

## FORM OF PROPOSAL

To:

Name of Contractor:

Singapore Arts School Limited

Address:

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

Invitation to Propose Opening Date:  
27 April 2026

**Please Submit by:**  
**12 May 2026 at 5:00pm**

---

### INVITATION TO PROPOSE (ITP) NO. SAS/OP/2026/02/SP - FOR THE PROVISION OF SCHOOL UNIFORMS FOR SCHOOL OF THE ARTS, SINGAPORE

1. **Singapore Arts School Ltd. (SAS)**, the company that manages the **School of the Arts, Singapore (SOTA)**, governed by the Ministry of Culture, Community and Youth (MCCY), invites proposals for the Provision of School Uniforms at **1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You are required to submit your proposal and any accompanying information via email by **12 May 2026, 5:00pm Singapore Time**. Late and incomplete submissions will be disqualified.
3. The documents enclosed in this proposal include:
  - (a) Annex A: Requirement Specifications
  - (b) Annex B: Conditions of Contract
  - (c) Annex C: Critical Criteria
  - (d) Annex D: Statement of Compliance
  - (e) Schedule 1: Schedule of Price
  - (f) Schedule 2: Measurement Charts
  - (g) Schedule 3: Application Form
  - (h) Appendix 1: Estimated Timeline for Supply and Delivery of School Uniforms
4. The proposal shall be submitted by the applicant's authorised representatives.

5. A **School Uniform Briefing and Uniform Sample Viewing** will be held at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968, from 28 April 2026 to 30 April 2026, between 2:00pm and 4:00pm. The briefing will take approximately 45 minutes. Applicants are required to confirm their attendance with **Ms Aster Xue** to arrange for an appointment via **Tel: 6594 8456** or via **Email: aster.xue@sota.edu.sg**. Attendance is **mandatory** for participation in this proposal.
  
6. All enquiries regarding this proposal should be made in writing and directed to:
  - (a) Submission Matters : Ms Lisa Yao, Direct Line: 6594 8413 &  
Email : procurement@sota.edu.sg
  
  - (b) Requirement Specifications : Ms Aster Xue, Direct Line: 6594 8456 &  
Email : aster.xue@sota.edu.sg
  
7. No oral representation shall be binding on SAS or construed as varying or adding to any part of this proposal.
  
8. SAS accepts original proposal submission and strictly without any alteration to the content and format.
  
9. Accompanying information to your proposal should consist of company profile, material samples and other supporting documents. You may refer to Annex C: Critical Criteria for more details.

Yours sincerely

(No Signature Required)

Lisa Yao

Buyer, Office of Procurement

SINGAPORE ARTS SCHOOL

# **Annex A : REQUIREMENT SPECIFICATIONS**

---

---



## ANNEX A: REQUIREMENT SPECIFICATIONS



### 1. Scope of Services



- 1.1 To produce good quality, good workmanship of school uniforms.
- 1.2 The school uniforms include: Polo T-Shirt, Long Pants, Skirt, PE T-Shirt, Black Bermudas, T-Shirt (for HIPP), Art-form T-Shirt & Red Sweater.
- 1.3 To undertake SOTA's school uniform supply with consistent quantity and sales operation. Stock availability at 95% during the peak period. During off-peak periods, stock level is to be maintained at 90% with replenishment within 3 to 7 working days.
- 1.4 To cater to a wide range of sizes for our school uniforms.
- 1.5
  - a) Mandatory to have a retail shop in Singapore where parents can walk-in for purchase of school uniforms and;
  - b) Provide an e-commerce platform.
- 1.6 To provide dynamic and experienced customer service to customers (parents and students) and to attend to feedback/queries on all uniform matters.
- 1.7 Contractor is required to provide the sale of uniforms in a retail shop or through an e-commerce platform for the Year 1 Enrolment Week in end-November. The school will decide on the dates and time for the sale of school uniforms.
- 1.8 To provide a copy of all digital artwork, images created with the SOTA logo upon request.



