

FORM OF PROPOSAL

To:

Name of Supplier:

Singapore Arts School Limited

Address:

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

Invitation to Propose Opening Date:
17 October 2025

Please Submit by:
03 November 2025 at 6pm

INVITATION TO PROPOSE NO. SAS/OP/2025/007/SP FOR THE PROVISION OF FOOD VENDING MACHINE AT ZUBIR SAID CAMPUS, LEVEL 5 CANTEEN

1. **Singapore Arts School Ltd. (SAS)**, the company that manages the **School of the Arts, Singapore (SOTA)**, governed by the Ministry of Culture, Community and Youth (MCCY), invites proposals for the **Provision of Food Vending Machine at 1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You are required to submit your proposal and any accompanying information via email by **03 November 2025, 6pm Singapore Time**. Late and incomplete submissions will be disqualified.
3. The documents enclosed in this proposal include:
 - (a) Schedule 1: Important Instructions to Applicants
 - (b) Schedule 2: Forms
 - (c) Annex A: Requirement Specifications
 - (d) Annex B: Conditions of Contract
 - (e) Appendix A: Proposed Location of Food Vending Machine
4. The proposal shall be submitted by the applicant's authorised representatives.

5. All enquiries regarding this proposal should be made in writing and directed to:
- (a) Submission Matters : Ms Lisa Yao, Direct Line: 6594 8413 &
Email : procurement@sota.edu.sg
- (b) Requirement Specifications : Ms Rachel Lee, Direct Line: 6342 5758 &
Email : opm@sota.edu.sg
6. No oral representation shall be binding on SAS or construed as varying or adding to any part of this proposal.
7. SAS accepts original proposal submission and strictly without any alteration to the content and format.
8. The allocation of the vending machine will be at the discretion of SAS.

Yours sincerely

(No Signature Required)

Lisa Yao

Buyer, Office of Procurement

SINGAPORE ARTS SCHOOL

SCHEDULE 1:
IMPORTANT INSTRUCTIONS TO
APPLICANTS

Schedule 1 - Important Instructions to Applicants

Submission of Proposal and documents

1. The proposal submission **MUST** comprise the following documents duly signed:
 - (a) Form of Proposal;
 - (b) Schedules 1 and 2;
 - (c) Annexes A and B;
 - (d) Optional information such as relevant certifications, licenses, brochures and handbooks;
2. Submission must indicate clearly:
 - a) Types of food to be sold;
 - b) Price list for every food item;
 - c) Preferred proposed fees, (refer to Schedule 2, Point 2) inclusive of utilities fees, for either a fixed monthly rental or commission-based contract;
 - d) Any other information pertaining to the successful operation of the food vending machine.
3. Applicants must submit **one (1) full set** of documents via email to procurement@sota.edu.sg before the Invitation To Propose (ITP) closing date/time.
4. Evaluation and Selection Criteria

Evaluation of proposals shall be based on:
 - (a) Types of food to be sold;
 - (b) Selling price and food proportion for every food item;
 - (c) Applicants' proposal, portfolio, track records and references;
 - (d) Applicants must comply with all policies and guidelines issued by the Health Promotion Board (HPB) and other relevant regulatory authorities, including the Ministry of Education (MOE) and the HPB's Healthy Meals in School Programme (HMSP) Guidelines;
 - ✓ (e) Chilled Ready-to-Eat Food.

Note: Criteria marked with ✓ are critical.

SCHEDULE 2: **FORMS**

Schedule 2: FORMS

Section 1: APPLICATION FORM

1. Particulars of Food Vending Machine

Type of Food option:

2. Preferred Proposed Fees

(Please select only one type of fees, either 2a or 2b for each food vending machine and fill in the appropriate box provided below according to your selection)

2a. ☐ 'Tick' to select this - Fixed Monthly Rental

Offered Fixed Rent Per Month (excluding service & conservancy charges, GST and any applicable licence fees)	
S\$ _____ (Amount in figures)	Singapore Dollars _____ (Amount in words)

and

Offered Utilities Fees Per Month (excluding service & conservancy charges, GST and any applicable licence fees)	
S\$ _____ (Amount in figures)	Singapore Dollars _____ (Amount in words)

or

2b. ☐ 'Tick' to select this - Commission Based

Offered Commission Per Month (excluding service & conservancy charges, GST and any applicable licence fees)
_____ % of the monthly total sales of the food vending machine

and

Offered Utilities Fees Per Month (excluding service & conservancy charges, GST and any applicable licence fees)	
S\$ _____ (Amount in figures)	Singapore Dollars _____ (Amount in words)

