FORM OF PROPOSAL

To:

Singapore Arts School Limited

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

Name of Contractor:

Address:

Invitation to Propose Opening Date:
27 October 2026

Please Submit by:
11 November 2026 at 5.00pm

INVITATION TO PROPOSE (ITP) NO. SAS/OP/2026/04/SP FOR THE PROVISION OF FOOD VENDING MACHINE(S) AT ZUBIR SAID CAMPUS, LEVEL 5

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 and Operation of Food Vending Machine(s)** at **Level 5, Zubir Said Campus, 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 **11 November 2026, 5.00pm Singapore Time**. Late and incomplete submissions will be disqualified.

3. The documents enclosed in this proposal include:

   (a) Schedule 1: Important Instructions to Applicants
   (b) Schedule 2: Forms
   (c) Annex A: Requirement Specifications
   (d) Annex B: Conditions of Contract
   (e) Annex C: Location of the Food Vending Machine(s) at Level 5
   (f) Appendix 1: House Rules

4. The proposal shall be submitted by the applicant's authorised representatives.

5. The Site-show Session will be available upon request at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968. Applicants are required to request an appointment via email procurement@sota.edu.sg at least one (1) day before the Site-show Session. Attendance for the Site Show is highly encouraged 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 Rachel Lee, Direct Line: 6342 5758
Email	:	opm@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. The allocation of the vending machine will be at the discretion of SAS.

Yours sincerely
(No Signature Required)
Lisa Yao
Buyer, Office of Procurement
SINGAPORE ARTS SCHOOL

SCHOOL OF THE ARTS SINGAPORE

SCHEDULE 1:

IMPORTANT INSTRUCTIONS TO APPLICANTS

SCHEDULE 1: IMPORTANT INSTRUCTIONS TO APPLICANTS

Submission of Proposal and documents

1. The proposal submission MUST comprise the following documents:

   (a) Form of Proposal;
   (b) Schedule 1 and 2;
   (c) Annexes A, B and C;
   (d) Appendix 1;
   (e) Proposed cold and/or hot food to be sold;
   (f) Price list for each proposed food item;
   (g) Proposed Monthly Rental as stated in Schedule 2;
   (h) Relevant certifications, licences, brochures and handbooks;
   (i) Comply with Ministry of Education (MOE)/Health Promotion Board (HPB)'s Healthy Meals in Schools Programme (HMSP) Guidelines and/or offer food items carrying the Healthier Choice Symbol (HCS).

2. Applicants must submit **one (1) full set** of documents via email to procurement@sota.edu.sg before the Invitation To Propose (ITP) closing date/time.

3. Evaluation and Selection Criteria

   Evaluation of proposals shall be based on:

   (a) Types of cold and/or hot food to be sold;
   (b) Selling prices for each proposed food item;
   (c) Proposed Monthly Rental;
   (d) Applicants' proposal (including technology and machine features), portfolio, track records and references;
   ✓ (e) The vending machine shall be for cold and/or hot food only; and
   ✓ (f) Must Comply with MOE/HPB's HMSP Guidelines and/or offer food items carrying the HCS.

Note: Criteria marked with ✓ are critical.

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SCHEDULE 2:

FORMS

Schedule 2: FORMS

Section 1: APPLICATION FORM

1. **Particulars of Food Vending Machine**

Type of vending machine (please tick as applicable):		
☐ Cold Food	☐ Hot Food	☐ Both Cold and Hot Food

2. **Proposed Monthly Rental**

Please state the fixed monthly rental offered per food vending machine.

Offered Fixed Monthly Rental (excluding service and conservancy charges, GST and any applicable licence fees)	
S$_____ (Amount in figures)	Singapore Dollars _____ _____ (Amount in words)

3. **Particulars of Applicant**

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

Section 2: Statement of Compliance

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

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

Specification	Compliance (C/NC)*	Explanatory Remark**
Annex A - Requirement Specifications		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
Annex B - Conditions of Contract		
1.		
1.1		
1.2		
1.3		
2.		
2. (a)		
2. (b)		
2. (c)		
2. (d)		
2. (e)		
2. (f)		
2. (g)		
2. (h)		
2. (i)		
2. (j)		
2. (k)		
2. (l)		
3.		
4.		
5.		
6.		
7.		

