



**TENDER FOR**

**PROVISION OF CLASSROOM CEILING ADDITION  
AND ALTERATION WORKS AT SCHOOL OF THE  
ARTS, SINGAPORE**

**Name of Tenderer** : \_\_\_\_\_

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

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

**Schedule 1 :**  
**INSTRUCTION TO TENDERERS**

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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/2025/015/T**

**12 September 2025**

Dear Sir/Mdm,

**INVITATION TO TENDER (ITT) - PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT SCHOOL OF THE ARTS, SINGAPORE (ITT REFERENCE NO: SAS/OP/2025/015/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 Classroom Ceiling Addition and Alteration Works** 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 October 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) Annex A : Conditions of Contract
  - (e) Annex B : Selection Criteria
  - (f) Annex C : Scope of Works
  - (g) Annex D : Requirement Specifications
  - (h) Annex E : Statement of Compliance
  - (i) Annex F : Non-Disclosure Agreement to Safeguard Official Information (Refer to Point 9 for more details)

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- (j) Appendix 1 : House Rules
  - (k) Appendix 2 : Classroom Photos
  - (l) Appendix 3 : Building Layout Plans
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 **22 September 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 **23 September 2025, at 1000 hours** Singapore Time onwards at 1 Zubir Said Drive, Level 2 Security counter. Each tenderer may only register up to two 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/VaTkk6NagjLgZsfM8) (https://forms.gle/VaTkk6NagjLgZsfM8) to confirm their attendances for the **Online Tender Briefing** and **Site-show Session** no later than **19 September 2025, 1200 hours Singapore Time.**

Singapore Arts School Ltd  
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Administration Office #05-01  
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9. Tenderers are required to submit duly filled **Annex F, Non-Disclosure Agreement to Safeguard Official Information** through email: [procurement@sota.edu.sg](mailto:procurement@sota.edu.sg) in order to retrieve the Appendix 3 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 Lee Suling, Direct line: 63425856 &  
Email : [procurement@sota.edu.sg](mailto:procurement@sota.edu.sg)
  - (b) Requirement Specifications : Mr Lawrence Chai, Mobile No: 91116062 &  
Email : [lawrence.chai@sota.edu.sg](mailto:lawrence.chai@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)*

Lee Suling,

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

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**TENDER FOR PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT  
SCHOOL OF THE ARTS, SINGAPORE**

**INSTRUCTION TO TENDERERS**

1. The Tender Submission **MUST** comprise the following Tender documents:
  - a) Schedules 1, 2, and 3
  - b) Annexes A, B, C, D, E and F
  - c) Appendices 1, 2 and 3
  - d) Relevant certification(s)
  - e) Company Profile
  - 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 October 2025 (1400 hours)** in sealed envelope(s) with the following marked :

**TO: OFFICE OF PROCUREMENT**

**TENDER FOR PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION  
WORKS AT SCHOOL OF THE ARTS, SINGAPORE**

**TENDER REFERENCE: SAS/OP/2025/015/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.
11. Tenderers are also reminded that the Scope of Works (Annex C) and Requirement Specifications (Annex D) 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 GOVERNMENT SUPPLIER REGISTRATION (GSR) / BUILDING & CONSTRUCTION AUTHORITY (BCA) - REGISTRATION SYSTEM INFORMATION**

| GSR Head/ BCA Registration<br>(with date of expiry if applicable) | Head Title / BCA Workhead(s) | Financial Category / BCA Grade |
|---|------------------------------|--------------------------------|
|   |                              |                                |

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

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

5 **DETAILED PARTICULARS OF PARTNERS/COMPANY DIRECTORS**

| FULL NAME/<br>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><br>Degree Holder or Equivalent |               |             |              |   |
| 2 |      | <u>SUPERVISORY</u><br>Diploma Holder or Equivalent |               |             |              |   |
| 3 |      | <u>TECHNICAL</u><br>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 3 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.) |
|---|---|---|-----------------------------------|--|--|
| <b>Project/s of similar service and scale</b> |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
| <b>Other Project/s</b>                        |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |

*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 (\$) | DATE OF COMMENCEMENT & COMPLETION (DD/MM/YY TO DD/MM/YY) | OFFICER-IN-CHARGE (JOB TITLE, DESIGNATION, EMAIL, TEL & FAX NO.) |
|---|---|---|-----------------------------------|--|--|
| <b>Project/s of similar service and scale</b> |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
| <b>Other Project/s</b>                        |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |
|   |   |   |                                   |  |  |

*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, Annexes E and F 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**

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## FORM OF TENDER

**TO: SINGAPORE ARTS SCHOOL LTD.**

### **TENDER (ITT) FOR PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT SCHOOL OF THE ARTS, SINGAPORE**

- 1 I/We, the undersigned having visited the site, hereby submit this **Tender for Provision of Classroom Ceiling Addition and Alteration Works at School Of The Arts, Singapore** as specified in this Tender document in accordance with the Conditions of Contract (Annex A), Selection Criteria (Annex B), Scope of Works (Annex C), Requirement Specifications (Annex D), Statement of Compliance (Annex E) and Non-Disclosure Agreement to Safeguard Official Information (Annex F) 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/1, 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) Industrial All Risks Insurance
    - i) Covering all physical loss or damage to the works, the school building, equipment, and related assets, including but not limited to materials, machinery, and temporary structures.
    - ii) Singapore Arts School Limited must be clearly specified as part of the covered party whilst the contract is still valid.
  - d) 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/9, 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), Selection Criteria (Annex B), Scope of Works (Annex C), Requirement Specifications (Annex D), Statement of Compliance (Annex E) and Non-Disclosure Agreement to Safeguard Official Information (Annex F) 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**

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**SCHEDULE OF PRICE****PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT SCHOOL OF THE ARTS, SINGAPORE**

The tendered price shall cover the provision of insurance coverage, labour, tools, machinery, waterborne fees, permits, equipment, material, and accessories for the alteration and addition works.

