mentioned in Annex G and/or any misdemeanor which are likely to bring The Company into disrepute), the Contractor shall at his own expense, rectify the irregularity to the satisfaction of the Company. In addition to the above charges, the Contractor shall be liable for all delays in scheduled and non-scheduled works, expenses and costs whatsoever incurred by him. For any minor breach of the Specifications of Work, a sum or sums shall be deducted directly from the Contractor's invoice.

The Contractor shall keep the Company updated and informed of the actions taken against the staff involved.

35. VARIATION

- 35.1 No variation whether oral or otherwise in the terms of this Contract shall apply thereto unless such variation shall have first been expressly accepted in writing by the Contractor and the Company's Authorised Representative.
- 35.2 The Contractor shall allow in his Contract for any additional expenses which may have to be incurred by him due to the hours which his employees may be asked to work, all of which are to be provided at the Contractor's expense.

36 COMPLIANCE WITH PROGRESSIVE WAGE MARK REQUIREMENTS

- 36.1 Subject to Clauses 36.2 and 36.3, for the entire Contract Period, a Contractor who is PW Mark-Eligible shall:

- (a) maintain a valid Progressive Wage Mark or Progressive Wage Mark Plus issued by the relevant authority through the GoBusiness Portal (individually and collectively referred to as "**PW Mark**");
- (b) ensure that each subcontractor who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark for the entire Contract Period;
- (c) notify the Company of any change to the Contractor's or any of its subcontractors' PW Mark accreditation status within one month after the change; and
- (d) replace any subcontractor who is PW Mark-Eligible that fails to maintain a valid PW Mark during the Contract Period with another subcontractor approved in writing by the Company within one month of the Contractor being notified of such failure. The Contractor shall comply with Clauses 36.1(b) to (d) in respect of any replacement Subcontractor.

- 36.2 If at the time the Contractor's Proposal is accepted by the Company, the Contractor who is PW Mark-Eligible has neither obtained nor applied for the PW Mark, the Company shall have the right to exempt the Contractor from compliance with Clause 36.1(a) for such period of time as determined by the Company.

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

- (a) be exempted from compliance with Clause 36.1(a) during the period where the initial application for the PW Mark is being processed on the GoBusiness Portal. The Company may extend the period of exemption by one or more consecutive periods as determined by the Company; and
- (b) notify the Company of the outcome of the Contractor's application(s) for the PW Mark within one month after the date of receipt of the outcome of the application, and provide the Company with the e-Certificate as proof of the successful application (if any).

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

- (a) notify the Company on the Contractor's eligibility for the PW Mark within one month after the first day of employment of the relevant Local Resident Worker(s) covered by the Sectoral Progressive Wages Structure and/or Occupational Progressive Wages Structure;
- (b) apply for a PW Mark through the GoBusiness Portal by the end of the third month of employment of the relevant Local Resident Worker(s) referred to in Clause 36.4(a);
- (c) provide the Company with proof of its application for a PW Mark within one month after the date of submission of the application;
- (d) notify the Company of the outcome of the Contractor's application for PW Mark within one month after the date of receipt of the outcome of the application, and provide the Company with the e-Certificate as proof of the successful application (if any); and
- (e) maintain a valid PW Mark for the remaining duration of the Contract Period.

36.5 A Contractor who is not PW Mark-Eligible shall comply with all the following:

- (a) ensure that each subcontractor who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark for the entire Contract Period;
- (b) notify the Contractor of any change to any subcontractor's PW Mark accreditation status within one month after the change; and
- (c) replace any subcontractor who is PW Mark-Eligible that fails to maintain a valid PW Mark during the Contract Period with another subcontractor approved in writing by the Company within one month of the Contractor being notified of such failure. The Contractor shall comply with Clauses 36.5(a) to (c) in respect of any replacement subcontractor.

36.6 The Company shall have the right to terminate the Contract by giving two months' prior written notice to the Contractor if the Contractor fails to comply with any of the provisions in Clauses 36.1, 36.3(b), 36.4 and 36.5.