## 2. Required Items List



2.1 The desired specifications of items are listed as follows. Please note ITP briefing will be conducted on the 1st week of the ITP period (28 April to 30 April 2026) and samples will be provided for viewing at SOTA, please refer to **Form of Proposal (FOP-1, Point 5)** for more details.


S/N	Item	Fabric/Material Description	Photo of Current Uniforms
2.11	Polo T-Shirt (Unisex)	<p>Material: 92% Micropoly, 8% Lycra</p> <p>Design: 1) Embroidered SOTA logo (6cm x 4cm) on the front left chest with dark brown thread. 2) With side panels and pointed collar</p> <p>Colour: Cream (sample will be provided for viewing during ITP briefing)</p>	
2.12	Long Pants (For boys)	<p>Material: Tethron Rayon; 220gsm or equivalent</p> <p>Design: 1) Straight cut 2) Pants with 2 side pockets and 2 back pockets</p> <p>Colour: Black</p>	

2.13	Skirt (For girls)	<p>Material: Tethron Rayon; 220gsm or equivalent</p> <p>Design: 1) Skirt with front 5 pleats, front panel and right pocket 2) Centre elastic waist band at the back</p> <p>Colour: Black, with maroon panel</p>	
2.14	PE T-Shirt (Unisex)	<p>Material: CVC Jersey; 180 gsm or equivalent</p> <p>Design: 1) Straight cut 2) Stripes and silk screen SOTA logo across the front (29cm x 18cm)</p> <p>Colour: Sample will be provided for viewing during ITP briefing</p>	

2.15	Black Bermudas (Unisex)	<p>Material: 90% Micropoly, 10% Lycra</p> <p>Design: 1) Straight-cut  2) Bermudas with double needle elastic waistband without drawstrings.  3) 2 side pockets, 2 side-panels with narrow stripes (9cm long) on the upper panel.  4) Small splash logo to be in the front bottom left (8cm x 4.5cm)  5) Seams of Bermudas to be black thread.</p> <p>Colour: Black, Red and White stripes (Sample will be provided for viewing during ITP briefing)</p>	<p><b>Front view</b></p>  <p>* Please note that logo measurement is not to scale</p> <p><b>Side view - side pockets &amp; narrow stripes</b></p> 
------	-------------------------	---	--

<p>2.16</p>	<p>T-Shirt for HIPP (Unisex)</p>	<p>Material: 100% Polyester PiQue</p> <p>Design: 1) Silk screen "HIPP" logo (6cm x 4cm) on the front left chest.  2) Silk screen "SOTA" word logo (ie. same gold colour as HIPP logo) on the centre back of the T-shirt (15cm x 6cm), 8cm below the collar</p> <p>Colour: Black</p>	<p><b>Front view</b></p>  <p><b>Back view</b></p>  <p>* Please note that logo measurement is not to scale. The SOTA logo should be 8cm below the collar.</p>
-------------	----------------------------------	---	---

<p>2.17</p>	<p>Art Form T-Shirt (Unisex)</p> <ul style="list-style-type: none"> <li>- Dance</li> <li>- Music</li> <li>- Theatre</li> <li>- Visual Arts</li> <li>- Literary Arts</li> <li>- Film</li> </ul>	<p>Material: 100% Polyester PiQue</p> <p>Design: 1) Silk screen SOTA logo (6cm x 4.2cm) on the front top left hand corner of the T-Shirt.  2) Silk screen "Art-form" logo (12.5cm x 8cm) on the centre back of the T-shirt, 8cm below the collar.</p> <p>Colour: Black</p>	<ul style="list-style-type: none"> <li>● <b>Front view</b></li> </ul>  <p>*Please note that logo measurement is not to scale</p> <ul style="list-style-type: none"> <li>● <b>Back view</b></li> </ul>  <p>Back of T-Shirt</p> <p>*The above pictures are for illustration only. The exact designs will be provided during the ITP briefing. The art-form logo should be 8cm below the collar.</p>
-------------	--	--	--