The correct details of my/our offer for the proposed Provision of Classroom Ceiling Addition and Alteration Work including preliminaries and profit, in accordance with the Conditions of Contract (Annex A), Selection Criteria (Annex B), Scope of Works (Annex C) and Requirement Specifications (Annex D) are as follows:

| <b>S/N</b>   | <b>Description</b>   | <b>Qty</b> | <b>Amount (S\$)</b> |
|--|--|------------|---------------------|
| 1  | Proposed Addition and Alteration Works for 30 Classrooms and Subject Rooms at Block C at School Of The Arts, Singapore<br><i>typical classroom size: 81sqm approx.</i><br><i>typical subject room size 57sqm approx.</i>   |            |                     |
| i  | Supply and installation of suspended ceiling with 600mm x 600mm mineral fibre ceiling boards of 5/8" thickness, at 300mm (approx.) drop below concrete soffit, c/w pelmet around the Fan Coil Units and 'egg-crate' grille for fresh air intake  | 1 lot      |                     |
| ii   | Supply labour and materials to alter the upward facing sprinkler points to downward facing and expose below suspended ceiling – inclusive of draining and repressuring of sprinkler system, technical assistance, preparation of drawing, endorsement and submission to FSB and all related fees | 1 lot      |                     |
| iii  | Supply labour and materials to adjust, relocate or alter the ceiling-mounted electrical fittings (light fittings, emergency lightings and fans) which are affected by the ceiling works  | 1 lot      |                     |
| iv   | Supply labour, tools and equipment to remove existing 600mm x 600mm ceiling boards inclusive of removal of glue stains and dispose them off site for rooms C5-22, C7-33 to C7-37   | 1 lot      |                     |
| <b>Total Contract Sum (S\$)</b><br>(Excluding 9% GST & its prevailing rates) |  |            |                     |
| <b>To be carried forward to Form of Tender FOT/1, Point 2</b>                |  |            |                     |

**IMPORTANT NOTES:**

**All prices submitted are in accordance to the corresponding Schedules, Annexes and Appendices. All details must be verified by the Tenderer before tender submission.**

I/We fully understand and agree that notwithstanding the fact that the Contract Sum as herein quoted by us is applicable to the Conditions of Contract (Annex A), Selection Criteria (Annex B), Scope of Works (Annex C) and Requirement Specifications (Annex D) specified.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

NAME AND  
SIGNATURE  
(AUTHORISED  
REPRESENTATIVE) : \_\_\_\_\_

NAME AND  
SIGNATURE  
(WITNESS) : \_\_\_\_\_

DESIGNATION  
(AUTHORISED  
REPRESENTATIVE) : \_\_\_\_\_

DESIGNATION  
(WITNESS) : \_\_\_\_\_

DATE : \_\_\_\_\_

DATE : \_\_\_\_\_

COMPANY NAME  
AND COMPANY  
STAMP : \_\_\_\_\_



**Annex A :**  
**CONDITIONS OF CONTRACT**

---

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_

BETWEEN

**SINGAPORE ARTS SCHOOL LTD**  
(the "Company")

\_\_\_\_\_  
(the "Contractor")

---

**CONTRACT**

(Tender reference: SAS/OP/2025/015/T)

---

**CONTENTS**

1. DEFINITIONS AND INTERPRETATION
2. APPOINTMENT AND SCOPE OF CONTRACT
3. DUTIES AND OBLIGATIONS OF CONTRACTOR
4. CONTRACT SUM
5. COMMENCEMENT OF WORKS
6. POWER TO ENGAGE OTHER CONTRACTORS
7. COMPLETION DATE
8. DEFECTS LIABILITY PERIOD
9. INTELLECTUAL PROPERTY
10. TERMINATION
11. SUSPENSION
12. INDEMNITY AND INSURANCE
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17. ENTIRE AGREEMENT AND MODIFICATION
18. NO PARTNERSHIP
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20. COSTS
21. CONFIDENTIALITY
22. VARIATION
23. COUNTERPARTS
24. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT
25. GOVERNING LAW AND JURISDICTION

- |            |   |   |
|------------|---|---|
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| SCHEDULE 2 | : | FORM OF TENDER  |
| SCHEDULE 3 | : | SCHEDULE OF PRICE   |
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| ANNEX C    | : | SCOPE OF WORKS  |
| ANNEX D    | : | REQUIREMENT SPECIFICATIONS                                    |
| ANNEX E    | : | STATEMENT OF COMPLIANCE                                       |
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| APPENDIX 2 | : | CLASSROOM PHOTOS  |
| APPENDIX 3 | : | BUILDING LAYOUT PLANS   |

THE CONTRACTOR'S TENDER DOCUMENT DATED \_\_\_\_\_  
 THE COMPANY'S ITT DOCUMENT REF SAS/OP/2025/015/T

**THIS CONTRACT** ("**Contract**") is made on the \_\_\_\_ day of \_\_\_\_\_ 202\_

**BETWEEN:**

- (1) **SINGAPORE ARTS SCHOOL LTD.** (Company Registration No. 200500775C), a company incorporated in Singapore and having its registered address at 1 Zubir Said Drive, #05-01, Singapore 227968 (the "**Company**"); and
- (2) \_\_\_\_\_ (Company Registration No. \_\_\_\_\_), a company incorporated in Singapore and having its registered address at \_\_\_\_\_ (the "**Contractor**"),
- (each a "**Party**" and together the "**Parties**").

**WHEREAS:**

- (A) The Company operates and manages the School Of The Arts, Singapore (the "**Arts School**"), a specialised pre-tertiary arts school established by the Ministry of Culture, Community and Youth (MCCY).
- (B) On \_\_\_\_\_, the Company invited proposals for the Tender for Provision of Classroom Ceiling Addition and Alteration Work at School Of The Arts, Singapore.
- (C) The Company has agreed to engage the Contractor to perform the Works (as defined below) 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 Submission dated: \_\_\_\_\_;
  - iii) The Company's tender document ref: SAS/OP/2025/015/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:

- |                              |   |
|------------------------------|---|
| “Authorised Representatives” | representatives of the Contractor who are authorised by the Company in writing from time to time.   |
| “Authorities”                | relevant authorities who have jurisdiction over the Works whether temporarily or permanently.   |
| “Business Day”               | a day (excluding Saturdays, Sundays and public holidays) on which banks generally are open in Singapore for the transaction of normal banking business.   |
| “Confidential Information”   | all information of a confidential nature relating to the Company or the Arts School, 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. |
| “Contract”                   | means the Contract Agreement, together with the tender documents referred to therein including the Instructions to Tenderers, Form of Tender, Conditions of Contract, Scope of Works, Requirement Specifications, Statement of Compliance, Letter of Acceptance and all these documents taken together shall be deemed to form the Contract;  |
| “Materials”                  | such software programs, equipment, system, hardware, apparatus, manuals and/or other goods to be delivered to the Company by the Contractor in connection with carrying out the Works.  |
| “SAS Authorised Personnel”   | representative who shall be nominated by the Company to be in charge of supervising the Works.  |
| “Site”                       | the site on the Company's premises where the Works are to be carried out.   |
| “Works”                      | the Scope of Works as set out in Annex C.   |
| “Services”                   | the Requirement Specifications as set out in Annex D.   |

- 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", "Schedule", "Appendix" or "Annex" is a reference to a clause of or schedule to or annex 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 AND SCOPE OF CONTRACT**

- 2.1 The Company hereby appoints the Contractor to carry out the Works and provide the Materials, and the Contractor hereby accepts such appointment, upon the terms and conditions hereinafter set forth.
- 2.2 The Contractor shall carry out and complete the Works in accordance with the directions and to the satisfaction of the SAS Authorised Personnel, and agrees that the SAS Authorised Personnel shall be entitled to order:
- (a) any variation or modification of the design, quality or quantity of the Works and/or the addition or omission or substitution of any Works;
  - (b) the removal from the Site and replacement of any material brought thereon by the Contractor;
  - (c) the removal and/or re-execution of the Works or any part thereof executed by the Contractor; and
  - (d) the making good of any defects in the Works.
- 2.3 The Contractor shall be deemed to have ascertained for itself the nature and full extent of the Works comprised in this Contract and to have satisfied itself, at its own cost and expense, as to the correctness and sufficiency of its Proposal and Tender. The Company shall not be liable to the Contractor for any claims arising from the Contractor's default in ascertaining for itself any information with regard to its obligations or from any increase in costs and expenses as a result thereof.