36.7 For the purposes of this Clause 36, unless the context otherwise requires —

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

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

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

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

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

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/001/T

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

SIGNED BY)
DIRECTOR, CORPORATE)
PLANNING & SERVICES)
for and on behalf of)
SINGAPORE ARTS SCHOOL LTD) _____

in the presence of:)
SENIOR MANAGER, OFFICE OF)
PROPERTY MANAGEMENT)
) _____

SIGNED BY)
(Contractor's Authorised Representative))
for and on behalf of [Contractor Name])
[Name / Designation]) _____
)

in the presence of:)
)
_____) _____
Name as in NRIC/FIN) Name:

Annex B : **REQUIREMENT SPECIFICATIONS**

REQUIREMENT SPECIFICATIONS

1. Skilled Workers

The Contractor shall execute the Works as per the specific schedules and annexes, in accordance with the attached **Annex A - Conditions of Contract**. The Contractor has represented to the Company that it possesses team of qualified personnel with the necessary skills and competence to perform the Works efficiently.

2. Costs To Be Included

The monthly service fees shall be all-inclusive and cover the following:

- 2.1 Labour and workforce costs
- 2.2 Tools, equipment, and servicing materials
- 2.3 Transportation and logistics
- 2.4 Insurances and related expenses
- 2.5 Preliminary works and site preparations
- 2.6 Any other related costs necessary for the successful execution of the Works.

3. Assumption of Existing Landscape Maintenance Responsibilities

Upon commencement of the Contract, as stipulated in SOP/2. Landscape Maintenance Services, the Contractor shall assume responsibility for the existing Landscape and execute the maintenance works in compliance with the requirements outlined in **Annex B, C, D, F, G and H**.

Fourteen (14) days prior to the commencement of the Contract, the Contractor may request an inspection of the site. During this period, the Contractor shall assess the Landscape conditions and notify the Company of any additional initial works required. Such additional works shall be performed at no extra cost unless mutually agreed otherwise. The Contractor shall ensure that all designated areas are properly maintained, including cultivation, raking, and removal of weeds, dead leaves, and debris.

4. Handover of Landscape Prior to Contract Termination

At the end of the Contract Period, a final inspection shall be conducted to assess the condition of the Landscape. At the time of inspection, the Contractor shall ensure all designated areas are neatly cultivated, raked and cleared of weeds, dead leaves and debris.

If deficiencies are identified during the final inspection, the Company shall issue a Landscape Defect List to the Contractor. The Contractor shall rectify all listed defects, except the deferred items as agreed by the Company, within seven (7) days, unless otherwise stated. The Company shall schedule a final verification inspection to ensure compliance with the rectification requirements.

5. Base Maintenance Services

The Contractor shall provide all necessary labour, materials, equipment and appliances necessary for perform routine horticultural maintenance works and ad-

hoc arboricultural works, as outlined in **Annex C**. These services shall ensure that all plants and landscaped areas are maintained in optimum growing condition and presentable at all times, to the satisfaction of the Company.

No modifications to the prescribed Scope of Works shall be made without prior written approval from the Company. The scope of works detailed in **Annex C** is indicative and may be subject to adjustments based on the Company's needs. Any variations shall be instructed via a formal variation work order or site instruction, as per the Conditions of Contract.

Note:

The cost of plant replacement or major soil top-ups is excluded from the base Scope of Works unless such replacements or top-ups are necessitated by the Contractor's negligence or poor performance, as determined at the Company's discretion.

6. Works Programme

The Contractor shall submit a Works Schedule / Programme within fourteen (14) days after the date of contract confirmation. The Contractor shall adhere to this Programme without deviation, unless otherwise agreed by the Company.

7. Contractor's Contacts

The Contractor shall provide contactable telephone and email contacts during the Company's Normal Office Hours, as described in **Clause 9** below. This includes the mobile number of the Contractor's appointed Manager and stationed worker in the school.

8. Manpower Deployment

The Contractor shall provide the requisite manpower as outlined in **Annex F**.

The Contractor shall submit to the Company, within fourteen (14) days from the date of the date of contract confirmation, a list of its employees' particulars (including, but not limited to name, NRIC, work permit number) for deployment under this contract. The Company reserves the right to reject any personnel deemed unsuitable and require an immediate replacement.

The Contractor shall comply with the Progressive Wage Model (PWM) wage and training requirements set by the Tripartite Cluster for Landscape Industry and the Ministry of Manpower for Singapore citizens or PRs employed in Landscape Maintenance.