2.18	<b>OPTIONAL ITEM</b>  Red Sweater (Unisex)  <i>(For upper years only ie. Year 4 to 6)</i>	Material: CVC Fleece  Design: Embroidered SOTA logo (19cm x 14cm) on the front centre chest  Colour: Red (Pantone 1805C) (Sample will be provided for viewing during ITP briefing)	
------	---	--	---

---

### 3. Estimated Student Enrolment and Cohort Numbers

3.1 The annual intake is approximately 200 students. This figure is used as a guide for projecting stock levels.

<b>Cohort Level</b>	<b>Student Count</b>
Year 1	200
Year 2	200
Year 3	200
Year 4	200
Year 5	200
Year 6	200
<b>Total</b>	<b>1200</b>

**Annex B :**  
**CONDITIONS OF CONTRACT**

---

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2026

BETWEEN

SINGAPORE ARTS SCHOOL LTD.  
(the "Company")

AND

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

---

---

CONTRACT

---

---

REFERENCE NO: SAS/OP/2026/02/SP

**THIS 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 Singapore 227968 (the “**Company**”);

AND

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

WHEREAS the Contractor is desirous of establishing, providing and operating at his own expense the School Uniforms retail premises at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called “**the Contractor**”), and the Company is agreeable thereto subject to the terms and conditions hereinafter appearing.

IT IS HEREBY AGREED AS FOLLOWS:

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

“Company” shall include the successors and assigns of Singapore Arts School Ltd. (SAS).

“Contractor” any person or entity that enters into this Contract to supply the Goods and/or Services.

“Person” shall be deemed to include a corporation.

1.1 Words importing the singular or plural number shall be deemed to include the singular or plural number respectively and words importing the masculine gender only shall include the feminine or neuter gender and vice versa as the case may require.

1.2 Where two or more persons are included in the term “Contractor”, all covenants, agreements, terms, conditions and restrictions shall be binding on

them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.

1.3 The marginal headings and introductory words appearing in this Contract are inserted only as a matter of convenience and shall in no way define, limit, construe, describe or effect the scope, intent and interpretation of the sections and clauses of this Contract.

2. IN CONSIDERATION of the Company agreeing to the establishment, provision of School Uniforms at \_\_\_\_\_, the Contractor hereby agrees with the Company as follows:

(a) To establish, provide, and operate, at his own expense, the School Uniforms retail premises at \_\_\_\_\_ and/or e-commerce platform \_\_\_\_\_, subject to the terms and conditions set forth herein.

(b) To sell the list of School Uniforms and optional approved items at the indicated prices as set forth in **Schedule 1 - Schedule of Price. The prices shall be fixed for the duration of the Contract unless the Company so agrees in writing otherwise.**

(c) To provide all articles necessary for the efficient running of the Sales of School Uniforms (including display signage, cash machine, electrical appliances etc.) and ensure that stocks are adequate and retail premises are properly attended to and controlled in a businesslike and orderly manner.

(d) To comply with the Requirement Specifications as set out in **Annex A.** (which by reference herein is made an integral part of this Contract) and any other requirements which may from time to time be introduced by the Company.

3. The Contractor is subjected to evaluation via survey/feedback forms conducted by the Company and shall improve on its service and quality of product based on the feedback gathered.

4. The Contractor hereby indemnifies and shall always keep the Company or its authorised representatives indemnified against all actions, claims, proceedings, costs, demands and expenses brought by whomsoever and arising out of the establishment, provision and the operation or the carrying on of the business therein under this Contract.

5. It is agreed and understood by both parties that the Company shall not be responsible to the Contractor for any debt arising from credit facilities accorded by the Contractor to members of the organisation or any other persons and the Contractor will solely be responsible for any credit facilities which he may choose to give at his own risk.