## **3. DUTIES AND OBLIGATIONS OF CONTRACTOR**

### **3.1 Performance of Works**

- (a) The Contractor shall:

- (i) carry out the Works in a diligent and expeditious manner;
  - (ii) ensure that the Materials provided are of a consistently high quality; and
  - (iii) at all times act with the utmost good faith towards the Company and use its best endeavours to anticipate the needs of the Company and the Arts School and be creative, responsive and proactive towards such needs.
- (b) 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 carry out the Works in accordance with the terms of this Contract.
  - (c) The Contractor's representative will be required to attend all meetings as called by the Company from time to time to ensure the smooth carrying out of the Works.
  - (d) The Contractor shall carry out the Works with the minimum of noise and no nuisance in any form shall be created.
  - (e) The Contractor shall arrange for the conveyance of his materials, plant etc. so as to cause a minimum of damage to existing properties. The Contractor shall be held responsible for any damage caused by his lorries, agents, tools or plants to any property from whatsoever cause arising and shall maintain, repair and reinstate the same to its original condition to the satisfaction of the Company.

### 3.2 Compliance

- (a) The Contractor shall ensure that the execution of the Works complies with all relevant laws, regulations, rules, orders and bye-laws and shall give such notices as may be necessary to the authorities in connection with the Works.
- (b) The Contractor shall at its own cost ensure that all licences, authorisations and permits necessary to enable the Contractor to fulfil all its obligations under this Contract have been obtained and are in full force and effect for the duration of this Contract, and that all conditions applicable to any such licence, authorisation or permit have been and will be complied with. The Contractor shall indemnify and keep the Company indemnified from any penalties, fines or claims resulting from the failure by the Contractor to (i) obtain and maintain any such licences, authorisations and permits, or (ii) comply with the conditions applicable to such licences, authorisations and permits. The Contractor shall submit copies of all licences, authorisations and permits obtained to the Company for the Company's records.
- (c) 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 Works shall be fully complied with. The Contractor shall be held fully and solely liable for and shall indemnify the Company and SAS Authorised Personnel in respect of all actions taken against the Company and SAS Authorised Personnel for employing foreign workers without valid permits.
- (d) In the event of default being made in the payment of any monies in respect of wages and/or Central Provident Fund contributions of any workmen employed by the Contractor in and for the performance of this Contract, and if a claim therefor is filed with the Ministry of Manpower, and proof thereof is furnished to the satisfaction of an

officer of the said Ministry, the Company may, failing the payment of the said monies by the Contractor, make payment of such claim to the said Ministry out of any sums due or to become due to the Contractor.

- (e) The Contractor shall implement and comply with all rules and regulations, safety requirements and security requirements notified to it by the Company or any relevant authorities.

### 3.3 Safety

- (a) The Contractor shall comply with all relevant laws, regulations and requirements of all relevant authorities in relation to occupational health and safety, including but not limited to the Workplace Safety and Health Act (Cap. 354A), the Workplace Safety and Health (General Provisions) Regulations, the Environmental Protection and Management Act (Cap. 94A) and the Environmental Public Health Act (Cap. 95).
- (b) The Contractor shall take every reasonable precaution to ensure the safety of the Company and any other person at the Site or in the vicinity of the Site whilst the Works are being carried out, including but not limited to displaying warning and/or caution signs at prominent locations around the Site and cordoning off the Site whilst the Works are being carried out.
- (c) The Contractor shall put up suitable new closed-boarded perimeter 20mm thick plywood hoarding to ceiling height, temporary secure escape doors and exit signs to give sufficient protection and enclosure and ensure that rules and regulations relating to means of escapes are complied with.
- (d) The Contractor shall provide, maintain and remove such temporary hoardings and gantries when no longer required or directed by the Company and make good all areas affected by the temporary work.
- (e) All hoardings must be painted with 2 coats of selected emulsion paint to the approval of the Company and with signs stating "Construction Work in Progress", "Sorry for the Inconvenience Caused" and "Expected Date of Completion" etc. to the approval of the Company.
- (f) The Contractor shall put up suitable warning signs in the four official languages of the Republic of Singapore at all access points to the site to safeguard against trespassing by unauthorised persons.
- (g) The Contractor shall prepare and submit a full risk management plan to the satisfaction of the Company. The Contractor shall monitor and update the plan on a regular basis.

### 3.4 Premises, Materials and Equipment

- (a) Contractor to provide everything necessary

The Contractor shall provide and do everything necessary for the proper execution of the Works.



(b) Materials

- (i) All materials and equipment used in carrying out the Works shall be new and so far as procurable be of best of the respective kinds described in the Specifications and the Contractor shall upon the request of the SAS Authorised Personnel furnish him with vouchers to prove that the materials comply therewith. The Contractor shall arrange for and/or carry out any test of any materials or equipment which the SAS Authorised Personnel may in writing require and the cost thereof shall be added to the Contract Sum (as defined below) unless provided for in the Specifications by way of provisional sum or otherwise or unless the test shows that the said materials and/or equipment are not in accordance with the Specifications.
- (ii) The Contractor shall remain liable for any breach of Clause 3.4(b)(i) notwithstanding that the Company has accepted the Works as having been satisfactorily executed or completed.
- (iii) Samples of materials are to be supplied free of charge to the Company at the Company's instruction for approval before such materials are built or incorporated into the Works.
- (iv) All materials shall be transported, handled and properly stored on site in such a manner as to minimise and prevent damage, deterioration or contamination etc.
- (v) All materials that are old, deteriorated, damaged, contaminated or not equal to approved sample or specification will be rejected and shall be removed from the Site at the Contractor's own expense.
- (vi) The Contractor shall place its orders for all materials at the earliest possible date after award of the Contract and shall be held responsible for any delay occasioned by its failure to do so.

(c) Unfixed materials

Where the Contractor has received payment in respect of any unfixed materials intended for incorporation in the Works and placed on or adjacent to the Site, such materials, the loss of or damage of which shall be the Contractor's responsibility, shall not be removed (except for use in connection with the Works) without the prior written consent of the SAS Authorised Personnel.