The Contractor is encouraged to apply the PWM principles to their foreign and in-house Landscape employees, supporting skill development and productivity-based wage progression.

The Contractor shall ensure employees meet specific training requirements for Landscape Maintenance and possess the necessary skills for their job functions.

9. Company's Normal Office Hours

The Company's normal office hours are: -
Mondays to Fridays (except Public Holidays): 0830hrs to 1800hrs

10. Working Hours

All scheduled Works shall be carried out during the Company's normal office hours including Saturdays, Sundays and Public Holidays without additional charges if required to avoid disruption to school operations.

10.1 The Contractor shall attend to service calls during Company's normal office hours including Saturdays, Sundays and Public Holidays at no charge and respond to emergency calls within two (2) hours. A Supervisor's mobile number shall be provided to facilitate immediate notification of call-back services, which shall be included in the Contract at no additional cost.

11. Float Team

The team shall undertake shrub trimming, removal of overgrown trees/hanging branches, replacement of dead or missing plants (except in cases of vandalism, negligence or theft), and other enhancement works as requested by the Company.

12. Trained Horticulturist

A trained horticulturist shall supervise on-site gardeners and ensure proper horticulturist practices.

The horticulturist shall provide advice on Landscape defects rectification, pest and weed management, and Landscape improvement measures.

A monthly Landscape condition report shall be submitted to the Company following inspections by the horticulturist.

13. Period of Contract and Warranty

Base period: Twenty-four (24) months (From 1 September 2025 to 31 August 2027)

Option to extend: Up to twenty-four (24) months (From 1 September 2027 to 31 August 2029)

14. Closure of Area

The Contractor shall minimize area closures during work execution. If closure is necessary, the Contractor shall ensure minimal disruption to the school and public and provide at least seven (7) days verbal and written notice to the Company for approval.

15. Disposal of Waste from Works

The Contractor shall properly dispose work-generated debris, e.g. cut-off leaves and etc., to prevent drain blockages. The Contractor shall be bear responsibility for any government-imposed penalties due to littering or drainage obstruction caused by its works.

16. Sourcing of Replacement Plants

The Contractor shall source and purchase replacement plants upon written authorisation from the Company.

17. No Employment of Illegal Immigrants

The Contractor shall ensure no illegal immigrants are employed in the execution of the works and shall indemnify the Company against any consequences arising from non-compliance.

18. Uniform

The Contractor shall provide its gardeners with a staff photo-ID (Identification Card), uniform and appropriate footwear, ensuring a neat and professional appearance.

19. Health and Safety

The Contractor shall comply with the prevailing Workplace Safety and Health Act and the provisions of relevant regulations. Upon acceptance of Contract, the Contractor shall submit their health and safety policy, risk assessment and method statements, signed by a senior staff member, which demonstrates the Contractor's compliance with all occupational health and safety legislation. The Contractor shall bear all costs connected with the stipulated compliance.

The Contractor shall take every reasonable care and precaution to ensure the safety and eliminate danger to the students, teaching staff, employees, staff, visitors of the Company, and any others at the work area or in the vicinity of the work area whilst the Works are carried out.

During the execution of Works, the Contractor shall provide sufficient notices boards indicating "Work In Progress" and "Wet Floor" (planter box areas, rooftop etc.) and the boards shall be displayed prominently to alert students, teaching staff, employees, staff, visitors of the School or public.

Annex C : **SCOPE OF WORKS**

SCOPE OF WORKS

The Contractor shall be responsible for maintaining and, where necessary, replacing all landscape and vertical plants – covering approximately 397 planters and planting areas – to ensure they remain in optimum growing condition and appearance at all times. This includes but is not limited to vertical plants on the building facade, potted plants, planter boxes, trees, palms, shrubs, and groundcovers, as listed in the Plants Inventory (Annex D).

1. LANDSCAPE MAINTENANCE SERVICE

1.1 Watering

- 1.1.1 **Integrated Irrigation:** Although a drip irrigation system is installed, the Contractor must ensure all plants receive adequate water. This includes coordinating the timing and frequency of both automatic and external manual watering.
- 1.1.2 **Monitoring & Reporting:** Regularly monitor soil moisture level in the planter beds and promptly report issues such as over-watering or soil drainage problem or any defects in the irrigation system must also be reported.
- 1.1.3 **Manual Watering:** Areas without an irrigation system must be watered manually.