6. The Contractor shall support and supply for Company event, if required.

7. The Contractor acknowledges that the Provision of School Uniforms is established to serve the students of the Company.
8. The Company reserves the right to terminate this Contract at any time by giving three (3) months prior written notice to the Contractor.
9. The Contract may be terminated by the Contractor giving to the Company three (3) month's written notice of his intentions to do so.
10. If 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 immediate notice; or
  - (ii) where such breach is not capable of remedy, then the Company may terminate this Contract without any liability with seven (7) days prior written notice.
11. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or handover without the written consent of the Company.
12. During the said term, the Contractor shall at his own cost effect and maintain insurance for fire and public liability of an amount of **at least Singapore Dollars One Million only (S\$1,000,000)** for the retail premises (if any).
13. This Contract shall come into force on **01 July 2026** and shall continue until **30 June 2028**, unless terminated otherwise as provided for under Clauses 8, 9 and 10.
14. The Company shall have an option to renew this Contract by a further period of up to twenty-four (24) months by giving two (2) months' notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.
15. The Contractor will obtain in his own name and maintain at his own expense all licences as are required by law for the operation of the retail premises.
16. The Contractor shall not without the Company's prior written consent use the name of the Company or any logo or picture for any advertising or purpose.
17. This Contract shall be governed by and interpreted in accordance with Singapore Law.
18. In the event of any dispute, claim or disagreement arising out of or relating to this Contract or the breach thereof, no Party shall proceed to litigation or any other form of dispute resolution unless the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre.
19. The party who receives a notice of mediation from the other party shall consent and participate in the mediation process in accordance with clause 18.

REFERENCE NO: SAS/OP/2026/02/SP

20. The parties do not intend that any terms of this Contract shall be enforceable solely under or by virtue of The Contracts (Rights of Third Parties) Act (Chapter 53B, Singapore Statutes) by any person who is not a party of 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.
21. The initial addresses and email addresses of the Parties for the purposes of this Contract are:

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

22. This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
- (i) This Contract;
  - (ii) The Contractor's Proposal dated \_\_\_\_\_ and
  - (iii) The Company's ITP document ref: SAS/OP/2026/02/SP.

[The remainder of this page is intentionally left blank]

REFERENCE NO: SAS/OP/2026/02/SP

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

SIGNED BY )  
Name: )  
Director, Corporate Planning and Services )

for and on behalf of )

**SINGAPORE ARTS SCHOOL LTD.** )

\_\_\_\_\_  
(Director's Signature)

in the presence of:

Name of witness: )  
Manager, Office of Student Affairs )

\_\_\_\_\_  
Signature

SIGNED BY (Authorised Representative) )

\_\_\_\_\_) )

for and on behalf of )

\_\_\_\_\_) )

\_\_\_\_\_  
Signature

in the presence of:

Name of witness: )

)

\_\_\_\_\_  
Signature

# **Annex C : CRITICAL CRITERIA**

---

## **ANNEX C: CRITICAL CRITERIA**

1. The Provision of School Uniforms for School of the Arts, Singapore shall be evaluated based on the following criteria:
  - ✓ a) Adherence to Annex A Requirement Specifications;
  - ✓ b) Complete submission of ITP documents & material samples;
  - ✓ c) Attend mandatory ITP Briefing;
  - ✓ d) Submission of past experience and services rendered to schools.

Criteria marked with ✓ are critical

**Annex D :**  
**STATEMENT OF COMPLIANCE**

---

## STATEMENT OF COMPLIANCE

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

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

Specification	Compliance (C/NC)*	Explanatory Remark**
<b>ANNEX A - REQUIREMENT SPECIFICATIONS</b>		
<b>1. Scope of Services</b>		
1.1		
1.2		
1.3		
1.4		
1.5 a)		
1.5 b)		
1.6		
1.7		
1.8		
<b>2. Required Items List</b>		
2.1		
2.11		
2.12		
2.13		
2.14		
2.15		
2.16		
2.17		
2.18		
<b>3. Estimated Student Enrolment and Cohort Numbers</b>		
3.1		
<b>ANNEX B - CONDITIONS OF CONTRACT</b>		
1.		
1.1		
1.2		
1.3		
2.		
2. (a)		
2. (b)		
2. (c)		
2. (d)		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
10. (i)		
10. (ii)		
11.		
12.		
13.		
14.		
15.		