(d) Protection of premises and property

The Contractor shall be responsible for any damage or loss that may occur to the premises of the Arts School and any property situated thereon or otherwise belonging to the occupiers of or visitors to the Arts School, which occurs as a result of, whether directly or indirectly, the carelessness, negligence, default or otherwise of the Contractor or persons employed by it in the performance of their duties. Any such damage or loss shall be made good or replaced by the Contractor to the satisfaction of the SAS Authorised Personnel or the occupiers or visitors concerned, whichever is applicable. If such damage or loss is not made good or replaced by the Contractor, the

Company shall be entitled to deduct the cost of such remedying such damage or loss from any moneys due or which may become due to the Contractor.

(e) Protection of Works

The Contractor shall provide all things necessary for the protection of the Works and all unfixed materials and goods delivered upon the site of the Works, whether delivered by the Contractor or the Company for use upon the Works, and the Contractor shall assume full responsibility for any damage sustained to the foregoing from whatever cause arising.

(f) Protection of service media

The Contractor shall protect, uphold, maintain and seal off where necessary all existing water, gas, electricity and telephone lines, drains etc., unless earmarked for demolition, during the execution of the Works. The Contractor is to make good any damage due to any cause within his control at his own expense or pay any costs with charges in connection therewith. Where the services are to be temporarily terminated or diverted, the Contractor is to give the necessary notice to the Company and to arrange for the work to be carried out and pay all costs and charges in connection therewith.

(g) Water, electricity and temporary installations

(i) All water and electricity required for the proper and efficient execution of the Works will be provided free of charge by the Company, but the Contractor will be expected to exercise every effort to prevent the abuse of this privilege and to economise in the use of water and electricity, and to ensure that all rules and regulations applicable to the use of same are strictly complied with by the Contractor's workers.

(ii) The Contractor shall power and maintain (or arrange for the use of existing facilities) all wiring and accessories for the temporary installation of electric lighting and power necessary for the Works, and pay all charges connected therewith.

(iii) The Contractor shall remove all temporary installations when directed by the Company and make good the Site thereafter.

(h) Scaffolding and staging

The Contractor shall provide and maintain all necessary temporary scaffolding together with planks, battens, catwalks, gangways, ladders, etc, and provide special staging where required in positions of unusual height or construction for the proper execution and completion of the Works, including those of sub-contractors, and pay all costs and charges in connection therewith.

(i) Cleaning up on completion

The Contractor shall remove all refuse from the site on completion of the Works. Should the Contractor fail to remove refuse from the site after reasonable notice in writing has been given by the Company, and if the progress of the Works is impeded by such failure, the Company reserves the right to employ outside labour to remove the refuse

and deduct all costs and expenses thereby incurred from any money due or which may become due to the Contractor.

(j) Protection of plant and materials

(i) The Contractor shall be fully responsible for all equipment, tools, apparatus and materials provided by him in connection with the Works, and special care shall be taken to protect all parts thereof in such a manner as may be necessary or as directed by the Company.

(ii) This protection shall include covers, sheds, stores or other means to prevent water, dirt, grit, plaster or other foreign substances from entering the working parts of machinery and to protect the equipment and materials from the weather. Special care shall be taken to keep all open ends of pipes, ducts, etc., closed in storage or in the course of carrying out the Works.

(k) Use of lifts, loading bays and access areas

The Contractor shall comply with all directions given by the Company from time to time as to the use of lifts, loading bays and access areas within the Company's premises.

3.5 Site Staff

(a) The Contractor shall take all reasonable precautions to ensure that all persons employed by it to carry out the Works are competent and have experience performing such Works.

(b) 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 Works and shall comply with any and all instructions given by the Company to the Contractor in connection therewith.

(c) The Contractor shall be responsible for keeping all persons under its control or employ, including persons employed by sub-contractors, within the boundaries of the Site.

3.6 Security and Screening of Employees

(a) Before the Contractor employs or engages any person in connection with the Works, the Contractor shall ensure that it has, in respect of that person:

- (i) obtained a police records check (if required by the Company); and
- (ii) investigated the person's employment history,

and satisfied itself that based on the foregoing, the person is a suitable person to be so employed.

(b) The Contractor shall provide to the Company all information relating to the screening process described in Clause 3.6(a) above, and the Company shall provide the Contractor with the names of those persons (if any) that the Company has approved in relation to the screening process (the "**Approved Persons**").

- (c) The Company may at any time 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 Works.
- (d) The Contractor shall provide its own security guards, as necessary, to protect the Works and ensure that all the Company's fixtures, fittings and equipment are properly guarded and protected from theft, burglary, accidents and loss.

#### 4. CONTRACT SUM

- 4.1 The Company shall pay the Contractor \_\_\_\_\_ (the "**Contract Sum**") for carrying out the Works and providing the Materials.
- 4.2 The Contract Sum is exclusive of Goods and Services Tax and shall be paid to the Contractor thirty (30) days upon acceptance and receipt of invoice after the satisfactory delivery of works.
- 4.3 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.
- 4.4 This Contract is on a "fixed price" basis and no variations in the rates of labour, prices of any materials and schedule of unit rates bid shall be allowed unless specified and approved by the Company. Unless otherwise specifically stated, the following shall be deemed to be included in the Contract Sum:
  - (a) Labour and all costs in connection therewith;
  - (b) Materials, goods and costs in connection therewith (e.g. conveyance, delivery, unloading, carrying in, storing, returning packages, handling, hoisting and placing or lowering);
  - (c) Fitting and fixing materials and goods in position;
  - (d) Removing existing fittings or fixtures where necessary for carrying out the Works;
  - (e) Use of plant, tools and vehicles, including warranty, and supply of fuel, and other equipment necessary for the proper execution and completion of the Works;
  - (f) Waste of materials;
  - (g) Establishment charges, supervision attendance, overhead charges and profit; and
  - (h) Complying with the requirements of the Contract and any other requirement necessary for the proper execution and completion of the Work.

**5. COMMENCEMENT OF WORKS**

**5.1 Possession of Site**

- (a) The Company shall give the Contractor possession of so much of the Site as may be required to enable the Contractor to commence carrying out the Works stated in Scope of Works (Annex C). The Contractor shall not be entitled to claim against the Company for any loss or damage whatsoever caused by or related to any delay in giving possession of the Site.
- (b) The Contractor shall be deemed to have visited and examined the Site before submitting the Proposal and Tender and warrants that it is satisfied that the Site is suitable and meets all requirements for the Works and that it is satisfied as to the means of access, facilities for the transport and movement of materials and goods and plan for any contingency which may affect its Tender.
- (c) The Contractor shall not conduct any activities on the Site other than carrying out the Works.

**5.2 Commencement of Works**

- (a) Subject to Clause 6.2, upon receiving possession of the Site, the Contractor shall immediately commence carrying out the Works in a diligent and expeditious manner.
- (b) The Works shall be proceeded with in such order as the Company may direct, or in the absence of such instruction, in the most workmanlike manner.