3. Particulars of applicant

Full Business Name:
Country of incorporation:
Company registered type:
Year of incorporation:
Registered Address:
Correspondence Address:
Contact No. & Email:
GST Registration No.:
Date and Number of Business Registration:
Name (as in NRIC/FIN) and: Designation of Authorised Representative

Section 2: Statement of Compliance

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

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

Specification	Compliance (C/NC)*	Explanatory Remark**
Annex A – Requirement Specifications		
1		
2		
3		
4		
5		
6		
7		
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9		
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12		
13		
14		
15		
16		
17		
18		
19		
Annex B – Conditions of Contract		
1		
1.1		
1.2		
1.3		
2		
2 (a)		
2 (b)		
2 (c)		
2 (d)		
2 (e)		
2 (f)		
3		
4		
5		
6		
7		
8		
9		
9 (a)		
9 (b)		
10		
11		
12		
13		
14		

Specification	Compliance (C/NC)*	Explanatory Remark**
15		
16 (a)		
16 (b)		
16 (c)		
17		
18 (i)		
18 (ii)		
18 (iii)		

I hereby declare that

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

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

I am aware that my Contract will be terminated forthwith should I have obtained the Operation of Food Vending Machine Contract by providing false information in this application.

Date

Signature (Authorised Representative)

Name (as in NRIC/FIN):

Designation:

Company Name and Stamp:

Section 3: PRICE AND MENU

Template for applicant

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

S/N	Food Item Description	Unit/ Food Portion	Price Per unit	Remarks
Example 1.	Grilled Chicken Salad – mixed greens, cherry tomatoes, cucumber, grilled chicken, light vinaigrette	per meal	\$3.50	Student price
Example 2.	Tuna & Sweetcorn Sandwich – wholegrain bread, tuna, sweetcorn, light mayo	per meal	\$2.50	Student price

Annex A: REQUIREMENT SPECIFICATIONS

ANNEX A: Requirement Specifications

1. The food vending machine caters primarily to SAS students and staff as an additional option especially after Canteen Operation Hours.
2. **Annex A** sets out SAS food vending machine's requirement specifications, which the Contractor must adhere to.
- *3. **Food Vending Machine** shall be released for:
 - Chilled Ready-to-Eat Food

All proposed snacks, pre-packed cooked food items will be subject to SAS's approval prior to sales. Any changes in the menu will need SAS's approval prior to sales.

4. All proposed food options must abide with the Healthy Meals in School Programme (HMSP) from Health Promotion Board (HPB).

Applicants may download the HMSP document from: https://hpb.gov.sg/docs/default-source/pdf/healthy-meals-in-school-programme-v2-0-guidelines_20230414_final.pdf?sfvrsn=914969d5_2

5. Soda beverages are not allowed (e.g. Coke, Coke Lite, Coke Zero, Sprite, Mountain Dew and other similar products are not allowed).
6. Applicants are required to submit **one (1) set** of the proposal, relevant certificates, licenses and brochures/ handbooks (if any).
7. Applicants are required to include utility fees in their proposed payment for either a Fixed Rental Contract or a Commission-Based Contract for the food vending machine, payable to SAS each month of the Contract. SAS is not obliged to accept the highest proposed rental.
8. Applicants are required to fill up the Application Forms as set forth in **Schedule 2** and submit it together with the proposal.
9. Applicants shall provide a price list for every food item they propose to sell in **Schedule 2**, Section 3: Price and Menu. The selling price of the items should be reasonably cheap, lower than the prevailing market prices and affordable to the students. The items of the said food supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The approval of SAS shall be sought for each menu item and corresponding price during the term of the Contract.
10. SAS will not bear any expenses incurred by the applicants in preparing his/her proposal.
11. The proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Propose.
12. The Contractor shall be notified of the acceptance by SAS of his/her quotation and he/she would be required to sign a Contract (see **Annex B**).
13. The Contractor is to declare if any of his/her immediate family members are presently holding management position in SAS or are employed by SAS.
14. The Contractor shall pay Goods and Services Tax in addition to the monthly rental fees within fourteen (14) days upon accepting the "Letter of Acceptance".
15. The Contractor shall comply with all obligations imposed by law and such rules and regulations made from time to time in connection to the food vending machine.
16. The Contractor shall not assign or sublet, or part with the possession of the said food vending machine or part thereof or assign or hand over his/her said business to any person whomsoever, unless

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

17. The Contract shall commence on **01 January 2026 to 31 December 2027**, with an option to renew for another 2 years from **01 January 2028 to 31 December 2029**.
18. The vendor shall provide SOTA with historical sales data or sample sales reports from comparable operations to assess potential menu consumption, to be used if a Commission-Based Contract is preferred.
19. Please refer to **Appendix A** for the proposed location of the food vending machine.