Specification	Compliance (C/NC)*	Explanatory Remark**
8.		
9.		
9. (a)		
9. (b)		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
18. (a)		
18. (b)		
18. (c)		
19.		
20.		
20. (i)		
20. (ii)		
20. (iii)		

I hereby declare that

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

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

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

_____
Date

_____
Signature (Authorised Representative)

Name (as in NRIC/FIN):

Designation:

Company Name and Stamp:

Section 3: Price and Menu

Template for applicant

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

S/N	Food Item Description	Unit	Price Per Unit	Remarks
Example 1.	*Oven-baked fish with brown rice, broccoli and carrots*	*per meal*	*$3.50*	*Student price*
Example 2.	*Roasted sweet potato, hard-boiled egg and vegetable snack box*	*per box*	*$2.50*	*Student price*

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ANNEX A:

REQUIREMENT SPECIFICATIONS

ANNEX A: REQUIREMENT SPECIFICATIONS

1. The food vending machine(s) cater primarily to SAS students and staff as an additional option, especially after Canteen Operation Hours.

2. **Annex A** sets out the SAS food vending machine's requirement specifications, which the Contractor must adhere to.

3. **Food Vending Machine(s)** shall be used for:
- Cold and/or Hot Food

All proposed food items must be approved by SAS prior to sale. Any changes to the menu will also require SAS's approval before implementation.

Applicants are encouraged to propose alternative food choices that do not directly compete with those currently available from the canteen stalls, café and vending machines. However, similar food items offering different varieties or flavours may also be considered, subject to SAS's approval.

For reference, the existing food and beverage offerings at SOTA's canteen stalls, café and vending machines include:
- Chinese Cooked Food
- Western Food
- Japanese / Korean Food
- Meat and Noodles
- Muslim / Halal Food
- Chinese Noodles
- Snacks and Drinks
- Café (Pastries and Sandwiches)
- Food Vending Machines (Western Hot Meals and Western Chilled Ready-to-Eat Food)

Attendance at a Site-show Session is encouraged for applicants who wish to obtain further details on the existing food offerings. Applicants wishing to attend must request an appointment via email to procurement@sota.edu.sg at least one (1) day before the session.

4. All proposed food options must abide by the Healthy Meals in Schools Programme (HMSP) Guidelines issued by the Health Promotion Board (HPB) and/or carry the Healthier Choice Symbol (HCS).

Applicants may refer to the Healthy Meals in Schools Programme (HMSP) Guidelines and Healthier Choice Symbol (HCS) information.

5. Soda beverages are not allowed (e.g. Coke, Coke Lite, Coke Zero, Sprite, Mountain Dew and other similar products are not allowed).

6. Applicants are required to submit **one (1) set** of the proposal, relevant certificates, licences and brochures / handbooks (if any).

7. Applicants should provide details of the proposed food vending machine(s), including technology and machine features such as cashless payment options, temperature monitoring, stock monitoring and other relevant features.

8. Electricity supplied by SAS shall be separately metered for the food vending machine(s). The Contractor shall reimburse SAS for the actual electricity consumed, based on the meter readings and the prevailing electricity tariff charged by SAS's appointed electricity provider.

9. The successful Applicant shall provide SAS with a security deposit equivalent to three (3) months of the accepted fixed monthly rental. The security deposit shall be paid by bank transfer to "Singapore Arts School Ltd" before the commencement of the Contract and shall be retained by SAS throughout the Contract period, in accordance with Annex B, Clause 17.

10. SAS may deduct from the security deposit any unpaid rental, electricity charges, costs of damage, or other amounts due under the Contract. The remaining balance, without interest, shall be refunded after the expiry or termination of the Contract, subject to the Contractor fulfilling all contractual obligations. The deduction and replenishment of the security deposit shall be in accordance with Annex B, Clause 17.

11. Applicants are required to fill up the Application Forms as set forth in **Schedule 2** and submit it together with the proposal.

12. Applicants shall provide a price list for every food item they propose to sell in **Schedule 2**, Section 3: Price and Menu. The selling price of the items should be reasonably cheap, lower than the prevailing market prices and affordable to the students. The food supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The approval of SAS shall be sought for each food item and corresponding price during the term of the Contract.

13. SAS will not bear any expenses incurred by the applicants in preparing his/her proposal.

14. The proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Propose.

15. The Contractor shall be notified of the acceptance by SAS of his/her proposal, and he/she would be required to sign a Contract (see **Annex B**).

16. The Contractor is to declare if any of his/her immediate family members are presently holding management position in SAS or are employed by SAS.

17. The Contractor shall pay the applicable Goods and Services Tax (GST) and any amounts payable upon acceptance of the Letter of Acceptance within fourteen (14) days from the date of acceptance.

18. The Contractor shall comply with all obligations imposed by law and such rules and regulations made from time to time, in connection with the cold and/or hot food vending machine(s).