**5.3 Hours of Work**

- (a) The following are the hours within which works can be carried out subject to the Company's approval with respect to school and venue operations.:

|  |                      |
|--|----------------------|
| Monday to Sundays<br>and Public Holidays | - 0830hrs to 1800hrs |
|--|----------------------|

|          |  |
|----------|--|
| Remarks: | - All noisy works to be declared to Office of Property Management (OPM) and carried out during the Company approved date and time. |
|----------|--|

- (b) The Company reserves the right to stop any works anytime if the works disturb the other occupiers in the Company premises or in the neighbouring buildings.
- (c) Notwithstanding the foregoing, the Company may direct the Contractor to carry out the Works on other days or at other times instead, at no extra charge. All Works must be carried out with due diligence and expedition as directed by the Company.

**5.4 Access by SAS Authorised Personnel**

The SAS Authorised Personnel and any person authorised by him shall at all reasonable times have access to the Site and all workshops and other places where the Works or preparations

for the Works are being carried out. The Contractor shall use its best endeavours to facilitate the examination of the Works and/or Materials by the SAS Authorised Personnel and his authorised persons.

5.5 Drawings and Specifications

The Contractor shall be responsible for the proper and accurate setting out of the Works, and shall keep one copy of this Contract, which shall include all Schedules, Annexes and Appendices hereto, on the Site at all times, and the SAS Authorised Personnel shall have access to the same at all times. Any deviation from the setting out shown in the drawings shall be highlighted to the Company with sufficient notice.

5.6 Foreman and Assistants

The Contractor shall keep stationed on the Site an appropriately trained and competent general foreman and such assistants in each trade as may be necessary, each of whom must be capable of receiving verbal instructions in English, in default of which they may be supplied by the Company at the Company's sole discretion and all expenses in connection therewith shall be recoverable from the Contractor. The foreman and his assistants shall be deemed to have the full authority of the Contractor to receive and act upon the instructions of the SAS Authorised Personnel and any such instructions given to the foreman or his assistants shall be deemed to have been given to the Contractor.

5.7 Wage Book and Time Sheets

The Contractor shall:

- (a) keep proper wage books and time sheets showing the wages paid to and the time worked by all workers employed in carrying out the Works;
- (b) produce such wages books and time sheets on demand for inspection by any person duly authorised by the SAS Authorised Personnel or the relevant authorities; and
- (c) furnish such information relating to the wages and conditions of the employment of such workers as any person duly authorised by the SAS Authorised Personnel or the relevant authorities may from time to time require.

5.8 Defects

- (a) Any defects, imperfections, shrinkage or other faults which may appear during the progress of the Works, arising in the opinion of the SAS Authorised Personnel from materials or workmanship not being in accordance with the Contract, shall upon the directions in writing of the SAS Authorised Personnel, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at its own cost.
- (b) Should any defective work have been done or material supplied by any approved contractor employed on the Works, the Contractor shall be liable to make good the work in the same manner as if such work or material had been done or supplied by the Contractor.

#### 5.9 Account, Receipts and Vouchers

The Contractor shall upon request of the SAS Authorised Personnel furnish him with all invoices, accounts, receipts and other vouchers that he may require in connection with this Contract.

### 6. **POWER TO ENGAGE OTHER CONTRACTORS**

6.1 If the Contractor, after receipt of a written notice from the SAS Authorised Personnel requiring compliance with such instructions of the SAS Authorised Personnel within the time stipulated in the notice, fails to comply with such instructions, the Company may at its sole discretion on the expiry of the time stipulated in the notice employ and pay other persons to execute any work whatsoever which may be necessary to give effect thereto and all costs and expenses incurred in connection therewith shall be recoverable from the Contractor by the Company as a debt or may be deducted by the Company from any moneys due or becoming due to the Contractor.

6.2 The Company reserves the absolute right and power to engage other contractors to execute and/or perform any part of the Works and/or services relating to the Works which in its opinion are specialised in nature.

### 7. **COMPLETION DATE**

The Contractor shall complete the Works on or before the progressive completion dates stated in Purchase Order. Any requests to extend the Completion Date shall be in writing and must be received by the Company at least two (2) weeks before the Completion Date.

### 8. **DEFECTS LIABILITY PERIOD**

In the event that any defect, imperfection, shrinkage or other fault howsoever caused appears in the Works at any time within period stated from the completion of the Works, the Contractor shall, within a reasonable time after receipt of the SAS Authorised Personnel's written instructions, remedy such defect at its own cost and to the satisfaction of the SAS Authorised Personnel. (if applicable)

### 9. **INTELLECTUAL PROPERTY**

The Contractor agrees that any intellectual property rights that may arise out of or in connection with this Contract shall vest in the Company, and the Contractor shall, if so required by the Company at any time, execute a separate agreement (in such form 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 Materials and/or the completed Works does not infringe the intellectual property rights of any third party and agrees to indemnify and keep the Company indemnified against any and all claims of infringement, save and except where such infringement is due solely to the use of any specifications or drawings provided by the Company for the purposes of this Contract.

**10. TERMINATION**

**10.1 Termination for Breach**

If at any time any of the following events shall occur:-

10.1.1 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

10.1.2 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.

**10.2 Termination by Notice**

10.2.1 Without prejudice to Clause 10.1 above, either Party may terminate this Contract on giving not less than thirty (30) days written notice to the other Party, without any requirement to furnish reasons for the termination and without any liability.

10.2.2 Termination of this Contract (whether under Clause 10.1, 10.2, 13 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.

**11. SUSPENSION**

The Company is entitled to suspend this Contract either wholly or partially, upon giving three (3) days' notice in writing to the Contractor. The Contractor shall resume its full obligations under the Contract upon the cessation of the suspension period.

**12. INDEMNITY AND INSURANCE**

12.1 The Contractor undertakes to duly insure all workers engaged in the performance of the Works against any liability and further undertakes to indemnify and keep the Company and SAS Authorised Personnel indemnified against any and all loss, damage or liability (whether criminal or civil) suffered, together with legal costs on a full indemnity basis, as a result of the breach of this Contract by the Contractor, including but not limited to:

(a) any act of neglect or default of the Contractor's employees, agents and/or permitted sub-contractors;



- (b) any breach in respect of any matter arising from the non-performance of the Works resulting in any claim by any third party; and
- (c) any breach of the Contractor's undertakings or warranties set out in this Contract.

12.2 The indemnities given by the Contractor under this clause shall not be defeated or prejudiced by reason of any negligence or omission of the Company or SAS Authorised Personnel in (i) supervising or controlling the Contractor's methods of performing the Works, (ii) detecting, preventing, remedying or mitigating defective Works, or (iii) ensuring the proper performance of any obligation of the Contractor under this Contract.

