

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/2025/009/T**

23 January 2026

Dear Sir/Mdm,

INVITATION TO TENDER (ITT) - FOR THE PROVISION OF NON-COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR STAGE AUTOMATION AND RIGGING SYSTEMS AT SCHOOL OF THE ARTS, SINGAPORE (ITT REFERENCE NO: SAS/OP/2025/009/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 the Provision of Non-Comprehensive Preventive Maintenance Service for Stage Automation and Rigging Systems on a half yearly basis for a period of twenty-four (24) months with an option to extend up to twenty-four (24) months** 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 3** at Level 2, beside Security Counter at 1 Zubir Said Drive, Singapore 227968 by **13 February 2026, 1400 hours Singapore Time**. All late and/or incomplete submissions will be disqualified.
2. The documents enclosed in this ITT includes:
 - (a) Schedule 1 : Instruction to Tenderers
 - (b) Schedule 2 : Form of Tender
 - (c) Schedule 3 : Schedule of Price
 - (d) Schedule 4 : Schedule of Rates
 - (e) Annex A : Conditions of Contract
 - (f) Annex B : Key System Specifications
 - (g) Annex C : Scope of Works
 - (h) Annex D : Technical Drawings
 - (i) Annex E : Liquidated Damages
 - (j) Annex F : Selection Criteria
 - (k) Annex G : Statement of Compliance

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- (I) Annex H : Non-Disclosure Agreement to Safeguard Official information (Refer to Point 10 for more details)
4. The Invitation to Tender must be submitted by the Tenderer's authorised representatives.
 5. The **Online Tender Briefing** is **mandatory** for the tender requirements, documents submission will be held on **29 January 2026, 1030 hours Singapore Time** via Microsoft Teams video conferencing.
 6. **A Site-show session** is **mandatory** for tenderers to understand the requirement specifications at our school compound on **03 February 2026, from 1000 hours Singapore Time** onwards at 1 Zubir Said Drive, Level 2 Security counter.
 7. Attendance is **mandatory** for both the **Online Tender Briefing** and the **Site-show Session** participation in the Tender.
 8. Tenderers must fill in the registration form [here](https://forms.gle/BZUqfJeZrKDtC4FNA) (<https://forms.gle/BZUqfJeZrKDtC4FNA>) to confirm their attendances for the **Online Tender Briefing** and the **Site-show Session** no later than **28 January 2026, 1200 hours Singapore Time**.
 9. Details of the Microsoft Teams Meeting will be provided after we receive your briefing registration.
 10. Tenderers are required to submit duly filled **Annex H, Non-Disclosure Agreement to Safeguard Official Information** through email: procurement@sota.edu.sg in order to receive the Annex D during the **Site-show session**.
 11. All enquiries and clarifications regarding this Invitation to Tender must be made in writing and directed to:

(a) Tender Matters : Ms Lisa Yao, Direct line: 6594 4813 &
Email : procurement@sota.edu.sg

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(b) Requirement Specifications : Ms Jennifer Tan, Direct line: 6342 5858 &
Email : jennifer.tan@sota.edu.sg

12. No oral representation must be binding on SAS or construed as varying or adding to any part of this Invitation to Tender.
13. SAS accepts original Tender Documents Submission and strictly without any alteration to the content and format.
14. Only shortlisted Tenderers will be invited for a presentation.

Yours sincerely

(No Signature Required)

Lisa Yao,

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



TENDER FOR

**THE PROVISION OF NON-COMPREHENSIVE
PREVENTIVE MAINTENANCE SERVICE FOR STAGE
AUTOMATION AND RIGGING SYSTEMS AT SCHOOL
OF THE ARTS, SINGAPORE**

School Of The Arts, Singapore
1 Zubir Said Drive
Administration Office #05-01
Singapore 227968

Name of Tenderer : _____

Closing Date/Time : **13 February 2026 at 1400 hours
Singapore Time**

Submit To : **Tender Submission Box 3
Level 2, Beside Security Counter**

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Schedule 1 : INSTRUCTION TO TENDERERS

**TENDER FOR THE PROVISION OF NON-COMPREHENSIVE
PREVENTIVE MAINTENANCE SERVICE FOR STAGE AUTOMATION AND RIGGING SYSTEMS
AT SCHOOL OF THE ARTS, SINGAPORE**

INSTRUCTION TO TENDERERS

1. The Tender Submission MUST comprise the following Tender documents:
 - a) Schedules 1, 2, 3 and 4
 - b) Annexes A, B, C, D, E, F, G and H
 - c) Tender Proposal and relevant certification(s)
 - d) Company Profile
 - e) Client Track Records for past three (3) years
 - f) 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 3**" located **at Level 2, beside security counter by 13 February 2026 (1400 hours)** in sealed envelope(s) with the following marked:

TO: OFFICE OF PROCUREMENT

**TENDER FOR THE PROVISION OF NON-COMPREHENSIVE
PREVENTIVE MAINTENANCE SERVICE FOR STAGE AUTOMATION AND RIGGING
SYSTEMS AT SCHOOL OF THE ARTS, SINGAPORE**

TENDER REFERENCE: SAS/OP/2025/009/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. Tenderer must include manpower distribution and schedule of maintenance service in the proposal submission.
12. The Tenderers are also reminded that the Key System Specifications (Annex B) and Scope of Works (Annex C) attached herein must be strictly adhered to unless specified that SAS accepts alternative proposed.
13. A "NIL" return of the Tender submission is not accepted.
14. 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 (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/ Regulatory Body or Equivalent | Reasons for Debarment /Suspension/Prohibition or any form of exclusion or equivalent, if any | Effective Date of Debarment/ Suspension/Prohibition or any form of exclusion or equivalent, if any | |
|---|---|---|------------------|
| | | From DD/MM/YYYY | To DD/MM/YYYY |
| | | | |

5

DETAILED PARTICULARS OF PARTNERS/COMPANY DIRECTORS

| FULL NAME/ DESIGNATION | WORKING EXPERIENCE |
|---------------------------|--------------------|
| | |

6

PARTICULARS AND EMPLOYMENT HISTORY OF PROFESSIONAL/SUPERVISORY/TECHNICAL STAFF

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

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

7

CONTRACTS SECURED IN THE LAST 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.) |
|--|---|---|-----------------------------------|--|--|
| Project/s of similar service and scale | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Other Project/s | | | | | |
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If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner.

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

8

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

| S/N | PROJECT TITLE AND DESCRIPTION OF PROJECT# | CLIENT (Organisation, Department and Address) | DURATION & VALUE OF CONTRACT (S\$) | DATE OF COMMENCEMENT & COMPLETION (DD/MM/YY TO DD/MM/YY) | OFFICER-IN-CHARGE (JOB TITLE, DESIGNATION, EMAIL, TEL & FAX NO.) |
|--|---|---|------------------------------------|--|--|
| Project/s of similar service and scale | | | | | |
| | | | | | |
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| Other Project/s | | | | | |
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*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.) |
|-----|--|--|---------------------------------------|---|----------------------------------|------------------------------------|
| | | | | | | |
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If space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner.

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

10 **DECLARATION**

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

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

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

NAME AS IN NRIC/FIN AND SIGNATURE

DATE

(AUTHORISED REPRESENTATIVE)

COMPANY STAMP

IMPORTANT NOTES :

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

Schedule 2 : **FORM OF TENDER**

FORM OF TENDER

TO: SINGAPORE ARTS SCHOOL LTD.

TENDER FOR THE PROVISION OF NON-COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR STAGE AUTOMATION AND RIGGING SYSTEMS AT SCHOOL OF THE ARTS, SINGAPORE

1. I/We, the undersigned having visited the site, hereby submit this Tender for the **Provision of Non-Comprehensive Preventive Maintenance Service for Stage Automation and Rigging Systems at School of the Arts, Singapore** as specified in this tender document in accordance with the Conditions of Contract (Annex A), Key System Specifications (Annex B), Scope of Works (Annex C) and Statement of Compliance (Annex G) as attached hereto, to the entire satisfaction of the Company **for a period of Twenty-Four (24) months with an option to extend up to Twenty-Four (24) months** at the discretion of the Company.
2. My/Our Total Tender for the Contract is for Total Amount ("the Contract Sum") of Singapore Dollars: _____

(S\$ _____)

*(*Amount brought forward from Schedule 3. Schedule of Price, SOP/3, total amount for base period including extension period).*

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 will commence within ninety (90) days of the Tender validity.
7. I/We understand that the actual commencement date of Service will be stated accordingly in the Company's Letter of Acceptance.
8. I/We understand that the Contract Sum shall be paid to the Contractor on per job basis / half-yearly and once yearly basis (Annex A. Conditions of Contract, COC/6, Clause 4).
9. 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.
10. I/We have read and understood all Key System Specifications (Annex B), Scope of Works (Annex C) and Statement of Compliance (Annex G.) 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.) shall include all items related to all documents as stated above.
11. I/We offer to provide the Works, Equipment, Goods and Services at the prices submitted in the Tender based on the terms and conditions as stated in the Tender Documents.
12. 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 will 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 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.
 - c) The insurance coverage is to be purchased from an insurance company approved by the Company within fourteen (14) days from the date of the letter of acceptance.
13. 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 Tenderer in order to fully perform and complete the works.
 14. 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.
 15. I/We understand that the Contract Period for the Base Period is twenty-four (24) months commencing from 1 April 2026 to 31 March 2028 with an Option for the Extension Period of up to twenty-four (24) months.
 16. I/ We agree that the Company may at its discretion extend the Non-Comprehensive Preventive Maintenance Service contract for the Stage Automation and Rigging Systems for a period of up to twenty-four (24) months at the same contract rate and on the same terms and conditions as indicated in the tender.
 17. I/We agree that the Company may at its discretion utilise the Schedule of Rates for the provision for labour and replacement parts on the same terms and conditions as indicated in the tender (Schedule 3. Schedule of Price, SOP/2 and SOP/3).
 18. 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.
 19. The Company reserves the absolute right to amend the required item(s) before or during the Contract or to terminate this Contract by serving to the Tenderer, thirty (30) days prior notice in writing.