1.2 Weeding

The Contractor shall carry out weekly (or as and when required) routine weeding using approved tools, ensuring that the roots of plants not disturbed during the process.

1.3 Soil Aeration and Improvement (Forking)

- 1.3.1 **Drainage Enhancement:** In cases where the soil is waterlogged, implement aeration improvements (e.g. forking) to facilitate drainage.
- 1.3.2 **Root Protection:** The Contractor shall cover all exposed root systems with approved topsoil after aeration.
- 1.3.3 **Damage Responsibility:** Any plant damaged or killed due to negligent weeding or forking must be replaced by the Contractor at their own cost within the soonest possible time.

1.4 Fertilising

The Contractor shall apply necessary fertiliser on a fortnightly basis or more frequently if required.

1.5 General Pest / Disease Control

- 1.5.1 **Chemical Treatments:** Routine application of insecticides, fungicides and pesticides to all plants when applicable.
- 1.5.2 **Inspections:** Conduct regular checks to ensure plants are free from pests, and deploy appropriate treatment promptly to manage infestations and to prevent damage and public nuisance.

1.6 Control of Leaf and Stem Pests and Diseases

- 1.6.1 **Pruning and Treatment:** When a plant shows signs of infection, the Contractor shall remove the affected parts with sharp pruning tools and treat the infected areas with approved chemicals.
- 1.6.2 **Severe Infections:** The Contractor shall provide all necessary means to identify and localise diseased plants for field inspection and observation. Severely affected plants must be removed and incinerated, with adjacent plants treated with approved chemicals at recommended intervals until the disease is eradicated.

1.7 Control of Root Disease

- 1.7.1 **Diagnosis and Excision:** For plant infected by the diseases/pest, the Contractor shall dig around the plant to expose and excise infected tissues on the collar and lateral roots
- 1.7.2 **Protection Measures:** Prior backfilling the soil, an appropriate collar protectant dressings shall be applied to all the treated areas (including up to 20-30 cm of the basal laterals) to prevent reinfection.

1.8 Trimming/ Cutting, Tree Pruning, Removal of Dead & Dry Leaves

- 1.8.1 All dead fronds, leaves, and other plant debris shall be regularly removed. Dead materials must be disposed of at the Contractor's expense, except for daily non-bulky waste permitted in the Company's bin centre.
- 1.8.2 The Contractor shall carry out regular pruning of shrubs and ground covers to ensure healthy growth and flowering. The dead flowers, leaves and other dead materials shall be removed regularly and promptly.
- 1.8.3 Trees shall be pruned to remove dead, rotten or crossed branches. Any fallen and snapped branches shall be removed from site immediately. If the remaining branches and/or trunk pose a hazard, the Contractor shall remove the entire tree at their own cost, as directed by the Company.

1.9 Maintenance Services and Replacement of Plants

- 1.9.1 **Unhealthy Plants:** If plants are suffering from disease, pest attack, or other uncontrollable factors, the Contractor shall remove the affected plants, treat the soil, dispose of the plants hygienically, and replace them. This include all excavation, planting, watering, and materials costs, which are not chargeable to the Company.
- 1.9.2 **Plant Alternatives:** The Contractor may propose alternative or superior plant species as long as they are equivalent or better than the existing ones.
- 1.9.3 **Third-Party Inspections:** At the Company's discretion, the Company may engage a 3rd party qualified Horticulturist to inspect all plants on a six-monthly basis and provide a health report with recommendations. The Contractor is required to implement all remedial measures at no additional cost, and if there are signs of negligence, Liquidated Damages shall be imposed on the Contractor based on per-planter basis.

1.10 Soil Backfilling

The Contractor shall carry out soil backfilling for any depressed tree beds or planter boxes with approved topsoil as and when required. Major backfilling works require prior approval from the Company.

2. PROVISIONS BY CONTRACTOR

The Contractor shall provide the following:

- 2.1 Safety Equipment:** Supply all necessary Personal Protective Equipment (PPE) for workers handling machinery, chemicals, and tools.
- 2.2 Tools & Materials:** Provide all tools required for landscaping tasks, including fertilisers, woodchips, and chemicals for pest controls.
- 2.3 Safety Signage:** install adequate warning signs, barricades, and temporary fencing at strategic locations to ensure safe working conditions.
- 2.4 Protective Measures:** Erect temporary fencing, guards, supports and green plastic netting as needed to protect plants during maintenance works.
- 2.5 Professional Inspection:** Arrange for monthly site inspections by a certified horticulturist and submit the corresponding service report to the Company.