* Critical Criteria

Annex B: CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

REFERENCE NO.: SAS/OP/2025/007/SP

DATED THIS ____ DAY OF _____ 2025

BETWEEN

SINGAPORE ARTS SCHOOL LTD.
(the "Licensor")

AND

(the "Contractor")

CONTRACT

CONDITIONS OF CONTRACT

REFERENCE NO.: SAS/OP/2025/007/SP

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

BETWEEN:

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

AND

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

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

IT IS HEREBY AGREED AS FOLLOWS:

1. In this Contract, the following words have the following meanings unless inconsistent with the context:
- | | |
|----------------|--|
| "Licensor" | shall include the successors and assigns of Singapore Arts School Ltd. (SAS). |
| "Contractor" | shall include, if the Contractor is an individual, or if the Contractor is a company, its director or owner of the company. |
| "Development" | the whole of the land area and floor space comprised in the project development known as 'School of the Arts, Singapore'(SOTA), together with all structures, buildings, facilities and amenities constructed, built or developed thereon, whether above ground or underground. |
| "Common Areas" | those parts, areas, premises and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Contractor or to any other Licensees and which are now or hereafter provided by the Licensor for the common use by the Contractor of premises in the Development and their respective customers, employees, invitees and licences in common with the Licensor and all other persons having the like |

right to use the same (including but without limiting the generality of the foregoing all roads, walls, car parks, walkways, pavements, passages, entrances, courts, vestibules, halls, toilets, stairways, elevators and gardens and such other areas, amenities, grounds and conveniences from time to time provided prescribed or made available by the Licensor for the common or general use or benefit of the aforesaid Contractor, customers, employees, invitees and all other persons having the like right).

“Person” shall be deemed to include a corporation.

- 1.1 Words importing the singular or plural number shall be deemed to include the plural or singular number respectively and words importing the masculine gender shall include the feminine or neuter gender and vice versa as the case may require.
- 1.2 Where two or more persons are included in the term “Contractor”, all covenants, agreements, terms, conditions and restrictions shall be binding on them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.
- 1.3 The marginal headings and introductory words appearing in this Contract are inserted only as a matter of convenience and shall in no way define, limit, construe, describe or effect the scope intent and interpretation of the sections and clauses of this Contract.
2. IN CONSIDERATION of the Licensor agreeing to the establishment, provision of the said food vending machine at 1 Zubir Said Drive, Singapore 227968 by the Contractor, the Contractor hereby agrees with the Licensor as follows:
 - (a) To establish, provide at his/her own expense of the food vending machine at 1 Zubir Said Drive, Singapore 227968 subject to the terms and conditions hereinafter set out;
 - (b) To sell the food at the indicated prices as set forth at Proposal Reference _____ dated _____. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise;
 - (c) Payment Terms
The Applicant shall pay to “Singapore Arts School Ltd” (the Licensor) either:
 - i) Fixed Rental Contract:
A fixed monthly rental fee of Singapore Dollars _____ (S\$_____) only per food vending machine, payable through GIRO or by cheque made payable to “Singapore Arts School Ltd”, by the first day of each month throughout the Contract period; or
 - ii) Commission-Based Contract:
A monthly commission fee of _____% of the total gross sales from each food vending machine, payable through GIRO or by cheque made

CONDITIONS OF CONTRACT

REFERENCE NO.: SAS/OP/2025/007/SP

payable to "Singapore Arts School Ltd", by the first day of each month throughout the Contract period.

All payments shall be inclusive of utilities and any other applicable fees, unless otherwise stated by "Singapore Arts School Ltd" (the Licensor).