SAS/OP/2025/009/T

FOT/3

NAME AS in
NRIC/FIN AND
SIGNATURE

:

(AUTHORISED
REPRESENTATIVE)

NAME AND
SIGNATURE
(WITNESS)

:

DESIGNATION
(AUTHORISED
REPRESENTATIVE)

:

DESIGNATION
(WITNESS)

:

DATE

:

DATE

:

COMPANY NAME
AND COMPANY
STAMP

:

Schedule 3 : SCHEDULE OF PRICE

SCHEDULE OF PRICE**INVITATION TO TENDER (ITT) - FOR THE PROVISION OF NON-COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR STAGE AUTOMATION AND RIGGING SYSTEMS AT SCHOOL OF THE ARTS, SINGAPORE**

Stage Automation and Rigging Systems at Concert Hall, Drama Theatre, Studio Theatre and Gallery consist of the following to quote in the Schedule of Price table:

- a) Concert Hall
 - i. 12 sets of Power Flybar
 - ii. 28 sets of Acoustic Banners (motorised)
 - iii. 1 set of Serapid Choir Wagon (incl. 4 tiers of orchestra risers)
 - iv. 4 Automated Choir Riser Tiers
- b) Drama Theatre
 - i. 48 sets of Power Fly Bar
 - ii. 3 sets of Speaker Hoist (Left, Centre & Right)
 - iii. 1 set of Proscenium Masking and Borders
 - iv. 6 sets of Orchestra Seat Wagon
 - v. 1 set of Orchestra Riser (Elevator)
 - vi. 1 set of Orchestra Pit Column (Left & Right)
- c) Studio Theatre
 - i. 18 sets of Rolling Gantry Beam
- d) Gallery
 - i. 1 set of Pipe Grid System
- e) PE Inspection (Load Test) by Professional Engineer with MOM-certification of Motorised Chain Hoists
 - i. 16 sets of Motorised Chain Hoist

To provide Non-Comprehensive Preventive Maintenance Service for Stage Automation and Rigging Systems:

| Section A | | |
|--|--|---|
| Location: Concert Hall | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Part 1 Frequency: Half-yearly Scope of Work include: <ul style="list-style-type: none"> - Manpower and Transport - Tools and Equipment - Condition Check, Parts Replacement, Adjust, Align, Calibration, Clean, Lubricate, Software Update | \$ | \$ |
| Part 2 Frequency: Once yearly <ul style="list-style-type: none"> - Annual PE Inspection of the 12 sets of Power Fly Bar by Professional Engineer, and to include Load Test and Report every 4th year | \$ | \$ |
| Note: Refer to Key System Specifications (Annex B) and Scope of Works (Annex C) for detailed requirements. | | |
| Section A Sub-Total S\$: | \$ | |

| Section B | | |
|--|--|---|
| Location: Drama Theatre | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Part 1 Frequency: Half-yearly Scope of Work include: <ul style="list-style-type: none"> - Manpower and Transport - Tools and Equipment - Condition Check, Parts Replacement, Adjust, Align, Calibration, Clean, Lubricate, Software Update | \$ | \$ |
| Part 2 Frequency: Once yearly <ul style="list-style-type: none"> - Annual PE Inspection of the 48 sets of Power Flybar, 3 sets of Speaker Hoist and 1 set of Orchestra Riser Elevator by Professional Engineer, and to include Load Test and Report every 4th year | \$ | \$ |
| Note: Refer to Key System Specifications (Annex B) and Scope of Works (Annex C) for detailed requirements. | | |
| Section B Sub-Total S\$: | \$ | |

| Section C | | |
|--|--|---|
| Location: Studio Theatre | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Part 1 Frequency: Half-yearly Scope of Work include: <ul style="list-style-type: none"> - Manpower and Transport - Tools and Equipment - Condition Check, Parts Replacement, Adjust, Align, Calibration, Clean, Lubricate, Software Update | \$ | \$ |
| Part 2 Frequency: Once yearly <ul style="list-style-type: none"> - Annual PE Inspection of 18 sets of Rolling Gantry Beam by Professional Engineer, and to include Load Test and Report every 4th year | \$ | \$ |
| Note: Refer to Key System Specifications (Annex B) and Scope of Works (Annex C) for detailed requirements. | | |
| Section C Sub-Total S\$: | \$ | |

| Section D | | |
|--|--|---|
| Location: Gallery | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Part 1 Frequency: Half-yearly Scope of Work include: <ul style="list-style-type: none"> - Manpower and Transport - Tools and Equipment - Condition Check, Parts Replacement, Adjust, Align, Calibration, Clean, Lubricate, Software Update | \$ | \$ |
| Part 2 Frequency: Once yearly <ul style="list-style-type: none"> - Annual PE Inspection of 1 set of Pipe Grid System by Professional Engineer, and to include Load Test and Report every 4th year | \$ | \$ |
| Note: Refer to Key System Specifications (Annex B) and Scope of Works (Annex C) for detailed requirements. | | |
| Section D Sub-Total S\$: | \$ | |

| | | |
|--|--|---|
| Section E | | |
| Motorised Chain Hoists | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Part 1 Frequency: Once yearly - Annual PE inspection with MOM certification/ re-certification, of 16 sets of Motorised Chain Hoist, inclusive of pick-up and delivery if conducted off-site | \$ | \$ |
| Note: Refer to Key System Specifications (Annex B) and Scope of Works (Annex C) for detailed requirements. | | |
| Section E Sub-Total S\$: | \$ | |

Total Contract Sum for Section A + B + C + D + E

| | | |
|---|--|---|
| | Base Period 1 st 24 months | Extension Period 2 nd 24 months |
| | S\$ | S\$ |
| Total Amount for Section [A + B + C + D + E] S\$ | (i) \$ | (ii) \$ |
| Total Contract Sum (i) + (ii) S\$ | \$ | |

IMPORTANT NOTES :

All Prices submitted are in accordance to the corresponding Annexes, Key System Specifications and Scope of Works.

I/We fully understand and agree that notwithstanding the fact that the Contract Sum as herein quoted by us is applicable to the Key System Specifications and Scope of Works specified.

Dated this _____ day of _____ 2026.

NAME AND
SIGNATURE
(AUTHORISED
REPRESENTATIVE)

: _____

NAME AND
SIGNATURE
(WITNESS)

: _____

DESIGNATION OF
(AUTHORISED
REPRESENTATIVE)

: _____

DESIGNATION OF
(WITNESS)

: _____

DATE

: _____

DATE

: _____

COMPANY NAME
AND COMPANY
STAMP

: _____

Schedule 4 : **SCHEDULE OF RATES**

**SCHEDULE OF RATES (SOR)
(UNIT RATE ONLY)**

The quantities given in this section are indicative only. The Contractor has to check for the actual numbers required to complete this Contract.

The unit rates shall be priced by the Contractor and these rates form part of the Contract for assessing the value of variations for the specified items of work. The unit rates priced by the Contractor herein shall be used in the pricing of this Contract. The Company reserves the right not to use any unit rate stated therein at the discretion of the Company.

The Schedule of Rates are grouped into seven (7) sections, namely:

- Section A – Concert Hall (SOR for replacement of Parts)
 - 1. Acoustic Banner System
 - 2. Choir Wagon System
- Section B – Drama Theatre (SOR for replacement of Parts)
 - 1. Orchestra Elevator System
 - 2. Orchestra Pit Seating Column
 - 3. Proscenium Legs and Acoustic Panel
 - 4. Loud Speaker Hoist
 - 5. Drapery Track System
 - 6. Stage Floor Trap Panel
- Section C – Studio Theatre (SOR for replacement of Parts)
 - 1. Roller Beam System
 - 2. Cleats Hitch Hanger System
 - 3. Rigging Bar
 - 4. Drapery Track System
- Section D – Gallery (SOR for replacement of Parts)
 - 1. Pipe Grid System
- Section E – Drama Theatre and Studio Theatre (SOR for replacement of Parts)
 - 1. Chain Hoist System
- Section F – Drama Theatre and Concert Hall (SOR for replacement of Parts)
 - 1. Vortex System
 - 2. Catwalk / Lighting Bridges / Rigging Bar
- Section G – Other ad-hoc services (SOR for services)
 - 1. Labour and Response

It is **mandatory** to indicate Unit of Measurement (UOM) for all SOR.