3. SCHEDULE OF WORKS

SECTION A: GENERAL LANDSCAPE MAINTENANCE SERVICE

General landscape maintenance services shall include the maintenance of the existing plants and vertical plants.

<u>S/N</u>	<u>Works</u>	<u>Frequency of Maintenance</u>
3.1	Watering	At least once a day for minimum of four (4) weeks until the plants are well established and need no further daily watering. After that, watering is to be carried out regularly to ensure the healthy growth of the plants.
3.2	Weeding	At least Weekly or as and when required
3.3	Aeration Improvement / Forking	Fortnightly or more often, as and when required
3.4	Fertilizing	Fortnightly or more often, as and when required
3.5	General Pest / Disease Control	Fortnightly or more often, as and when required.
3.6	Control of Leaf and Stem Pests and Diseases	As and when required.
3.7	Control of Root Disease	As and when required.
3.8	Pruning	Monthly or as and when required.
3.9	Replacement of Plants (location in brackets are examples of where these species are) - Tristellateia creepers (planter box & West plaza	As and when required at no additional charge.

	handicap ramp) - Piper plants (planter box) - Shrubs (within building premises) - Wedelia and Philodendron Erubescens 'Gold' (West plaza handicap ramp)	
3.10	Soil Backfilling	As and when required.
3.11	Trimming of shrub/groundcover	As and when required.
3.12	Assessment of plants and trees by qualified horticulturist	Monthly or as and when required.
3.13	Adjustment of Potted plant to expose them to sufficient amount of sunlight	As and when necessary



End of Page

Annex D : **PLANTS INVENTORY**



PLANTS INVENTORY (LANDSCAPE MAINTENANCE SERVICES)

Please refer to [Appendix 2](#) for the Floor Plan drawings showing the colour zones and location of plants.




LANDSCAPE MAINTENANCE SERVICES



S/n	Location	Plants (All Soil and Live Plants)	Sample of Photo	Name of Plants
1	Level 1 (Street Level) - Building Boundaries	Trees		European Nettle Tree and Tropical Almond
2	Level 1 (Street Level) - Building Boundaries	<u>PINK ZONE</u> Planter Boxes		Trees and Shrubs







				
3	Level 2	<u>GREEN ZONE 1 & 2</u> Boxes and Potted Plants	  	<p>1. Schefflera Arboricola</p> <p>2. Schedlera Cultivar</p> <p>3. Ixora Siamensis – Red</p> <p>4. Loropetalum Chinense – Plum Delight</p>

4	Level 2/3	<u>BLUE ZONE 1</u> Level 2 Carpark Entrance		Tree
5	Level 2/3	<u>BLUE ZONE 1</u> Level 3 Rock climbing/ Restroom area		Hopea Tree

6	Level 2	<u>BLUE ZONE 2</u> Level 2 Carpark area leading to loading bay		Trees and Shrubs
7	Level 2	<u>BLUE ZONE 3</u> East Plaza – 'I WILL' path		Hopea Trees
8	Level 2	<u>ORANGE ZONE</u> West plaza handicap ramp		1. Philodendron Erubescens 'Gold' 2. Wedelia

				
9	Level 5	Internal Planter Box And Potted Plants		<p>1.Ficus Lyrata</p> <p>2.Iris Japonica</p>
10	Level 8	Internal Planter Box Between Block B and Block C		<p>1.Ficus Lyrata</p> <p>2.Iris Japonica</p> <p>3.Lillipillies</p> <p>4.Schefflera</p>

11	Level 5 to Level 9	Internal Planter Box and Vertical Garden		Thunbergia Latifolia / Tristellateia Australasiae
12	Level 10	Internal Planter Box		Schefflera

13	Level 11	Roof Garden	     	<ol style="list-style-type: none">1.Ficus Lyrata2.Schefflera3.Parakeet Heliconia4.Beach Spider Lily5.Ming Aralia
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Annex E :
**NON-DISCLOSURE AGREEMENT
TO SAFEGUARD OFFICIAL
INFORMATION**