16.		
17.		
18.		
19.		
20.		
21.		
22.		
22. (i)		
22. (ii)		
22. (iii)		
<b>ANNEX C - CRITICAL CRITERIA</b>		
a)		
b)		
c)		
d)		

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature:  
(Authorised Representative)

\_\_\_\_\_  
Company Name and Stamp:

**Schedule 1 :**  
**SCHEDULE OF PRICE**

---

## SCHEDULE 1: SCHEDULE OF PRICE

All prices quoted must be in Singapore Dollars (S\$).

Please refer to Annex A (Requirement Specifications / point 2) for detailed requirements.

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 1</b> POLO T-SHIRT (UNISEX) Material: Lycra Colour: Cream Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Unisex Polo T-Shirt			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 2</b> LONG PANTS (FOR BOYS) Material: Tethron Rayon Colour: Black Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Long Pants			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 3</b> SKIRT (FOR GIRLS)  Material: Tethron Rayon  Colour: Black, with maroon panel  Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Skirt			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 4</b> PE T-SHIRT (UNISEX)  Material: CVC Jersey  Colour: Beige  Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Unisex PE T-Shirt			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (\$)	Remarks (if any)
<b>Item 5</b> BLACK BERMUDAS (UNISEX)  Material: Lycra  Colour: Black; red and white stripes  Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Unisex Black Bermudas			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (\$)	Remarks (if any)
<b>Item 6</b> T-SHIRT FOR HIPP (UNISEX)  Material: 100% Polyester PiQue  Colour: Black  Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made T-Shirt for HIPP			

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 7</b> ART FORM T-SHIRT (UNISEX) Material: 100% Polyester PiQue Colour: Black Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Art Form T-shirt			

**Optional Item:**

School Uniforms & Projected Stock Level	Size	Numeric Size, *if applicable	Unit Price (excludes 9% GST) (S\$)	Remarks (if any)
<b>Item 8</b> Red Sweater (UNISEX) Material: CVC Fleece Colour: Red Projected Stock Level: _____	XXS			
	XS			
	S			
	M			
	L			
	XL			
	XXL			
	Custom-made Unisex Red Sweater			

**Schedule 2 :**  
**MEASUREMENT CHARTS**

---

## SCHEDULE 2: MEASUREMENT CHARTS

(To be filled by contractor)

Alternatively, contractor may submit their own measurement charts.

ITEM 1: POLO T-SHIRT (UNISEX)	SIZES						
DESCRIPTION	XXS	XS	S	M	L	XL	XXL
	(IN INCHES / CM)						
SHOULDER							
CHEST CIRCUMFERENCE							
BODY LENGTH UNISEX (SIDE NECK PT TO HEM)							
SLEEVE LENGTH (INCLUDES CUFF)							
ARMHOLE - NORMAL SLEEVE (STRAIGHT)							
SLEEVE OPENING CIRCUMFERENCE (WITHOUT CUFF)							
PLACKET LENGTH							
PLACKET WIDTH							
COLLAR LENGTH							
COLLAR WIDTH							

<b>ITEM 2: LONG PANTS (BOYS)</b>	<b>SIZES</b>						
<b>DESCRIPTION</b>	<b>XXS</b>	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>
	<b>(IN INCHES / CM)</b>						
WAIST (CIRCUMFERENCE)							
HIP							
THIGH (CIRCUMFERENCE)							
LEG OPENING (CIRCUMFERENCE)							
LENGTH (FROM TOP OF WAIST BAND TO HEM)							
CROTCH (FROM FRONT TO BEHIND TOP OF WAISTBAND)							

<b>ITEM 3: SKIRT (GIRLS)</b>	<b>SIZES</b>						
<b>DESCRIPTION</b>	<b>XXS</b>	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>
	<b>(IN INCHES / CM)</b>						
WAIST							
LENGTH							
WAISTBAND							
CENTER							
HEM							