SECTION A – CONCERT HALL (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|----------------------------------|---------------------------------------|-----|---------------------|----------------------|
| 1. ACOUSTIC BANNER SYSTEM | | | | |
| 1.1 | Somfy system | | | |
| | a) Motor | | | |
| | b) Brake pad | | | |
| | c) Ratchet wheel | | | |
| | d) Brake disc | | | |
| | e) Wire rope | | | |
| | f) Bolt & nuts | | | |
| | g) Electrical connector | | | |
| 1.2 | Acoustic banner | | | |
| 1.3 | Roller system | | | |
| 1.4 | Hook | | | |
| 1.5 | Cover casing | | | |
| 2. CHOIR WAGON SYSTEM | | | | |
| 2.1 | Motor system | | | |
| | a) Motor gear | | | |
| | b) Brake mechanism | | | |
| | c) Chain links | | | |
| | d) Bolt & nuts | | | |
| | e) Electrical connector | | | |
| 2.2 | Roller guild track | | | |
| 2.3 | Heavy-duty castors | | | |
| 2.4 | Wagon tier locking device | | | |
| 2.5 | Wagon tier guiding track | | | |
| 2.6 | Wagon stairway sliding door mechanism | | | |
| 2.7 | Stairway sliding mechanism | | | |
| 2.8 | Bolts & nuts | | | |
| 2.9 | Wagon stairway locking pins | | | |
| 2.10 | Wagon entrance/exit mechanism | | | |
| 2.11 | Wagon entrance/exit locking device | | | |
| 2.12 | Wagon tier Motor Gear | | | |
| 2.13 | Wagon Tier T4 Double Gear Box | | | |
| 2.14 | Wagon Tier Motor Chain & Sprocket | | | |
| 2.15 | Wagon Tier Motor Ring Clamp | | | |
| 2.16 | Wagon Tier Motor Coupling | | | |

| | | | | |
|------|------------------------------------|--|--|--|
| 2.17 | Wagon Tier Bearing Block | | | |
| 2.18 | Wagon Tier Pinion Gear | | | |
| 2.19 | Wagon Tier MCB Breaker | | | |
| 2.20 | Wagon Tier Relay | | | |
| 2.21 | Wagon Tier VFD Drives | | | |
| 2.22 | Wagon Tier Cable Chain | | | |
| 2.23 | Wagon tier Handheld Remote & Cable | | | |

SECTION B – DRAMA THEATRE (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|--|--------------------------------------|-----|---------------------|----------------------|
| 1. ORCHESTRA ELEVATOR SYSTEM | | | | |
| 1.1 | Astragal tape switches and casing | | | |
| 1.2 | Plug and socket of hand-held control | | | |
| 1.3 | Hand-held controller | | | |
| 1.4 | Motor for spiral lift | | | |
| 1.5 | Drive chains | | | |
| 1.6 | Stainless steel band | | | |
| 1.7 | Band magazine | | | |
| 1.8 | Bearing system | | | |
| 1.9 | Electrical panel: | | | |
| | a) Switches | | | |
| | b) Relay | | | |
| | c) Breaker | | | |
| | d) E-Stop switches | | | |
| 1.10 | In-ray sensor | | | |
| 1.11 | Airsled blower | | | |
| 1.12 | Balustrade panel: | | | |
| | a) Brackets | | | |
| | b) Sockets | | | |
| | c) Mounting lugs | | | |
| | d) Bolting & joints | | | |
| 2. ORCHESTRA PIT SEATING COLUMN | | | | |
| 2.1 | Controller | | | |
| 2.2 | Ballistic lifting mechanism | | | |
| 2.3 | Compressor | | | |
| 2.4 | Lockdown device | | | |
| 3. PROSCENIUM LEGS AND ACOUSTIC PANEL | | | | |

| | | | | |
|----------------------------------|---------------------------|--|--|--|
| 3.1 | Track and roller | | | |
| 3.2 | Proscenium mechanism: | | | |
| | a) I-Beam track | | | |
| | b) Wire rope | | | |
| | c) Wire rope clips | | | |
| | d) Clamps | | | |
| | e) Eye bolts | | | |
| | f) Stopper device | | | |
| | g) Bearing system | | | |
| | h) Turnbuckle | | | |
| 4. LOUD SPEAKER HOIST | | | | |
| 4.1 | Hoist system: | | | |
| | a) Motor | | | |
| | b) Brake pad | | | |
| | c) Ratchet wheel | | | |
| | d) Brake disc | | | |
| | e) Wire rope | | | |
| | f) Wire rope clips | | | |
| | g) Bolt & nuts | | | |
| | h) Clamps | | | |
| | i) Electrical connector | | | |
| 4.2 | Switches for switchboxes | | | |
| 4.3 | Panel lights | | | |
| 4.4 | Pulley | | | |
| 5. DRAPERY TRACK SYSTEM | | | | |
| 5.1 | Single tracks system | | | |
| 5.2 | Angle bracket | | | |
| 5.3 | Roller / Runner | | | |
| 5.4 | Drapery | | | |
| 6. STAGE FLOOR TRAP PANEL | | | | |
| 6.1 | Trap panel locking device | | | |
| 6.2 | Trap panel joints | | | |

SECTION C – STUDIO THEATRE (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|--------------------------------------|-----------------------------|-----|---------------------|----------------------|
| 1. ROLLER BEAM SYSTEM | | | | |
| 1.1 | Roller bearing | | | |
| 1.2 | Heavy-duty trolley system | | | |
| 1.3 | Roller for trolley system | | | |
| 1.4 | Stopper system | | | |
| 1.5 | Pulley on rolling beam | | | |
| 1.6 | Bolt and end stop | | | |
| 2. CLEATS HITCH HANGER SYSTEM | | | | |
| 2.1 | Cleats hitch | | | |
| 2.2 | Bolt & nuts | | | |
| 2.3 | Wood panel | | | |
| 2.4 | Cleat frame | | | |
| 3. RIGGING BAR | | | | |
| 3.1 | Perimeter rigging bar | | | |
| 3.2 | Perimeter railing and doors | | | |
| 4. DRAPERY TRACK SYSTEM | | | | |
| 4.1 | T60 dual tracks system | | | |
| 4.2 | Angle bracket | | | |
| 4.3 | Roller / Runner | | | |
| 4.4 | Drapery | | | |

SECTION D – GALLERY (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|----------------------------|---------------|-----|---------------------|----------------------|
| 1. PIPE GRID SYSTEM | | | | |
| 1.1 | Batten | | | |
| 1.2 | Ankle bracket | | | |
| 1.3 | Bolts & nuts | | | |

SECTION E – DRAMA THEATRE AND STUDIO THEATRE (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|------------------------------|------------------------|-----|---------------------|----------------------|
| 1. CHAIN HOIST SYSTEM | | | | |
| 1.1 | Wiring | | | |
| 1.2 | Power supply connector | | | |
| 1.3 | Motor: | | | |
| | a) Breaking pin | | | |
| | b) Chain links | | | |
| | c) Chain guide | | | |
| | d) Chain bag | | | |
| | e) Chain | | | |
| 1.4 | Ankle points | | | |
| 1.5 | Housing, load block | | | |
| 1.6 | Controller | | | |
| 1.7 | Hooks | | | |
| 1.8 | Chai links protector | | | |

SECTION F – DRAMA THEATRE AND CONCERT HALL (SOR for replacement of Parts)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|--|-------------------------------------|-----|---------------------|----------------------|
| 1. VORTEX SYSTEM | | | | |
| 1.1 | Vortex motor: | | | |
| | a) Hoist motor mechanism | | | |
| | b) Hoist and hoist brake | | | |
| | c) Brake pad | | | |
| | d) Ratchet wheel Assembly | | | |
| | e) Brake disc | | | |
| | f) NIDEC VFD + Module | | | |
| 1.2 | Suspended fly bar: | | | |
| | a) Wire rope | | | |
| | b) Wire rope clips | | | |
| | c) Clamps | | | |
| | d) Bolts & nuts | | | |
| | e) Battens | | | |
| 1.3 | Monitor | | | |
| 1.4 | Switches and casing for switchboxes | | | |
| 1.5 | Contactor | | | |
| 1.6 | Panel lights | | | |
| 1.7 | E-Stop switches | | | |
| 1.8 | Hand held controller | | | |
| 1.9 | Pulley Bearing | | | |
| 1.10 | Pulley | | | |
| 1.11 | Batten | | | |
| 1.12 | Drum shaft | | | |
| 2. CATWALK / LIGHTING BRIDGES / RIGGING BAR | | | | |
| 2.1 | Structure joints | | | |
| 2.2 | Adjustable rigging batten | | | |
| 2.3 | Bolts & nuts | | | |
| 2.4 | Guild rail | | | |

SECTION G – OTHER AD-HOC SERVICES (SOR for services)

| S/N | DESCRIPTION | UOM | UNIT PRICE (S\$) | TOTAL PRICE (S\$) |
|---|--|-----|---------------------|----------------------|
| 1. LABOUR AND RESPONSE <u>Company's normal office hours</u> Monday to Friday: 0830hrs to 1800hrs (except Public Holidays). All scheduled works under this agreement shall be performed during the above Company's Normal Office Hours unless otherwise specified. | | | | |
| 1.1 | Labour rate during normal office hours | | | |
| 1.2 | Labour rate after normal office hours | | | |
| 1.3 | *Additional Emergency Response (during normal office hours) - within 2-hour response and arrival at site | | | |
| 1.4 | *Additional Emergency Response (after normal office hours) - within 2-hour response and arrival at site | | | |
| 1.5 | *Additional Urgent Response (during normal office hours) - within 4-hour response and arrival at site | | | |
| 1.6 | *Additional Urgent Response (after normal office hours) - within 4-hour response and arrival at site | | | |
| 1.7 | *Additional Normal Call-out (all days) - within 24-hour response and arrival at site | | | |
| 1.8 | MOM Certification of Additional Set of Motorised Chain Hoist (SWL 0.25T/250Kg) Include: - PE Certification - Pick-up and Delivery - Supply labour to assist in PE inspection | | | |
| 1.9 | MOM Certification of Additional Set of Motorised Chain Hoist (SWL 0.5T/500Kg) Include: - PE Certification - Pick-up and Delivery - Supply labour to assist in PE inspection | | | |

Dated this _____ day of _____ 2026.