NON-DISCLOSURE AGREEMENT TO SAFEGUARD OFFICIAL INFORMATION**NON-DISCLOSURE AGREEMENT TO SAFEGUARD OFFICIAL INFORMATION**

1. My attention has been drawn to the *Official Secrets Act* (Chapter 213) and in particular to Section 5 thereof which related to the safeguarding of official information.
2. I understand and agree that all official information acquired by me in the course of my work in connection with this project is of a strictly secret and confidential nature, and is not to be published or communicated by me to any other person in any form whatsoever except in the course of my official duties on a strictly "need-to-know" basis.
3. I shall ensure that any other person who is authorised by me to have access to any official information shall similarly sign an undertaking to safeguard official information.
4. I undertake to return any document received from the SAS, any other copies made or reproduced from such document or part thereof whenever required by the SAS.
5. I further understand and agree that any breach or neglect of this undertaking may render me liable to prosecution under the Official Secrets Act.

Signature_____
Full Name in BLOCKS (As in NRIC/FIN)
(Authorised Representative)_____
Last 4 Alphanumeric
Characters of NRIC/FIN
(e.g. XXXXX567A)_____
Designation_____
Name of Company_____
Date_____
Signature of Witness_____
Full Name in BLOCKS (As in NRIC/FIN)
(Witness)_____
Last 4 Alphanumeric
Characters of NRIC/FIN
(e.g. XXXXX567A)_____
Company Address:__________
Date: _____

Annex F : MANPOWER DEPLOYMENT

MANPOWER DEPLOYMENT

The Contractor is required to provide and maintain the following manpower to carry out the Works as described in Scope of Works.

(The following schedule of Manpower Deployment is to be specified by the Contractor as part of tender submission)

Manpower and Description	Number of Persons	Number of Visits (per month)
<p><u>Station Gardeners</u></p> <ul style="list-style-type: none"> - At least 1 year experience in landscape maintenance - To carry out gardening works based on Scope of Works in Annex C <ul style="list-style-type: none"> • Min 1 person per day 		
<p><u>Float Team</u></p> <ul style="list-style-type: none"> - To carry out gardening works <ul style="list-style-type: none"> • Min 1 person per day on alternate days • Additional experienced gardeners to visit Site and carry out gardening works - Bimonthly 		
<p><u>Horticulturist</u></p> <ul style="list-style-type: none"> - With 3 years of Horticulture experience. Diploma / Degree in Landscape / Horticulture or related field. - Visits the Landscape to assess the health (e.g. Diseased, patchy, withering, etc) of all plants and trees and suggest improvement measures. - Assessment Report is required to be submitted every 5th of the succeeding month <ul style="list-style-type: none"> • Min 1 persons per day • Min 1 visit per month 		

Note: Punch card for each personnel is required for attendance record. The attendance record is to be submitted on a monthly basis for approval.

Annex G : **LIQUIDATED DAMAGES**

LIQUIDATED DAMAGES

All deductible sum(s) shall be deducted from the Company's invoice for the current month. Any failure by the Contractor or any of its employees to comply shall be subjected to the following:

A) List of Specific Irregularities

S/No	Incident Type
1	Sleeping, idling, drinking of alcohol, gambling, quarreling, fighting, assaulting/ attempting to assault, smoking while on duty
2	Taking video recording/photographs of performers/artists/performance rehearsals
3	Attempting to cheat the Company in any way
4	Listening to media devices or mobile phone for personal conversation during work
5	Failure to return keys/access cards borrowed before the borrower completes his duties
6	Creating nuisance such as grouping together, talking loudly
7	Non-compliance or reluctant compliance or orders/instructions from the supervisor or from the Company.
8	Releasing of confidential information to the mediator members of the public without seeking clearance
9	Attempting to deploy illegal worker on site
10	Failure to wear proper/tidy uniform with the name tag/no proper footwear
11	Use of abusive languages/express dissatisfaction to any of its own fellow workers or staff of the Company/guests/tenants/students in the Building
12	Entering rooms without prior approval
13	Written and valid complaints received from the Company's Authorised Representatives, Public or Tenants
14	Failure to comply with safety regulations
15	Deploying of illegal workers
16	Unauthorised transfer of site staff to other site or contract
17	Shortage of manpower and/or failure to provide temporary replacement within 2 hours.
18	Failure to respond and act to the Company's Authorised Representatives paging within 10 minutes
19	Failure to report obvious defects/irregularities/incident in contracted area
20	Failure to replace withered, diseased or dead plants as per instructed
21	Failure to maintain potted plants or unsatisfactory maintenance of potted plants
22	Failure to report all defects and damages of Landscape.