- (d) To comply with the Guidelines for Healthy Meals in Schools Programme (HMSP) from Health Promotion Board (HPB);
 - (e) To comply with the Requirement Specifications set out in **Annex A**, of the proposal documents (which by reference herein is made an integral part of this Contract) and any other rules and regulations which may from time to time be introduced by the Licensor;
 - (f) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relations to measures taken for institution wide or nationwide exercises such as flu pandemic, etc;
- 3. The Contractor is subjected to the checks via survey/feedback forms conducted by the school and shall improve on its service and quality of food based on the feedback gathered.
 - 4. The Contractor hereby indemnifies and shall always keep the Licensor or its authorised representatives indemnified against all actions, claims, proceedings, costs, demands and expenses brought by whomsoever and arising out of the establishment, provision and the operation of the food vending machine or the carrying on of the business therein under this Contract.
 - 5. It is agreed and understood by both parties that the Licensor shall not be responsible to the Contractor for any debt arising from credit facilities accorded by the Contractor to members of the organisation or any other persons and the Contractor will solely be responsible for any credit facilities which he may choose to give at his/her own risks.
 - 6. The Contractor acknowledges that the food vending machine is established primarily to serve the staff and students of the Licensor.
 - 7. The Licensor reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice to the Contractor.
 - 8. The Contract may be terminated by the Contractor giving to the Licensor three (3) month's written notice of his/her intention to do so.
 - 9. If at any time any of the events shall occur:-
 - (a) the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Licensor may terminate this Contract without any liability with immediate notice; or (ii) where such breach is not capable of remedy, then the Licensor may terminate this Contract without any liability with seven (7) days prior written notice, or

- (b) the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor's assets; or if the Contractor makes any form of compromise or scheme of arrangement with its creditors, or ceases to carry on business, then the Licensor may terminate this Contract without any liability with immediate notice.
10. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or handover without the written consent of the Licensor.
11. This Contract shall be valid for a period of two (2) years and shall come into force on the **1 January 2026** and shall continue until **31 December 2027 ("Term")**, unless terminated otherwise as provided for under Clauses 7, 8 and 9. The Contractor will be provided with advance notice to take over the canteen stall for fitting out and other related works.
12. The Licensor shall have an option to renew this Contract for another two (2) years from **1 January 2028 to 31 December 2029**, by giving one (1) month notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.
13. The Contractor will obtain in his/her own name and maintain at his/her own expense all licences as are required by law for the operation of the food vending machine.
14. The main business of the food vending machine is the sale of food items. The Contractor shall therefore not sell unapproved food or beverages. The Licensor may review this policy from time to time solely at the Licensor's discretion to sell any other food and/or drinks.
15. The Contractor shall not without the Licensor's prior written consent use the name of the Development or any picture or likeness of the Development in his/her registered or trading name or for any advertising or purpose.
16. The Contractor shall not hold the Licensor liable in respect of:
- (a) any interruption in any of the services hereinbefore mentioned by reason of necessary repair or maintenance of any installation or apparatus or damage thereto or destruction hereof by fire, water, riot, Act of God or other cause beyond the Licensor's control or by reason of mechanical or other defect or breakdown or other inclement conditions or shortage of manpower, fuel, materials, electricity or water or by reason of labour disputes;
 - (b) any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of the Licensor in or about the performance of any duty service or work; and
 - (c) any damage, injury or loss arising out of the leakage of the piping and/or sprinkler system and/or the structure of the food vending machine and/or any defect in the food vending machine.

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17. The Contractor shall abide by and shall ensure that all Contractor's employees and assigned consultants/ contractors abide by all applicable governmental statutes, by-laws and regulations etc. such as but not limited to, the Environmental Public Health Act, Poison Act (Chapter 234), Sale of Food Act (Chapter 283), Workplace Safety & Health Act, Fire Safety Act, Poison Act Environmental Protection & Management Act and Building Control Act (Chapter 29) which as may be amended or updated by the Singapore Government from time to time.
18. This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
- i) This Contract;
 - ii) The Licensor's ITP document reference no.: SAS/OP/2025/007/SP; and
 - iii) The Contractor's Proposal dated _____.

CONDITIONS OF CONTRACT

REFERENCE NO.: SAS/OP/2025/007/SP

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

SIGNED BY)

Name:)

Director, Corporate Planning & Services)

for and on behalf of)

SINGAPORE ARTS SCHOOL LTD.)

(Director's Signature)

in the presence of:

Signature : _____

Name of witness:

Senior Manager, Office of Property Management

SIGNED BY (Authorised Representative))

_____)

for and on behalf of)

_____)

_____)

in the presence of:

Name of witness : _____

Signature : _____

APPENDIX A: PROPOSED LOCATION OF FOOD VENDING MACHINE

Appendix A - Location of the Food Vending Machine