NAME AND
SIGNATURE
(AUTHORISED
REPRESENTATIVE) : _____

NAME AND
SIGNATURE
(WITNESS) : _____

DESIGNATION OF
(AUTHORISED
REPRESENTATIVE) : _____

DESIGNATION OF :
(WITNESS) _____

DATE : _____

DATE : _____

COMPANY NAME
AND COMPANY
STAMP : _____

Annex A : CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/009/T

DATED THIS ____ DAY OF _____

BETWEEN

SINGAPORE ARTS SCHOOL LTD
(the "Company")

AND

(the "Contractor")

CONTRACT

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8. TERMINATION FOR BREACH
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10. FORCE MAJEURE
11. INTELLECTUAL PROPERTY
12. CONFIDENTIALITY
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34. SERVICE LEVEL CONTRACT
35. VARIATION

| | | |
|------------|---|---|
| SCHEDULE 1 | : | INSTRUCTION TO TENDERERS |
| SCHEDULE 2 | : | FORM OF TENDER |
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THE CONTRACTOR'S TENDER DOCUMENT DATED _____
THE COMPANY'S ITT DOCUMENT REF SAS/OP/2025/009/T

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/009/T

THIS CONTRACT ("**Contract**") is made on the ____ day of _____ 2026

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 governed by the Ministry of Culture, Community and Youth (MCCY).
- (B) On _____, the Company invited proposals for the Provision of Non-Comprehensive Preventive Maintenance Service for Stage Automation and Rigging Systems at School of The Arts, Singapore. (the "**Contract**").
- (C) The Company has agreed to engage the Contractor to provide the Goods and Services to the Company based on the terms and conditions contained herein.
- (D) This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
- i) This Contract;
 - ii) The Contractor's Submission dated: _____;
 - iii) The Company's tender document ref: SAS/OP/2025/009/T

THE PARTIES HEREBY agree as follows:

1. DEFINITIONS AND INTERPRETATION

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

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

- 1.2 The headings to the clauses of and schedules to this Contract are for convenience only and shall not affect the construction or interpretation thereof.
- 1.3 References to a statute or statutory provision shall, unless the context otherwise requires, include a reference to that statute or statutory provision as from time to time amended, modified, extended, re-enacted, consolidated and all statutory instruments or orders made pursuant to it whether replaced before or after the date of this Contract.
- 1.4 Any reference in this Contract to a "Clause" or "Schedule" is a reference to a clause of or schedule to this Contract.
- 1.5 Unless the context otherwise requires, references to the singular number shall include references to the plural number and vice versa, references to natural persons shall include bodies corporate, and the use of any gender shall include all genders.

2. APPOINTMENT

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

3. DUTIES AND OBLIGATIONS OF CONTRACTOR

- 3.1 The Contractor shall provide the Goods and/or Services set out in Annex B and Annex C ; and undertakes that it shall in the provision of such Goods and/or Services, at all times act with the utmost good faith towards the Company and display a consistently high quality, and the ability to anticipate and be creative, responsive and proactive to the needs of the Company and the Arts School.
- 3.2 During the continuance of this Contract, the Contractor undertakes to:
- 3.2.1 carry out the Services and agree to maintain in good working order the Equipment as listed in Annex B and Annex C;
 - 3.2.2 ensure the good working order of the equipment. Where costs of replacement are to be non-inclusive, an estimate for the cost of the repair and fittings shall be submitted as soon as possible;
 - 3.2.3 be provided by the Company necessary access for the Contractor and any of its employees, agents and/or permitted sub-contractors during the maintenance and repair. In the event where the equipment or any of its parts may, if necessary, be brought to the Contractor's technical facilities for special maintenance and /or repair, the Contractor shall substitute equipment, part or parts, at no additional cost for the duration of the non-comprehensive preventive maintenance service;
 - 3.2.4 ensure to provide 24-hour emergency breakdown call service with a lead-time as specified in Annex C, SOW/2, between scheduled inspections to the Company;

- 3.2.5 advise the Company of any recommended improvements which may assist in the overall operation of the Equipment, taking into account operating and lifecycle costs;
 - 3.2.6 carry out the Services in compliance with the Schedules and Annexes attached to this Contract. No alterations to such requirements and specification may be made without the prior written consent of the Company; and
 - 3.2.7 ensure that any materials, documents, designs, works and any other things supplied by it for the purposes of this Contract do not violate or infringe any intellectual property or other rights of third parties or any laws.
- 3.3 The Contractor acknowledges that it is and shall remain personally liable for the consequences of any failure on its part, or the part of any third party appointed, to provide the Services in accordance with the terms of this Contract.

4. CONTRACT SUM

4.1 Non-Comprehensive Preventive Maintenance Service

The Company shall pay the Contractor the Contract Sum as set out in Schedule 3 for the provision of the Services ordered under the Contract. The Contract Sum shall remain fixed throughout the Contract Period and shall not be subject to any changes. Payment will be made within thirty (30) days on per job basis / half-yearly and once yearly basis for the Goods and Services rendered and upon receipt by the Company's finance department of such documents required by the Company pursuant to Clause 4.4.

4.2 Ad-Hoc Maintenance Services

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

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

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

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

- 4.6 No amendment or variation to the terms and conditions of this Contract shall be effective unless the same is in writing and signed by both Parties; and any additional or alternative terms and/or conditions contained in any bill, invoice, delivery note or other document submitted to the Company by the Contractor shall not be effective or add to or vary any of the terms and conditions of this Contract unless the same is agreed to in writing by the Company.
- 4.7 Any changes in the Contractor's payment instructions, including details of the Contractor's bank account, shall be promptly notified in writing to the Company, failing which the Company shall not be liable for any delay in payment.
- 4.8 The Contract Sum shall include all labour costs, all costs and expenses for insurance, transport, materials, tools, equipment, machinery and others as may be necessary for the efficient and successful execution of the Services as stipulated in Annex B and Annex C. All works requiring parts replacement or servicing shall be based on the Schedule of Rates in Schedule 4.

5. CONTRACT PERIOD

- 5.1 This Contract shall be valid for a period of **twenty-four (24) months** from **1 April 2026** to **31 March 2028** ("Contract Period") with an option to extend for up to another twenty-four (24) months at the discretion of the Company. The Contractor shall provide the Services as stipulated in the Annex B and Annex C at 1 Zubir Said Drive, Singapore 227968 to the satisfaction of the Company.

6. OTHER TAXES AND DUTIES

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

7. DEDUCTIONS

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

8. TERMINATION FOR BREACH

- 8.1 If at any time any of the following events shall occur:-
- 8.1.1 the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Company may terminate this Contract without any liability with thirty (30) days termination written notice; or (ii) where such breach is not capable of remedy, then the Company may terminate this Contract without any liability with thirty (30) days termination written notice, or

- 8.1.2 the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor's assets; or if the Contractor makes any form of compromise or scheme of arrangement with its creditors, or ceases to carry on business, then the Company may terminate this Contract without any liability with immediate notice.

9. TERMINATION BY NOTICE

- 9.1 Without prejudice to Clause 8 above, the Company reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice and reasonable cause to the Contractor.

10. FORCE MAJEURE

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

11. INTELLECTUAL PROPERTY

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

12. CONFIDENTIALITY

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

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

13. INDEMNITY

- 13.1 The Contractor undertakes to duly insure all workers engaged in the performance of the Services herein against any liability and further undertakes to indemnify and keep the Company and its personnel indemnified against all losses, damages, liabilities (whether criminal or civil), costs and expenses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the Company or its personnel arising out of or in connection with:
- 13.1.1 any breach of this Contract by the Contractor (including without limitation any breach of warranty);
- 13.1.2 any act of neglect or default of the Contractor's employees, agents and/or permitted subcontractors;
- 13.1.3 any breach in respect of any matter arising from the non-performance of the Services resulting in any claim by any third party; or
- 13.1.4 any breach of undertaking or agreement by the Contractor.
- 13.2 The indemnities given by the Contractor under this clause shall not be defeated or reduced by reason of any negligence or omission of the Company or its authorised representative in failing to supervise or control the Contractor's servicing or, methods of working, or to detect or prevent or remedy or mitigate defective Services, or to ensure proper performance of any obligation of the Contractor.