S/No	Incident Type
23	Failure to use the correct pesticides/fungicides
24	Having unkempt appearance
25	Act of theft or vandalism while on duty or within the building
26	Failure to keep the equipment, tools and materials in a tidy manner
27	Harassment or attempting to befriend students with any dishonourable/ hidden/ undesirable intentions/ agenda
28	Failure to provide services of a horticulturist on a monthly basis
29	Failure to trim the Landscape accordingly to instructions
30	Failure to respond/deliver the works on time as scheduled
*31	Upon the report by the 3 rd party qualified horticulturist, if there are signs of negligence and lack of maintenance to all the planters, the Company shall impose Liquidated Damages (LD) on the Contractor based on per planter box per act at \$200.

The Company shall reserve the right to impose a deduction of a sum of S\$200.00 per act of irregularity, should the Company deem that it is necessary.

***The Company shall impose LD on the Contractor based on per planter box.**

B) Deduction of Non-delivery:

S/No	Incident Type
1	Failure to complete the full replacement of vertical plants within the given timeframe, Contractor will have to bear the LD, based on unit rate per planter box as stated in Schedule of Rates – S/N 1.
2	On top of S/N 1, there will be an additional charge of \$200 daily due to incompleteness of project.

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

Our Ref : SAS/OP/2025/001/T

Attention : _____ <firm>

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

DECLARATION ON PROGRESSIVE WAGE (PW) MARK ELIGIBILITY

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

Sector	For each of the sector shown below, to indicate: <ul style="list-style-type: none"> - "Yes" if the firm employs any <u>Singapore Citizen or Permanent Resident</u>; or - "No" if the firm does not employ any <u>Singapore Citizen or Permanent Resident</u>.
Landscape (including in-house landscape maintenance employees)	<i>[Yes / No]</i>

**with effect from 1 Jul 2023.*

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

[Please indicate the appropriate follow up actions below.]

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

[Please indicate reason(s)]

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

[Please indicate reason(s) for not applying]

Submitted by (Authorised Representative) : _____

Designation: _____

Signature: _____

Date: _____

Annex I : SELECTION CRITERIA

SELECTION CRITERIA

- 1.1 Singapore Arts School Limited (the Company) is seeking to enter into a contractual agreement with a Contractor who best addresses the Company's objective to obtain the best value from the Contractor's services. In line with this principle, the Company will adopt the following criteria for the selection of a Contractor.

Tendering for the Provision of Landscape Maintenance Services shall be evaluated based on the following criteria:

- ✓ a) Submission of Tender on/before the Tender Closing Date and Time
- ✓ b) Mandatory attendance for Tender Briefing and Site Show
- ✓ c) Compliance to Registration of Tenderers with BCA :
 - i) **BCA Registered : FM03 Landscaping**
 - ii) **BCA Financial Grade : Minimum Financial Grade L1**
Tendering Capacity S\$0.8 million and above
- d) Compliance with Registration of Tenderers with **Landscape Company Register (LCR) of NParks.**
- e) Valid certifications before the tender registration open date.(if any)
- ✓ f) Completeness of Schedule 3, Schedule of Price
- ✓ g) Completeness of Schedule 4, Schedule of Rates
- h) Compliance with all the points in the Annex B, Annex C, Annex D, Annex F, Annex G and Annex H
- i) Financial capabilities of the Tenderer
- i) Record of past and current contracts/projects
- j) Other relevant certifications (if any)

- 1.2 The Company is not bound to award to the lowest quotation.

Note: Criteria marked with ✓ are critical.