12.3 The contractor shall apply for and obtain all necessary insurances to safeguard the Company from unmitigated risks, accidents and unforeseeable elements, such as

- (a) Workmen compensation insurance (minimum of S\$1,000,000);
- (b) Public liability insurance (minimum of S\$1,000,000);
- (c) Industrial all risks Insurance;
- (d) Any other applicable insurance as may be fit and justifiable as an expense to mitigate risks.

**13. FORCE MAJEURE**

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.

**14. NOTICES**

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

14.1.1 delivered by hand or by pre-paid post or other next working day delivery service at its address as set out in clause 14.2; or

14.1.2 sent by email to the address specified in clause 14.2.

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

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

- 14.3 Any notice or communication shall be deemed to have been received:
- 14.3.1 if delivered by hand, on signature of a delivery receipt;
  - 14.3.2 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
  - 14.3.3 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 14.3, business hours means 8.30am to 6.00pm Monday to Friday on a day that is a Business Day.
- 14.4 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.

**15. WAIVER**

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.

**16. SEVERABILITY**

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.

**17. ENTIRE AGREEMENT AND MODIFICATION**

This Contract embodies and sets 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.

**18. NO PARTNERSHIP**

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

**19. SUB-CONTRACT AND ASSIGNMENT**

- 19.1 Subject to Clause 19.3, 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.

- 19.2 Without prejudice to Clause 19.1, the Contractor shall be responsible and liable to the Company for all acts, defaults and omissions of (i) any sub-contractor appointed by the Contractor; (ii) any assignee; and (iii) any employees or agents of any subcontractor or assignee, and shall fully indemnify and keep the Company fully indemnified against all loss and damage suffered by the Company arising out of or in connection with such acts, defaults or omissions.
- 19.3 Notwithstanding Clause 19.1, the Company shall have the sole right and discretion at any time to assign or transfer this Contract whether in whole or in part to any of its subsidiaries or associated companies.
- 19.4 The Contractor shall not have the right to require the Company to deal or communicate with or make any payment or give any certificate to any agent or attorney of the Contractor. If the Company shall so deal or communicate with or make any payment or give any certificate to any such agent or attorney whether on one occasion or on any number of occasions, the same shall not be or be deemed to be a waiver of the provisions of this Clause 19.4 either as regards any specific agent or attorney or otherwise.

## **20. COSTS**

Each of the Parties shall bear its own legal and other costs and expenses incurred in connection with the negotiation, preparation and execution of this Contract.

## **21. CONFIDENTIALITY**

- 21.1 The Contractor undertakes:
- (a) to keep confidential all Confidential Information (whether written or oral) which it has obtained or received as a result of the discussions leading up to or the entering into, or obtains or receives in performance of, this Contract;
  - (b) 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 performance of this Contract and who need to know the same and who shall be directed by the Contractor to observe the same obligations of confidentiality with respect thereto;
  - (c) to use the Confidential Information solely in connection with the performance of this Contract and not otherwise or for its own benefit; and
  - (d) not to write, contribute or publish any article or news or make any presentation or public statement through whatever medium in respect of the Works or this Contract without the prior written approval of the Company.
- 21.2 The provisions of Clause 21.1 shall not apply to the whole or any part of the Confidential Information which is:
- (a) already in the Contractor's possession which the Contractor can show from written records other than as a result of a breach of Clause 21.1;

- (b) in the public domain other than as a result of a breach of Clause 21.1;
- (c) required to be disclosed pursuant to a statutory obligation or by any court or tribunal;  
or
- (d) disclosed with prior written consent of the Company.

21.3 The restrictions contained in this Clause 21 shall continue to apply after the termination of this Contract without limit in time.

21.4 Upon termination of this Contract for whatever reason and at all other times when requested to do so by the Company, the Contractor shall deliver up to the Company all copies of Confidential Information (in whatever format) that are its possession.

## **22 VARIATION**

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

## **23 COUNTERPARTS**

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.

## **24 CONTRACTS (RIGHTS OF THIRD PARTIES) ACT**

A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any of its terms.

## **25 GOVERNING LAW AND JURISDICTION**

25.1 This Contract shall be governed by and construed in accordance with the laws of the Republic of Singapore.

25.2 In respect of any legal action or proceedings arising out of or in connection with this Agreement, the parties irrevocably submit to the jurisdiction of the courts of Singapore.

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CONDITIONS OF CONTRACT

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SAS/OP/2025/015/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 / Designation] )

**Annex B :**  
**SELECTION CRITERIA**

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## 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 Provision of Classroom Ceiling Addition and Alteration Works shall be evaluated based on the following criteria:

- ✓ a) Submission of Tender on/before the Tender Closing Date and Time
- ✓ b) Mandatory attendance at Tender Briefing and Site Show
- ✓ c) Compliance with Registration of Tenderers with BCA and Financial Grade:

| BCA Registration                               | Financial Grade | Tendering Limit |
|--|-----------------|-----------------|
| CW01 - General Building                        | C3              | S\$0.8million   |
| or   |                 |                 |
| CR06 - Interior Decoration and Finishing Works | L1              | S\$0.8million   |

- d) Valid certifications before the Tender registration open date. (where applicable)
- ✓ e) Completeness of Schedule 3, Schedule of Price
- ✓ f) All Works must come with a twelve (12) months warranty during the Defects Liability Period (DLP)
- ✓ g) Project Implementation

Phase 1: Works are to commence mid-November 2025 and to be completed by 28 December 2025 (inclusive of Saturdays and Sundays)

Phase 2: Works are to be carried out only on weekends (Saturdays and Sundays) from January 2026 to March 2026

- h) Compliance with all the points in the Annex C and Annex D
- i) Financial capabilities of the Tenderer
- j) Record of past and current contracts/ projects

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

Note: Criteria marked with ✓ are critical.

# **Annex C :** **SCOPE OF WORKS**



## SCOPE OF WORKS

### PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT SCHOOL OF THE ARTS, SINGAPORE

#### 1. Scope of Works

The Contractor shall provide all necessary labour, materials, equipment, tools, and supervision to complete the following Works:

##### 1.1 Ceiling Works:

Supply and installation of suspended ceiling to 30 classrooms and subject rooms at Block C Level 5 to 9. The specific rooms include: C5-16, C5-17, C5-18, C5-19, C5-20, C5-21, C5-22, C6,21, C6-22, C6-23, C6-24, C6-25, C6-26, C6-27, C7-33, C7-34, C7-35, C7-36, C7-37, C8-27, C8-28, C8-29, C8-30, C9-38, C9-39, C9-40, C9-41, C9-42, C9-43 and C9-44.