14. PERMITS AND LICENCES

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

15. GOVERNING LAW AND JURISDICTION

- 15.1 This Contract shall be governed by and construed in accordance with the laws of the Republic of Singapore.
- 15.2 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.

16. ARBITRATION

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

17. NOTICES

- 17.1 Any notice or other communication given to a Party under or in connection with this Contract shall be in writing and shall be:
- 17.1.1 delivered by hand or by pre-paid post or other next Business Day delivery service at its address as set out in clause 17.2; or
- 17.1.2 sent by email to the address specified in clause 17.2.
- 17.2 The addresses and email addresses for service of notices are as follows:

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

CONDITIONS OF CONTRACT

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

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

17.3.2 if sent by pre-paid post or other next Business Day delivery service, at 0830hrs on the second Business Day after posting or at the time recorded by the delivery service; and

17.3.3 if sent by email, at the time of transmission, or, if this time falls outside normal office hours in the place of receipt, when normal office hours resume. In this clause 17.3, "normal office hours" means 0830hrs to 1800hrs Monday to Friday on a day that is a Business Day.

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

18. WAIVER

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

19. SEVERABILITY

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

20. ENTIRE CONTRACT AND MODIFICATION

20.1 This Contract embodies and set forth the entire agreement and understanding of the Parties and supersedes all prior oral or written agreements, understandings or arrangements relating to the subject matter of this Contract. Neither Party shall be entitled to rely on any agreement, understanding or arrangement which is not expressly set forth in this Contract.

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

21. RELATIONSHIP OF PARTIES

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

22. COUNTERPARTS

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

23. SUB-CONTRACT AND ASSIGNMENT

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

24. COSTS

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

25. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT

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

26. WORKING HOURS

- 26.1 The works under this Contract shall be executed primarily during normal office hours between 0830 hours to 1800 hours on Mondays to Fridays, except on Public Holidays. All works must be carried out with due diligence and expedition as directed.

27. COMPLIANCE

- 27.1 The Contractor further undertakes to ensure that all statutory and regulatory requirements relating to, inter alia the immigration status of the workers, employees or agents, conducting the Services under this Contract in or in the vicinity of the Company's premises shall be fully complied with. The Contractor shall be held fully and solely liable for and shall indemnify the Company and its Authorised Representatives in respect of all actions against the Company and its Authorised Representatives for employing foreign workers

without valid permits.

- 27.2 The Contractor shall ensure that every part of the Services and all materials, articles and goods used or incorporated therein or supplied by or on behalf of the Contractor, whether purchased under any patent or trade name or otherwise, shall comply with quality, quantity, nature, description and condition required for the successful completion of the Service. The Contractor shall remain liable for any breach of this clause notwithstanding that the Company has accepted the Services as having been satisfactorily executed or completed.
- 27.3 The Contractor shall comply with the provisions of any renovation guidelines, house rules and regulations prescribed for the building.
- 27.4 The Contractor must implement and comply with all rules and regulations, safety and security requirements notified to it by the Company, its Authorised Representatives or by any relevant Authority.
- 27.5 The Contractor must comply with all relevant Laws and the requirements of all relevant Authorities in relation to occupational health and safety, including but not limited to the Safety and Health Regulations.

28. SAFETY

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

29. PROTECTION OF EXISTING EQUIPMENT/PLANT

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

30. WARRANTY ON QUALITY AND PERFORMANCE

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

31. INSURANCE

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

32. COMPETENT SITE STAFF

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

33. SECURITY AND SCREENING OF EMPLOYEES

- 33.1 Before the Contractor employs or engages any person in connection with the provision of the Services, the Contractor shall ensure that it has, in respect of that person:
- a) Obtained a police records check (if required by the Company) and
 - b) Investigated the person's employment history.
- 33.2 Upon completion of the screening process to the satisfaction of the Company, written notice shall be given to the Contractor of the names of those persons (if any) that the Company has approved for the purposes of such screening (the "Approved Persons").
- 33.3 The Company may, at any time and without coming under any liability, notify the Contractor that a person has ceased to be an Approved Person. Upon receipt of such notice, the Contractor shall ensure that such Approved Person shall no longer enter the Company's premises, and that such Approved Person shall cease to be engaged in connection with the provision of the Services.

34. SERVICE LEVEL CONTRACT

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

sums shall be deducted directly from the Contractor's invoice.

For acts committed as described in Annex E, the Contractor shall keep the Company updated and informed of the actions taken against the staff involved.

35. VARIATION

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

CONDITIONS OF CONTRACT

Tender Ref: SAS/OP/2025/009/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 VENUE)
MANAGEMENT) _____

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

in the presence of:)
)
_____) _____
[Name / Designation]

Annex B : KEY SYSTEM SPECIFICATIONS

KEY SYSTEM SPECIFICATIONS

#: Critical requirement

1. Technical Descriptions

The Tenderer shall inspect, take required measurements and examine each venue and its surrounding at the compulsory site viewing, before submission of the proposal and quotation.

Software For Vortek Automation Controller (VAC)

1.1 Daktronics Classic Hoist EV-0509 Cut Sheet

| | |
|------------------------|---|
| Crated Dimension | 4420mm Length x 889mm Height x 483mm Width |
| Weight | 479 kg |
| Operation Frequency | 50 Hz |
| Output Power | 5.5 kW |
| Speed | 0-0.9 metres/second |
| Lift Lines | 5 |
| Fly Travel Distance | 18.8 (Standard) |
| Primary Braking | Electromechanical brake rated at a minimum of 150% of full load |
| Secondary Braking | Fully mechanical Weston-style load-side brake coupled directly to the drum rated at a minimum of 150% of full load |
| Gross Lifting Capacity | 500 kg |
| Power Supply | 3-phase 220V |
| Cable and Drum | 3/16" 7 x 19 galvanised aircraft cable and 7" injection-moulded glass-filled Nylatron drum |
| Load Sensing | Electromechanical load-sensing devices are designed to protect and measure the load imposed on each hoist when unwanted load changes due to under or over loading |
| Hoisting Bar | 1500 (Length) mm with 150mm overlap, galvanised 50mm diameter round pole |

1.2 Vortex Automated Controller (VAC) on Rolling Cart (Fly Gallery)

VAC Computer processor w/WIN 10 Pro x 2 at Fly Gallery

Specifications:

- Product SKUs, NX81-G30 Slim Workstation
- Motherboard, chipset H81 Chipset Motherboard
- Processor, socket LGA 1150 Socket Supported CPU Series Intel 4rd Generation Core i7/ i5/ I3/Pentium/Celeron Processors.
- Memory Capacity up to 16 GB of system memory 2 DIMM sockets
- Memory type, DDR3-1600/1333 Mhz unbuffered
- DIMM Sizes 1GB, 2GB,4GB,8GB
- On Board Devices, SATA 2X 3GB/s ports 2x SATA 6GB/s ports
- Network controllers 1 x gigabit Ethernet
- Graphics, on board graphics
- Audio realtek ALC887 flexible 8 Channel Audio Codec w/ Jack Sensing

- Expansion slots, PCI Express 1 x PCIe 1.0x16 ,1 x PCIe 2.0X1, 2 X PCi 32 slot
- Low Profile
- USB Arcnet Adapter x 1
- Dayton key switch spring return 22mn x 13
- Dayton key switch maintained 22 mm x 1
- Dayton NC contact block x 24
- Load Cell – 4-20mA out, 12000kg (Tandem pair) x 2
- VAC Keyboard – flexible x 1
- Replacement touch monitor x 2
- Red e-stop button ILLM twist to release x 2
- E-stop, LED module 22 mm 800f, N/O & N/C x 2
- Backup VAC computer w/ Win 10 Pro x 1
- Backup replacement touch monitor x 1

1.3 Vortek Automated Controller (VAC) Laptop on Rolling Cart (On Deck)

VAC Laptop on Rolling Cart on Deck

Specifications:

- Asus DB02 Laptop
- AMD E2 SoC Chipset
- Socket Integrated
- CPU, AMD E2-6110APU
- Memory, 4GB DDR3L 1600MHz DIMM 4GB
- On Board Devices, 1X SATA 6Gb/s port(s)
- Network controllers, 1x RTL810XE Ethernet Controller, 1x RTK8723BE Wireless Interface
- Graphics Radeon R2
- Audio Kabini HDMI/DP Audio
- Webcam VGA Web
- Chasis, Laptop
- Dimensions, height:1.1"- 28mm, width:15.0"-381 mm, depth:9.9"-252 mm
- Screen 15.6" (1366px x 768px, ratio 16:9)
- Weight 5LBS
- I/O Ports, video 1x VGA port, 1x HDMI port
- LAN 1xRj45 PORT
- USB, 1 X USB A 3.0, 1 X USB A 2.0 ports, 1x USB C 3.0 ports
- Audio 1x Line in/Line out/Microphone