ITEM 4, 6 & 7: ROUND NECK T-SHIRTS (UNISEX)	SIZES						
DESCRIPTION	XXS	XS	S	M	L	XL	XXL
	(IN INCHES / CM)						
SHOULDER							
CHEST CIRCUMFERENCE							
BOTTOM HEM							
BODY LENGTH UNISEX (SIDE NECK PT TO HEM)							
SLEEVE LENGTH (INCLUDES CUFF)							
ARMHOLE - NORMAL SLEEVE (STRAIGHT)							
SLEEVE OPENING CIRCUMFERENCE (WITHOUT CUFF)							

ITEM 5: BERMUDAS (UNISEX)	SIZES						
DESCRIPTION	XXS	XS	S	M	L	XL	XXL
	(IN INCHES / CM)						
WAIST RELAXED							
WAIST STRETCHED							
HIP							
CROTCH ( FROM FRONT TO BACK)							
LENGTH (FROM TOP OF WAISTBAND TO HEM)							
LEG OPENING (CIRCUMFERENCE)							

**ITEM 8: RED SWEATER (UNISEX) - OPTIONAL ITEM**

Please provide your proposed size chart.

Example.

	SIZES						
DESCRIPTION							
	(IN INCHES / CM)						

**Schedule 3 :**  
**APPLICATION FORM**

---

---

## SCHEDULE 3: APPLICATION FORM

### 1. Particulars of Contractor

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

### 2. Particulars of Point of Contact

NAME	DESIGNATION	EMAIL ADDRESS	CONTACT NO.

---

**3. Retail Premises Location and E-commerce Platform (If Any)**

<b>NAME OF RETAIL</b>	<b>ADDRESS OF RETAIL</b> (Retail Premise Location / Website)	<b>OPERATING HOURS</b> (for Retail Premise)

**4. Payment Terms and Exchange Policy**  
(Agreement between the Contractor and students/parents)

Payment Mode:
Payment Terms:
Exchange Policy:

**5. Experience in Schools for School Uniforms Supply (If any)**

<b>NAME OF INSTITUTION</b>	<b>LOCATION OF SCHOOL UNIFORMS SUPPLY</b> (if not at Retail Premises)	<b>NO. OF YEARS OF SERVICE COMPLETED</b>	<b>CONTRACT PERIOD</b> (from DD/MM/YYYY to DD/MM/YYYY)

---

**6. Delivery Services for Uniform Orders**

<b>S/N</b>	<b>Description</b>	<b>Yes / No</b>	<b>Remarks</b>
i)	Provide delivery services for uniform orders		
ii)	Delivery charges payable by students/parents		

Please indicate "Yes" or "No" by ticking (✓). Where applicable, provide details in the Remarks column (e.g. state amount or indicate "Free", and include any conditions if applicable). If not applicable, indicate "N.A."

I/We hereby declare that

- (a) The information provided above is correct.
- (b) I/We are able to manage, maintain and supply sufficient stock to meet the needs of SOTA students.

I am aware that my Contract will be terminated forthwith should I be successful in obtaining the Provision of School Uniforms Contract by providing false information in this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature:  
(Authorised Representative)

\_\_\_\_\_  
Company Name and Stamp:

**Appendix 1 :**  
**ESTIMATED TIMELINE FOR SUPPLY AND  
DELIVERY OF SCHOOL UNIFORMS**

---

**APPENDIX 1:****ESTIMATED TIMELINE FOR SUPPLY AND DELIVERY OF SCHOOL UNIFORMS:**

<b>Timeline</b>	<b>Activity</b>	<b>Remarks</b>
End May 2026	Award of ITP	Contract will commence officially on 1st July 2026
July to End-July 2026	1st Mockup - Produce prototypes of all school uniforms listed in Required Items List	All design alteration to complete by end July
End July 2026	Design alteration to complete for all mockup to complete for approval by SOTA  Once approved, contractor need to provide SOTA a copy of the digital artworks of all logo designs	
End-July to End-October 2026	Order fabric, manufacture and deliver schools	
July to October 2026	Buy over balance uniform stocks from existing uniform contractor and continue with sales	For current students
Mid-November 2026	Sale of school uniforms during Year 1 Enrolment Week via retail shop or through an e-commerce platform	For new Year 1 enrolment and current students