- Estimated ceiling area to cover for classrooms: 81sqm (28nos)
- Estimated ceiling area to cover for subject rooms: 57sqm (2nos)
- Total rooms: 30 nos
- Ceiling panel dimensions: 600mm x 600mm
- Ceiling panel type: Suspended, mineral fibre ceiling boards of 5/8" thickness

Note: Ceiling soffit shall be installed at approximately 300mm below concrete soffit; The Scope of Works includes the construction of four (4) pelmets around the four (4) units of Fan Coil Units (FCU) of the air-conditioning system and installation of "egg-crate" grille for fresh air duct.

##### 1.2 Sprinkler Works:

Supply labour and materials to modify the existing upward facing sprinkler points to downward facing sprinkler heads

- Total number of sprinkler points: 9 points per room x 28 rooms
- Total number of sprinkler points for subject room: 6 points x 2 rooms
- Installation details: Sprinkler heads to be exposed below the suspended ceiling
- Finishing: Includes painting to match the ceiling board colour, with red paint bands in accordance with Fire Safety Act

Note: Includes preparation of drawings and engagement of Qualified Person (QP) for submission to the relevant authorities (if applicable)

##### 1.3 Electrical Works:

Supply labour and materials to adjust and relocate ceiling-mounted electrical fittings affected due to the ceiling works

Classrooms (28 nos):

- Light fittings: 24 units / room
- Ceiling fans: 6 units / room
- Recessed emergency light fittings: 2 units / room

Subject Rooms (2 nos):

- Light fittings: Total 30 units for 2 rooms
- Ceiling fans: Total 3 units for 2 rooms
- Recessed emergency light fittings: Total 2 units for 2 rooms

#### 1.4 Removal Works:

Supply labour, tools and equipment to remove existing 600mm x 60mm ceiling boards inclusive of removal of glue stains and dispose them off site for the following rooms: C5-22, C7-33 to C7-37.

## 2. **Project Implementation and Compliance**

- 2.1 All Works shall be executed safely and efficiently, with appropriate measures taken to minimise disruption to Company's activities.
- 2.2 The Contractor shall obtain all necessary permits and approvals before commencing work.
- 2.3 The Contractor shall ensure that issues identified during the mandatory site-show session are addressed prior to tender submission.
- 2.4 The Contractor shall submit a detailed work schedule before the commencement of Works and provide weekly progress updates. This schedule shall include timelines, sequencing of tasks, and designated working areas. The Contractor shall also provide weekly progress updates, including photographs, indicating completed and upcoming Works based on the specific façade elevations and work locations.
- 2.5 The Contractor shall be responsible for the safety and protection of all Company's property within the work areas.
- 2.6 Phase 1: Works are to commence mid-November 2025 and to be completed by 28 December 2025 (inclusive of Saturdays and Sundays)

Phase 2: Works are to be carried out only on weekends (Saturdays and Sundays) from January 2026 to March 2026

- 2.7 During Phase 2, the Contractor must ensure that each classroom is safe, clean and fit for lesson use by the end of every Sunday.

## 3. **Additional Requirements**

- 3.1 All Works must come with twelve (12) months warranty during the Defects Liability Period (DLP).
- 3.2 The Contractor is responsible for making good of any affected areas as a result of the Works.
- 3.3 The work schedule is to be coordinated and discussed with the SAS Authorised Personnel before commencement.
- 3.4 The Contractor shall comply with the House Rules (Appendix 1).
- 3.5 The Company's Normal office hours are:

Monday to Friday (except Public Holidays): 0830hrs to 1800hrs

All scheduled works under this agreement shall be performed during the above Company's Normal Office Hours unless specified. However, the Contractor shall allow for carrying out any Works at a time outside normal office hour including Saturday, Sunday and Public Holidays to the Company's discretion and whenever the Works will not affect the operations of the Company at no additional cost.

# **Annex D : REQUIREMENT SPECIFICATIONS**

## **REQUIREMENT SPECIFICATIONS**

### **PROVISION OF CLASSROOM CEILING ADDITION AND ALTERATION WORKS AT SCHOOL OF THE ARTS, SINGAPORE**

#### **1. Objectives**

This tender invite qualified Contractors to submit proposals for Provision of Classroom Addition and Alteration Works for 30 nos of Block C classrooms and subject rooms.

#### **2. Skilled Workers**

The Contractor must ensure that all deployed personnel are qualified and/or certified with necessary permits and approval from Government agencies to perform the required Works. The workers must be trained in safety protocols and comply with relevant building regulations. The Contractor shall deploy sufficient manpower to complete the Works within stipulated timeline.

#### **3. Preliminaries**

##### **3.1 Documentation and Approvals**

The Contractor shall procure and submit the following:

- 3.1.1 Risk Assessments and Risk Management Plans
- 3.1.2 Workers' Particulars and Certifications
- 3.1.3 Work Schedule and Timeline, ensure compliance with Company's requirements
- 3.1.4 Method Statements for all major work processes
- 3.1.5 Necessary Insurance Coverage (as outlined in Point 3.2)
- 3.1.6 Compliance with House Rules (Appendix 1)

##### **3.2 Insurance**

The Contractor must procure and maintain adequate insurance coverage, including:

- 3.2.1 All-Risks Insurance
- 3.2.2 Public Liability Insurance
- 3.2.3 Workmen's Compensation Insurance

#### **4. Working Hours and Site Management**

##### **4.1 Working Hours**

- 4.1.1 Works to be conducted as set out in Scope of Works - Point 3.5
- 4.1.2 Any deviations from these hours must receive prior approval from SAS Authorised Personnel.

## **4.2 Site Safety and Housekeeping**

- 4.2.1 The Contractor shall implement safety barriers and dust control measures.
- 4.2.2 All debris, waste materials, shall be properly disposed in compliance with NEA regulations.
- 4.2.3 The Contractor shall submit the Permit to Work (PTW) at least five (5) working days before commencement of any site Works.

## **4.3 Coordination with SAS Authorised Personnel**

- 4.3.1 The Contractor shall liaise with SAS Authorised Personnel for necessary approvals, entry permits, and access to facilities (e.g. loading bay, designated lifts, etc.). This includes close coordination on air-conditioning, electrical, and mechanical requirements, as well as other site-specific needs such as use of designated lifts and escalators, required safety precautions, work schedule and time considerations, car park requirements, use of loading bay and submission of workers list, etc.
- 4.3.2 The Contractor is expected to ensure compliance with all relevant guidelines and regulations throughout the project.

## **5. Compliance with Acts and Regulations**

The Works shall be carried out in accordance with industry standards, manufacturer recommendations, Singapore Building and Construction Authority (BCA) codes, Workplace Safety and Health (WSH) regulations, local Authority and the Company guidelines, which are applicable or relevant to the execution of the Works.

These include, but are not limited, to the following:

- 5.1 Workplace Safety and Health Act (WSHA) - Risk Assessment, Safety Management System, and Compliance Reports.
- 5.2 Ministry of Manpower (MOM) and/or Ministry of Health (MOH) pertaining to the provision of Personal Protective Equipment (PPE), dust control, air quality management, and any other applicable health and safety measures.