1.4 Stage Automation

The Orchestra Pit is operated on a hydraulic wrench and turn shaft mechanism. It is loaded with several sensors incorporated with Infra-ray technology to detect and prevent position over limits and the detailed information are as follows:

- 2 x hydraulic wrench and turn mechanism
- 4 x infra-ray sensor
- Jaw lock devices for double locking
- Speed movement locked at 0.2m/s
- 2 x Guilder

- Electrical switchboard
- Chain rail cable management
- E-stop electrical switchboard

1.5 Motorised Chain Hoist

1.5.1 ChainMaster D8

- Capacity 500kg
- Climbing or standard suspension
- Direct of contactor controller
- 5 pocket chain wheel
- Speed 4 m/min
- Load chain(mm) 5.2 x 15
- DC Brake

2. General Requirements

The Non-Comprehensive Preventive Maintenance and Service for Stage Automation and Rigging Systems shall satisfy the following requirements:

| S/N | Item Description |
|-----|--|
| 1. | <ul style="list-style-type: none"> • Provide access control for the system movements to and from the control deck and stage floor as well as the pit level (Drama Theatre and Concert Hall). • The portable control panel on stage deck shall cater for same if not easy handling and programming comparable to the main controlling console. |
| 2. | <ul style="list-style-type: none"> • Stage Automation System shall be able to identify, differentiate and prompt out error codes according to system software set up e.g. load excess and the allowed limitation • Stage Automation and Rigging System will automatically disable any movement and error code should display on control monitor fail to alert operator. |
| 3. | <ul style="list-style-type: none"> • Provide system software updates and training for all SAS venue operators. The Stage Automation and Rigging System (Drama Theatre and Concert Hall) shall provide SAS venue operators with easy handling and management of data, including user friendly formatting of reports for hard copy printout. |
| 4. | <ul style="list-style-type: none"> • The Stage Automation System shall also allow SAS venue operators to facilitate programming that will allow them to define and/ or to make adjustment on the movement/ speed rates. There should be a programming setting for any movement/ speed rate changes in the event when SAS venue operators are required to make changes to the pre-set rates. Any changes to the system settings shall be automatically recognised once programmed into the system. |
| 5. | <ul style="list-style-type: none"> • The Stage Automation System, in addition to the Orchestra Pit in Drama Theatre, shall have all pre-set levels programmed for SAS venue operators to select when in operation. It shall allow the pit to move to its designated level with a lockdown movement/ speed rate. As a preventive measure, in the event |

| | |
|----|---|
| | the main control panel does malfunction, alternate controls shall be allowed via the main electrical switchboard server located in the pit level. |
| 6. | <ul style="list-style-type: none"> The Stage Automation System, in addition shall be programmed for SAS venue operators to select the movement position setting for the Choir Wagon and the Acoustic Panels in Concert Hall. It shall allow the wagon or the panels to move to its selected position with a lockdown movement/ speed rate. As a preventive measure, in the event if the main control panel does malfunction, alternate controlling shall be allowed via the main electrical switchboard's controlling panel located at the side stage. |

3. Software Requirements and System Operation

3.1 The Stage Automation and Rigging System in Drama Theatre, in addition to daily operation of the system, shall also provide customised software management reports. The system shall allow the SAS venue operators to access and program via the main control console and be able to record data and all programming on these aspects:

- Event name input
- Date recognition
- Time recognition
- Programming
- Cueing
- Grouping
- Tracking
- Update
- Active page
- Error prompting
- E-stop alert
- Remark

3.2 The Stage Automation and Rigging System must be able to handle easy programming, prompt any alert and/ or reminder to SAS venue operators that an error has occurred and error check should be displayed for advice or recommended for follow-up action/s. The system shall be able to update all programming /entries and allow SAS venue operators to save their work after any software updates.

4. Records

The Stage Automation and Rigging System shall be able to provide records and/ or reports for SAS venue operators to retrieve whenever needed and the system shall be able to provide the following information on programming for individual flybar:

- Movement/ speed rates information
- Out-trim limits
- In-trim limits
- Maximum weightage
- Errors reports
- Power supply information
- Usage report
- Login/ logout report
- Event report

5. Reports

The Stage Automation and Rigging System shall allow SAS venue operators to monitor any status of all programming entries. The default/ error displays on the touch panel controller must be able to show error icons. If a particular programming entry is faulty, i.e. rigging exceeds the weight allowance limits, has alignment issues, equipment is offline, power failure, etc. there shall be an icon that will prompt and alert the venue operators, and the error icon should appear in red colour and flashing on the control screen as a clear visual alert. All status of each programming entry must be displayed in real time so that it can be synchronised with the portable controller at Stage Level.

Annex C : **SCOPE OF WORKS**

1. SCOPE OF WORKS

#: Critical requirement

1.1 The Scope of Works

- a. # To include the supply of trained manpower, of which it must be included at least one certified site supervisor and/or one certified engineer for respective systems in particular the Vortek, Gala and Serapid systems, to conduct the non-comprehensive maintenance and servicing for stage automation and rigging systems in Concert Hall, Drama Theatre, Studio Theatre and Gallery (hereinafter referred to as "Venues") at Levels Two and Level Three of the Company.
- b. To provide all necessary equipment, materials, tools and labour deemed necessary for any dismantling before replacement to any existing damaged and/or defective parts of respective staging and rigging system in Concert Hall, Drama Theatre, Studio Theatre and/ or Gallery at the Company.
- c. To conduct inspection and condition checks, service and repair, parts replacement, adjustment, alignment, calibration, clean and lubricate all the rigging equipment in the Venues, including Chain Hoists, Rolling Gantry Beams, Choir Wagon, Motorised Choir Tiers, Acoustic Banners, Orchestra Risers and Orchestra Pit columns, Orchestra Seat Wagon, Power Fly Bars and Pipe Grid System.
- d. To conduct complete functional tests on the all controlling systems, rigging equipment that include the power and signal data cables, connectors, plugs, sockets, push buttons, toggle, switch boards in the Venues, including the wall-mounted Vortek Automated Controller switch panels and connectors in Drama Theatre and Concert Hall.
- e. To supply and re-install any conduits, trunkings, junction boxes, and all supporting works and materials necessary for any replacement of power, data, signal control cables and functional tests must be conducted to ensure all re-installation tasks must be in full functional condition. All re-installation or replacement conduit, trunking and fixtures must be firmly secured and colour-match existing trunking and to follow the location's background colour.
- f. To supply, re-install and/ or replace all necessary associated fittings, accessories, mounting brackets, connectors, plugs, screws, bolts and nuts on damaged or defective parts that includes power supply cables, data cables and any other accessories as required by the stage automation and rigging system.
- g. To include, supply and replace common wear-and-tear consumable parts (e.g. screws, bolts, nuts, etc.) under general maintenance service and should not charge the Company unless otherwise justified by the Contractor and agreed by the Company in writing before replacing. All chargeable parts and items shall be based on the Schedule of Rates.
- h. To check and update all software in the controlling system used for the stage automation and rigging system which must include checking on functionality of the control toggle, rigging hoists remote controller and touch panel for all controlling equipment including but not limited to keyboards and all computer hardware.
- i. The Contractor is required to obtain a written approval from the Company's Authorised Representative and Venue Manager before proceeding with repair and/ or replacement of any damaged, defective or malfunctioned parts. All parts repaired/ replaced are to be covered and accompanied with a warranty for six (6) months.
- j. Any parts serviced, repaired and/ or replaced found to be malfunctioning within the warranty period must be replaced immediately without any additional costs.
- k. To provide venue-specific maintenance checklists, reports and documentation for all conducted checks, tests, repairs, updates etc.

-
- l. To provide and conduct training for the technical staff from the Company (hereinafter referred to as "The Crew") on any system update or changes done in the operating system that include the knowledge of minimal maintenance, programming, controlling, monitoring and operations of the automation system.
 - m. To check, obtain and verify all the necessary information with regards to existing/ proposed services and installations etc. for satisfactory execution of all the works such as installation, dismantling and clearance with SAS Authorised Representative and Venue Manager.
 - n. To provide acoustic and fire stop treatment to close openings after the replacement installation of electrical/ mechanical structure works such as beam work, track structure, cabling and trunking etc. as required by the Company or to comply with the acoustic and fire requirements.
 - o. To make allowance for the works and requirements stated in the scope of works. The Company on account of the above works and requirements shall not be charged for any such claims.
 - p. To conduct Professional Engineer (PE) inspection annually and load tests every four years, for all stage automation, rigging system and tension grid, including stage trap panels, and annual MOM re-certifications of the chain hoists. All completed load tests must be accompanied with an official certification endorsed and signed by the appointed and licensed Professional Engineer.
 - q. Any damaged, malfunctioned and/ or defective parts/ items that needs to be rectified, the Contractor must only propose and provide similar or compatible parts/ items of which materials, goods and make are of equivalent quality or relevant recommendation for use in compliance with/ or exceeding the original manufacturer's specifications.
 - r. Every maintenance service must include full cleaning, greasing, visual checks, tests, adjustments and alignments of all parts and systems to ensure all stage automation and rigging systems are in full functional condition before completing the service.
 - s. A period of five (5) business day (from 0830hrs to 1800hrs) will be allocated per venue for the maintenance services. Maintenance services are to be carried out by individual venue each period, and to be completed within the period allocated. The Company will provide the Contractor with the scheduled dates per venue at least three (3) months in advance, and the Contractor must acknowledge and reply to the Company within five (5) business day to confirm the schedule.
 - t. To provide call-back service during normal office hours to attend to and troubleshoot fault and repair breakdown. Breakdown maintenance required after normal office hours (from 0830hrs to 1800hrs) shall be covered by the **24 hours service call**, which shall be provided by the Contractor.
 - u. To include the following Emergency Response corrective maintenance service within the twenty-four (24) months base contract period:
 - (i) Four (4) occurrences of Emergency Call during contract period of twenty-four (24) months – within 2 hours response and arrival at site.
 - (ii) Four (4) occurrences of Urgent Call during contract period of twenty-four (24) months – within 4 hours response and arrival at site.
 - v. The cost of servicing shall include all transportation and labour to perform the maintenance and breakdown services required under the specifications.
 - w. The above general description of the Scope of Works is only for the guidance of the Contractor, and any error or omission shall not constitute a ground for claims by the Contractor. The Contractor shall investigate the actual extent and nature of the works comprised in this