Annex J : STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE

*The indication 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. - CONDITIONS OF CONTRACT		
1		
1.1		
1.2		
1.3		
1.4		
1.5		
2		
2.1		
3		
3.1		
3.2		
3.2.1		
3.2.2		
3.2.3		
3.2.4		
3.3		
4		
4.1		
4.2		
4.3		
4.4		
4.5		
4.6		
4.7		
4.8		
5		
5.1		
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6.1		
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7.1		
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8.1		
8.1.1		
8.1.2		
9		
9.1		
9.2		
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10.1		
11		
11.1		
12		
12.1		
12.1.1		
12.1.2		
12.1.3		
12.1.4		

Specification	Compliance (C/NC)*	Explanatory Remark**
ANNEX A. - CONDITIONS OF CONTRACT		
12.2		
12.2.1		
12.2.2		
12.2.3		
12.2.4		
12.3		
12.4		
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13.1		
13.1.1		
13.1.2		
13.1.3		
13.2		
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14.1		
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17.1.2		
17.2		
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25.1		
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26.1		
27		
27.1		
27.2		
27.3		
28		
28.1		

Specification	Compliance (C/NC)*	Explanatory Remark**
ANNEX A. - CONDITIONS OF CONTRACT		
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29.1		
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30.1		
31		
31.1		
31.1a)		
31.1b)		
31.2		
32		
32.1		
33		
33.1		
33.1a)		
33.1b)		
33.2		
33.3		
33.4		
34		
34.1		
35		
35.1		
35.2		
36		
36.1		
36.1a)		
36.1b)		
36.1c)		
36.1d)		
36.2		
36.3		
36.3a)		
36.3b)		
36.4		
36.4a)		
36.4b)		
36.4c)		
36.4d)		
36.4e)		
36.5		
36.5a)		
36.5b)		
36.5c)		
36.6		
36.7		
ANNEX B - REQUIREMENT SPECIFICATIONS		
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2.1		
2.2		
2.3		
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Specification	Compliance (C/NC)*	Explanatory Remark**
ANNEX B - REQUIREMENT SPECIFICATIONS		
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ANNEX C – SCOPE OF WORKS		
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1.1.3		
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1.3.1		
1.3.2		
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1.5.2		
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1.6.1		
1.6.2		
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1.7.2		
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1.8.1		
1.8.2		
1.8.3		
1.9		
1.9.1		
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1.9.3		
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2.5		
2.10		

Specification	Compliance (C/NC)*	Explanatory Remark**
ANNEX C – SCOPE OF WORKS		
3		
3.1		
3.2		
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3.4		
3.5		
3.6		
3.7		
3.8		
3.9		
3.10		
3.11		
3.12		
3.13		
ANNEX D – PLANT INVENTORY		
PI/1 to PI/7		
ANNEX F – MANPOWER DEPLOYMENT		
MD/1		
ANNEX G – LIQUIDATED DAMAGES		
A) List of Specific Irregularities		
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B) Deduction of Non-delivery:		
1		
2		

We fully understand and agree that notwithstanding the fact that the Statement of Compliance as herein declared is subjected to the Company's acceptance.

Dated this _____ day of _____ 2025.

NAME AND
SIGNATURE

(AUTHORISED
REPRESENTATIVE) : _____

NAME (WITNESS) : _____

DESIGNATION OF
(AUTHORISED
REPRESENTATIVE) : _____

DESIGNATION : _____

DATE : _____

DATE : _____

COMPANY STAMP : _____

COMPANY NAME : _____

Appendix I : HOUSE RULES

SINGAPORE ARTS SCHOOL LTD

H O U S E R U L E S

FOR

**AUTHORISED EXTERNAL PARTY
PROVIDING SERVICES TO SOTA**

Form A-2

HOUSE RULES

1. ACCESS ROUTE

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

2. USE OF LIFT CARS AND LANDINGS

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

3. DUMPING OF DEBRIS

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

4. ROUTINE CLEANING

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

5. SECURITY PASS

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

6. SAFETY MATTERS

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

7. UTILITIES FOR FITTING OUT WORKS

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

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

8. Code of Conduct

All Authorised External Party is expected to:-

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

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

9. PENALTY

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

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

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

10. PERMITTED HOURS FOR WORKS

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

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

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

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

11. ASSISTANCE

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

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

Thank you.

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

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

Name of Company

Signature / Company Stamp

Date

Appendix 2 : **FLOOR PLAN DRAWINGS**

Tenderers are required to submit Annex E, Non-Disclosure Agreement to Safeguard Official Information through email: procurement@sota.edu.sg in order to retrieve the Appendix 2 during the Site-show session.