## **6. Manpower Deployment**

- 6.1 The Contractor shall submit to the Company, within fourteen (14) days of contract confirmation, a list of its employees' particulars. The Company reserves the right to reject any personnel deemed unsuitable and require immediate replacement.
- 6.2 The Contractor shall note that the above work stated is to be carried out within the restricted areas. The Contractor shall submit to the SAS Authorised Personnel a list of names and identification card numbers (Last 4 Alphanumeric Characters of NRIC/FIN) of all the workmen who will be involved in carrying out the work, work plan & program and risk assessment before commencement.

## **7. Site Management and Safety**

### **7.1 Safety Measures**

- 7.1.1 The Contractor shall provide and maintain appropriate safety barricades and signages to cordon off areas where significant Works are carried out that may generate debris (regardless of size), emit pollutants, or pose any form of danger. These measures shall

ensure the safety of the surrounding premises, including areas accessible to the public, students, or staff, and shall effectively prevent unauthorised access.

7.1.2 Workers must always wear appropriate Personal Protective Equipment (PPE).

7.1.3 The Contractor shall keep all sites in as clean, neat and safe a condition as possible. Cleaning and disposal of all debris shall be carried out at end of each workday.

## 7.2 Property Protection

7.2.1 The Contractor shall be required to provide floor and wall protections, clearing and disposal of all debris offsite, cleaning of completed areas and areas that are affected by the Works. Provision shall include general protection to route from loading/unloading lift to designated area(s).

7.2.2 The Contractor shall be liable for any damages caused and shall rectify them before project completion.

## 7.3 Security and Access Control

7.3.1 All Contractor's workers must sign in and sign out at the security post (with their identification documents) daily.

7.3.2 All workers must be in their company attire, and display Contractor passes at all times.

7.3.3 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.

## 8. Payment Terms and Schedule

Payment shall be made progressively over the contract period based on the completion of the following work components:

| S/N | Description  | Percentage |
|-----|--|------------|
| 1   | Mobilisation, Site Preparation and Preliminaries         | 30%        |
| 2   | Completion of Sprinkler Modification Works               | 30%        |
| 3   | Final Completion, Defect Rectification and Documentation | 40%        |

All payments shall be made in Singapore Dollars (S\$)

## 9. Quality Control and Inspection

9.1 The Contractor shall conduct daily quality checks to ensure compliance.

9.2 SAS Authorised Personnel shall conduct joint inspection upon completion. Any defects or unfinished Works must be rectified immediately.

## 10. Completion and Handover

10.1 Final inspection shall be conducted before project completion acceptance.

10.2 A final Handover Report shall be submitted to the Company together with the Material Warranties, Work Completion Certificates, and Maintenance & Care Guidelines.

## **11. Warranty and Maintenance Obligations**

### Rectification of Defects

- 11.1 Any defects such as leaking sprinkler pipes, loose electrical fittings altered during the project shall be rectified at no additional cost.
- 11.2 The Contractor shall provide a twelve (12) months defect liability period for all Works post-handover

## **12. Progress Meetings**

- 12.1 The Contractor's Project Manager shall attend weekly site meetings or any other meetings as required by the Company.
- 12.2 The Contractor shall prepare and provide regular progress updates, including:
  - 12.2.1 A detailed progress report
  - 12.2.2 An update work schedule
  - 12.2.3 Documentation of the overall progress of the Works
  - 12.2.4 A summary of any additional Works carried out.

**Annex E :**  
**STATEMENT OF COMPLIANCE**

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## STATEMENT OF COMPLIANCE

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

\*\* Please indicate the specific items/points of non-compliance where applicable and proposed equivalent customisation or/and workable solutions.

| Specification                           | Compliance (C/NC)* | Explanatory Remark** |
|---|--------------------|----------------------|
| <b>ANNEX A - CONDITIONS OF CONTRACT</b> |                    |                      |
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| Specification                               | Compliance (C/NC)* | Explanatory Remark** |
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| <b>ANNEX C - SCOPE OF WORKS</b>             |                    |                      |
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| <b>ANNEX D - REQUIREMENT SPECIFICATIONS</b> |                    |                      |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
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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 \_\_\_\_\_ 202\_.

NAME AND SIGNATURE :  
(AUTHORISED REPRESENTATIVE) \_\_\_\_\_

NAME :  
(WITNESS) \_\_\_\_\_

DESIGNATION :  
(AUTHORISED REPRESENTATIVE) \_\_\_\_\_

DESIGNATION :  
(WITNESS) \_\_\_\_\_

DATE : \_\_\_\_\_

DATE : \_\_\_\_\_

COMPANY STAMP :  
(AUTHORISED REPRESENTATIVE) \_\_\_\_\_

COMPANY STAMP :  
(WITNESS) \_\_\_\_\_

COMPANY NAME :  
(AUTHORISED REPRESENTATIVE) \_\_\_\_\_

COMPANY NAME :  
(WITNESS) \_\_\_\_\_

**Annex F :**  
**NON-DISCLOSURE AGREEMENT TO  
SAFEGUARD OFFICIAL INFORMATION**

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**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: \_\_\_\_\_

# Appendix 1 : **HOUSE RULES**

# **SINGAPORE ARTS SCHOOL LTD**

## **H O U S E R U L E S**

**FOR**

**AUTHORISED EXTERNAL PARTY  
PROVIDING SERVICES TO SOTA**



## Form A-2

**HOUSE RULES****1. ACCESS ROUTE**

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

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

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

**3. DUMPING OF DEBRIS**

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

#### 4. ROUTINE CLEANING

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

#### 5. SECURITY PASS

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

#### 6. SAFETY MATTERS

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

#### 7. UTILITIES FOR FITTING OUT WORKS

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

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

## 8. Code of Conduct

All Authorised External Party is expected to:-

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

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

## 9. PENALTY

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

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

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

## 10. PERMITTED HOURS FOR WORKS

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

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

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

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

## 11. ASSISTANCE

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

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

Thank you.

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

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

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

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

\_\_\_\_\_  
Date

**Appendix 2 :**  
**CLASSROOM PHOTOS**

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# Current Classroom



# Current Classroom





# Rooms with old ceiling boards to be removed



C7-33



C7-34

# Rooms with old ceiling boards to be removed



C7-35



C7-36

# Rooms with old ceiling boards to be removed



C7-37



C5-22

# Completed Example



# Completed Example



Fresh air “egg-crate” grill

# Completed Example



Pelmet opening for FCUs

# **Appendix 3 :** **BUILDING LAYOUT PLANS**

Tenderers are required to submit Annex F, Non-Disclosure Agreement to Safeguard Official Information through email: [procurement@sota.edu.sg](mailto:procurement@sota.edu.sg) in order to retrieve the Appendix 3 during the Site-show session.

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