Contract prior to submission of his quotation. Any doubts should be clarified with the Company before the submission as no claims arising out of lack of clarity or availability of information will be entertained.

2. CONTRACT PERIOD

- 2.1 The Contract Period for the Time of Completion of all the works stated in the Schedule of Price shall be up to maximum of forty-eight (48) months from the issue of the Letter of Acceptance.
- 2.2 Each maintenance service is conducted half-yearly, every six (6) months apart and during which, the maintenance service conducted in each venue will be scheduled at least three (3) months in advance and the Contractor will be given five (5) normal office days (within the normal office hours) to complete.
- 2.3 The Contractor shall bill the Company only upon the completion of each half-yearly maintenance. If the Contractor fails to complete the maintenance service within the scope of works and the scheduled maintenance period or within any extended time granted by the Company, payment shall be withheld for the period during which the service remains incomplete.
- 2.4 The Contract Period is subject to final maintenance service completion based on the planned estimation of half-yearly schedule and meeting all contract terms and conditions stipulated by the Company.

3. OVERTIME

- 3.1 Should overtime work be necessary for the Contractor to complete the work by the date and time agreed, no additional charges will be paid to the Contractor for such overtime. Any overtime and related costs and revenue loss incurred by the Company will be fully borne by the Contractor.
- 3.2 Should the Contractor deem it necessary to work beyond the normal office hours (from 0830hrs to 1800hrs) to complete the Contract within the given time, the quoted prices in Schedule 3 (Schedule of Price) should be inclusive of such overtime.

4. INSPECTION OF VENUES

- 4.1 The Tenderer shall inspect and examine each venue and its surroundings and shall satisfy himself before submitting his Tender as to the nature of the venue, the means of access to the venue, the accommodation or storage he may require and in general shall himself obtain all necessary information as to the risks, contingencies and other circumstances which may influence or affect the Schedule of Price.
- 4.2 No claim by the Contractor for additional payment will be entertained on the ground of any misunderstanding or misinterpretation in respect of any matter nor shall the Contractor be released from any risks or obligations required of him or undertaken by him under the Contract on any matter which may affect or have affected the execution during the maintenance service.

5. MANPOWER DISTRIBUTION AND REQUIREMENT ON SITE

- 5.1 The Contractor shall include in Schedule 3 (Schedule of Price) the necessary manpower and additional precautionary measures for carrying out his works in a manner that is safe.
- 5.2 The Contractor shall submit information on the amount of manpower required in their proposal and is subjected for approval by the SAS Authorised Representative or Venue

Senior Manager for the agreed contract period. The Contractor shall also see to it that no less than the said number of workers is assigned in the Venues to meet all the requirements of the Contract maintenance service at any one time.

- 5.3 The Contractor must include at least one certified Site Supervisor and one certified Engineer with minimum three (3) years' experience in similar works and the respective systems in the Venues in particular the Vortex and Gala systems, to conduct the maintenance service. The Site Supervisor and the Engineer shall be in charge of the maintenance services in the Venues and shall be responsible for controlling the maintenance service activities so that the tasks can be carried out smoothly and effectively.

6. ACCESS TO THE WORKS

- 6.1 The Contractor and their staff shall at all reasonable times have access to the Contract maintenance service and to workshops or other places where work is being prepared for the task in compliance of the security protocol of the building.

7. MATERIAL AND WORKMANSHIP

- 7.1 The Contractor shall carry out the maintenance service in accordance with the Specifications in Annex B and Annex D provided at the Tender or during the course of clarification shortly after collection of these materials and the following clauses on materials and workmanship.
- 7.2 All quantities of materials/elements stated are indicative only. The Contractor shall verify all the numbers and to account for the exact requirements in Schedule 4 (Schedule of Rates).

8. WORKPLACE AND STORAGE OF MATERIALS

- 8.1 The Contractor shall seek approval from the Company of the Contractor's proposed location of samples, prototypes, test components in the stores, etc. for approval before commencement. If so required, the Contractor may seek the approval from the Company for the placement of the store.
- 8.2 The Contractor shall always ensure that no hindrance and/or nuisance shall occur at all stages during the maintenance service.

9. CONTRACTOR'S RESPONSIBILITY FOR DESIGN, SUITABILITY AND VERIFICATION OF DESIGN BY THE COMPANY

- 9.1 Notwithstanding anything contained in this Contract, where the Contractor himself designs and selects materials for the work, the Contractor shall assume full responsibility and ensure and undertake that the works and materials will be suitable for their purposes.
- 9.2 All conditions stated on the Contract or inferred throughout the Specifications are intended only to be a general guide and outline to the actual tasks. All components shall be as close as possible to the sizes and dimensions given in the Contract requirements. Contractor may propose any components equivalent to those stated in the Contract and any deviation shall be highlighted. The Contractor is required to obtain written approval from the Company before proceeding.
- 9.3 It shall be the responsibility of the Contractor to work closely with the Company. Suggestion or recommendations shall be submitted before commencement of any fabrication or re-installation works and shall only commence upon confirmation from the Company in written approvals.

- 9.4 Any approval by the Company shall not relieve the Contractor of any of his responsibilities for the adequacy and practicality of his suggestion or recommendation and any subsequent amendment thereof. The cost of all necessary remedial works, be it temporary or permanent ordered by the Company as a result of any inadequacy and impracticability discovered at any point in time and any subsequent amendments shall be the entire responsibility of the Contractor and the ensuing cost shall be borne by the Contractor.
- 9.5 Any delay to the completion of the Contract maintenance service as a result of late submission of documents, proposal, etc. to the Company for approval shall not entitle the Contractor to any claim for loss, expense and time extension.

10. SITE RESTRICTIONS

- 10.1 The Contractor shall allow for compliance with all existing site restrictions and/or conditions imposed by the Company, which may in any way affect the carrying out of the maintenance services including any further restrictions and/or conditions, which may from time to time be imposed by the same during the progress of the asks.
- 10.2 The Contractor is advised that there may be other contractors working in the same area. He shall ensure that there is no interference with the works of such other contractors and shall work in close cooperation with them in order that his own works can progress in a smooth and satisfactory manner.
- 10.3 The Contractor shall take all necessary precautions to restrict his workmen to areas where work is in progress.
- 10.4 Railing with warning signs must be provided and clearly displayed whenever any maintenance services are carried out next to the carriageway.
- 10.5 The Contractor shall note that there shall be no additional charges to the Company or any claims pertaining to Clause 10.

11. SAMPLES, MATERIALS, MOCK-UPS ETC.

- 11.1 The Contractor shall submit samples or materials as may be required by the Specifications or requested by the Company prior to the commencement of any fabrication or re-installation. No work shall commence before approval by the Company is given.
- 11.2 All samples or materials shall be labelled or identified, and each label shall have clear space to accommodate any approval stamp by the Company. Should a range of texture or other characteristics be anticipated, sufficient samples or materials to show the full range of characteristics shall be submitted.
- 11.3 All samples or materials submitted complying with the requirements in Clauses 11.1 and 11.2 and subsequently accepted by the Company shall be only for characteristics or uses named in such acceptance and for no other purpose. Acceptance of any sample or material shall not in any way absolve the Contractor from his responsibility under the Contract.
- 11.4 The Contractor shall also prepare mock-ups for all the replacement jobs for the Company's approval prior to carrying out actual works on site. The mock-ups shall be executed to the complete satisfaction of the Company and remain protected throughout the duration of the Contract.
- 11.5 Upon acceptance of the samples and mock-ups by the Company, all materials delivered to the Venues and all works on site will be gauged against the approved samples and mock-ups.
- 11.6 The Contractor shall submit all samples of materials/finishes together with full technical information to the Company if repair, replacement and/or re-installation works are required.

All submitted samples or materials except for the mock-ups shall become the property of the Company which may make use of such items in any way as it deems fit.

11.7 The Contractor shall submit all test certificates for the respective systems and materials to the Company before delivering them to the Venues.

11.8 All costs and expenses incurred as a result of or arising from the above requirements in Clause 11 shall be at the expense of the Contractor and no costs or charges shall be borne by the Company.

12. VENUE DRAWINGS

12.1 The Contractor's attention is drawn to the requirements for the submission of venue drawings and coordinated drawings contained in the Conditions of Contract.

12.2 Notwithstanding such review of requirements, venue drawings for the maintenance service tasks shall include all necessary details and show the positions made for equipment/cable sizes and routing. The Contractor shall be bound to carry out and complete the works in accordance with Conditions of Contract.

12.3 The Contractor shall ensure that figured dimensions are to be used. The Contractor shall not scale from construction drawings. Before commencing any work or ordering any materials, the Contractor must verify all measurements of the works. If any discrepancies are found they must be brought to the attention of the Company immediately, failing which the Contractor shall be responsible for and shall bear the cost of rectifying such discrepancies.

13. STANDARD OF WORKMANSHIP

13.1 The Contractor shall ensure that a high standard of workmanship is provided throughout the maintenance service. The Contractor shall allow for this in the Schedule of Price. Inferior work or material shall be rejected, and the Contractor is liable to make good within the scheduled maintenance period; the Company reserves the right to charge liquidated damages on any loss incurred due the Contractor's inferior work or material provided.

14. CHECKLIST AND MAINTENANCE SERVICE REPORT

14.1 The Contractor shall submit to the Company two (2) sets of checklist and maintenance service report once the tasks are completed in each individual venue within five (5) business days.

15. TRAINING

15.1 The Contractor shall conduct training for The Crew as appointed by the Company prior to the commissioning of any new/ re-installation and/or software updates to existing controlling systems.

15.2 The Contractor shall submit in writing the details of the training for the Company Venue Manager's approval within two (2) weeks after the training.

15.3 The training shall be conducted in Singapore for at least ten (10) people and shall be conducted in the English language by competent and experienced instructors from the Contractor. The training shall be video recorded by the Company for archival use.

15.4 Both the Contractor and the Company shall mutually agree upon the commencement date and the length of the training. The Contractor shall give written notification of the commencement date of the Training at least two (2) weeks in advance. The Company Venue Manager reserves the right to re-schedule the training by notifying the Contractor three (3) days prior to the date of commencement of the training.

- 15.5 The Contractor shall provide to the Venue Operator ten (10) sets of the detailed training syllabus and approved course materials two (2) weeks before the commencement of the training.
- 15.6 Upon completion of the training course, the Contractor shall provide the Venue Operator with the complete set of training aids and course materials, including actual syllabus and plans, slides, transparencies and hand-outs provided to the Venue Operator, to enable the Company to conduct its own training courses.

16. MAINTENANCE SCHEDULE AND WORKS

- 16.1 The Contractor shall submit a detailed maintenance schedule to the Company for approval within four (4) weeks after being notified by the Company on the designated date for the maintenance service to be conducted. This maintenance schedule once approved shall be strictly adhered to and no changes would be allowed without the prior approval of the Company in writing. The maintenance schedule shall indicate the commencement and completion dates for the maintenance services. The maintenance schedule should show the detailed works carried out for each venue.
- 16.2 For each venue, the schedule shall provide the dates for the completion of each of following tasks: -
- 16.2.1 Fabrication of parts and ordering of materials if repair, re-installation or replacement works are needed.
 - 16.2.2 Transportation and delivery of materials, tools, etc.
 - 16.2.3 Commencement of maintenance service, checks, tests, etc.
 - 16.2.4 Submission of checklist and maintenance service reports.
 - 16.2.5 User Acceptance Testing and Commissioning, where applicable; and
 - 16.2.6 Training and Submission of Operating Manuals, where applicable.

Annex D : TECHNICAL DRAWINGS AND LOAD TEST REQUIREMENTS

To obtain Annex D upon signing of Non-Disclosure Agreement (NDA) at Site Show.

***More information will be provided at Tender Briefing session.**

Annex E : **LIQUIDATED DAMAGES**

LIQUIDATED DAMAGES

- Any failure by the Contractor or any of its employees in meeting the requirements and service level agreements shall result in liquidated damages and penalties. Please refer to Table 1 below. All deductible sum(s) shall be deducted from the Contractor's invoice accordingly.

| S/N | Description | Concert Hall | Drama Theatre | Studio Theatre | Gallery |
|-----|---|------------------|------------------|------------------|------------------|
| 1. | Failure to complete maintenance session per venue within the stipulated time frame | S\$6,300.00/day | S\$4,400.00/day | S\$2,800.00/day | S\$1,300.00/day |
| 2. | Failure to meet the Emergency Response for Corrective Maintenance call back service | S\$4,600.00/case | S\$3,000.00/case | S\$1,500.00/case | S\$1,300.00/case |

Table 1: Liquidated Damages

The total accumulated Liquidated Damages shall be capped at 10% of the contract price.

- The Contractor shall take all necessary precautions to prevent damage to any of the Company's property, fixtures or fittings within the venues and the school's vicinity. Any disturbance or damages to the existing part of the building in the course of the maintenance service tasks must be rectified and made good by the Contractor at no additional costs to the Company. Any opportunity loss, costs and expenses incurred by the Company during the rectification period for such damages, shall be fully charged to the Contractor.
- All damages caused during the maintenance service shall be made good by the Contractor to match the existing and surrounding finishes to the Company's satisfaction and within the stipulated timeframe as agreed with the Company. All costs in connection with such works shall be deemed to be included in the total Contract Sum. Failing which, any opportunity loss, costs and expenses incurred by SAS in assuming remedy to such damages shall be charged fully to the Contractor.
- The Company reserves the right to charge the Contractor for any administrative and/or related cost incurred during the contract period.

Annex F : SELECTION CRITERIA

SELECTION CRITERIA

- 1.1 Singapore Arts School Ltd. (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 goods and services that meet all requirements. In line with this principle, the Company will adopt the following criteria for the selection of a Contractor.

Tendering for the Provision of Non-Comprehensive Preventive Maintenance Services for Stage Automation and Rigging Systems at Concert Hall, Drama Theatre, Studio Theatre and Gallery shall be evaluated based on the following criteria:

- ✓ a) Submission of Tender by the Tender Closing Date and Time
- ✓ b) Mandatory attendance at the Online Tender Briefing and Site Show
- ✓ c) Signing of Non-Disclosure Agreement (NDA) to obtain Tender document, Annex D: Technical Drawings and Load Test Requirements at Site Show
- d) Completeness of Schedule 3 - Schedule of Price and Schedule 4 - Schedule of Rates
- e) Tenderer compliance to registration with Government Supplier Registration (GSR) Head Registration and Financial Grade:
 - i) GSR Supply Head: EPU/AVP/10 - Audio Visual, Photographic & Optical Products
 - ii) GSR Financial Grade: S5 and above
(Tendering Capacity up to S\$1,000,000 and above)
- f) Registration of Tenderers with Building and Construction Authority (BCA):
 - i) BCA - Supply Head: ME11 - Mechanical Engineering
 - ii) Financial Grade: L3 and above - S\$5.0 million
- g) Valid certifications before the Tender registration open date. (where applicable)
- ✓ h) Compliance with a Professional Engineer is required for all reports, load testing, and certifications.
 - i) Compliance with list of required Tender Documents submission (please refer to Schedule 1 - Instruction to Tenderers, Point 1)
- ✓ j) Compliance with points in the Annex B and Annex C - Requirements marked with # are critical specifications that need to be adhered to
- k) Financial capabilities of the Tenderer
- l) Record of past and current contracts / projects
- m) Other relevant certifications (if any)

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

Note: Criteria marked with ✓ are critical.

Annex G : **STATEMENT OF COMPLIANCE**

STATEMENT OF COMPLIANCE

*The indication will be deemed to be applicable to each **main** section, unless it is clearly stated to be otherwise.

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

| Specification | Compliance (C/NC)* | Explanatory Remark** |
|--|--------------------|----------------------|
| ANNEX A. - CONDITIONS OF CONTRACT | | |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
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| ANNEX A. - CONDITIONS OF CONTRACT | | |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
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| ANNEX A. - CONDITIONS OF CONTRACT | | |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
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| ANNEX B – KEY SYSTEM SPECIFICATIONS | | |
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| ANNEX C – SCOPE OF WORKS | | |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
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| ANNEX C – SCOPE OF WORKS | | |
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| Specification | Compliance (C/NC)* | Explanatory Remark** |
|---------------------------------|-----------------------|----------------------|
| ANNEX C – SCOPE OF WORKS | | |
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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 _____ 2026.

NAME AND
SIGNATURE

(AUTHORISED
REPRESENTATIVE)

:

NAME
(WITNESS)

:

DESIGNATION OF
(AUTHORISED
REPRESENTATIVE)

:

DESIGNATION

:

DATE

:

DATE

:

COMPANY STAMP

:

COMPANY NAME

:

Annex H : NON-DISCLOSURE AGREEMENT

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
(Authorised Representative)_____
Designation_____
Company Name and Company Stamp_____
Date_____
Signature of Witness_____
Full Name in BLOCKS_____
Address_____
Date