19. The Contractor shall not assign or sublet, or part with the possession of the food vending machine(s), or assign or hand over his/her said business to any person whomsoever, unless approved or directed by SAS. The Contractor shall be subject to termination of the Contract for any breach of its terms, in accordance with Annex B, Clause 9.

20. The Contract shall run from **1 January 2027 to 31 December 2028**, with an option to renew for a further two (2) years from **1 January 2029 to 31 December 2030**.

21. Please refer to **Annex C** - Location of the Food Vending Machine(s) at Level 5 for the proposed area.

22. SAS may consider appointing more than one service provider offering varied food choices that meet its requirements. The appointment and allocation of vending machine space shall be at SAS's discretion.

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ANNEX B:

CONDITIONS OF CONTRACT

REFERENCE NO.: SAS/OP/2026/04/SP

DATED THIS ___ DAY OF _____ 2026

BETWEEN

SINGAPORE ARTS SCHOOL LTD.
(the "**Licensor**")

AND

_____
(the "**Contractor**")

CONTRACT

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 "**Licensor**");

AND

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

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

IT IS HEREBY AGREED AS FOLLOWS:

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

"Licensor"	shall include the successors and assigns of Singapore Arts School Ltd. (SAS).
"Contractor"	shall include, if the Contractor is an individual, or if the Contractor is a company, its director or owner of the company.
"Development"	the whole of the land area and floor space comprised in the project development known as 'School of the Arts, Singapore'(SOTA), together with all structures, buildings, facilities and amenities constructed, built or developed thereon, whether above ground or underground.
"Common Areas"	those parts, areas, premises and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Contractor or to any other Licensees and which are now or hereafter provided by the Licensor for the common use by the Contractor of premises in the Development and their respective

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

"Person" shall be deemed to include a corporation.

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

1.2 Where two or more persons are included in the term "Contractor", all covenants, agreements, terms, conditions and restrictions shall be binding on them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.

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

2. IN CONSIDERATION of the Licensor agreeing to the establishment, provision of the said food vending machine at 1 Zubir Said Drive, Singapore 227968 by the Contractor, the Contractor hereby agrees with the Licensor as follows:

(a) To establish and provide, at his/her own expense, the food vending machine(s) at 1 Zubir Said Drive, Singapore 227968 subject to the terms and conditions hereinafter set out;

(b) To sell the food at the indicated prices as set forth at Proposal Reference _____ dated _____. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise;

(c) Payment Terms
The Contractor shall pay to "Singapore Arts School Ltd"(the Licensor) a fixed

monthly rental fee of Singapore Dollars _____ (S$_____) only per food vending machine, payable through GIRO or by bank transfer to "Singapore Arts School Ltd", by the first day of each month throughout the Contract period.

Electricity charges shall be payable separately in accordance with **Annex A**.

(d) To comply with the Healthy Meals in Schools Programme (HMSP) Guidelines issued by the Health Promotion Board (HPB) and/or provide food items carrying the Healthier Choice Symbol (HCS);

(e) To comply with the Requirement Specifications set out in **Annex A**, of the proposal documents (which by reference herein is made an integral part of this Contract) and any other rules and regulations which may from time to time be introduced by the Licensor;

(f) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relation to measures taken for institution wide or nationwide exercises such as flu pandemic, etc;

(g) To comply with the House Rules for Authorised External Party Doing Works at SOTA as detailed in **Appendix 1**, of the proposal documents (which by reference herein is made an integral part of this Contract);

(h) To prohibit its employees, suppliers and others over whom the Contractor may have control, from parking delivery vehicles at any place or time within the Development except at the loading and unloading docks as designated by the Licensor and at such time or times as the Licensor may specifically allow for such purpose and from obstructing in any matter howsoever the Common Areas, especially entrances, exits, driveways and also the pedestrian footways in or to the Common Areas;

(i) Not use or suffer to be used the said loading and unloading docks for the storage of goods or for any other purpose other than for the prompt loading and unloading of goods;

(j) Not transport or convey in any manner its merchandise, equipment, baggage, furniture parcels, sacks, bags, heavy articles on the escalators and in passenger lifts of the Development and shall use for such transport and conveyance only in the service lift(s) as the Licensor may designate and in accordance with any regulations laid down by the Licensor for the use of such lift(s). Goods or items that contain food or liquid materials must be properly sealed and packed and extra care must be taken during the transportation of such items to prevent littering/ soiling of any part of the Common Areas;

(k) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relations to measures taken for institution wide or nationwide exercises such as flu pandemic, etc;

(l) To permit security guards employed by the Licensor to search all incoming and outgoing goods and property whenever the Licensor deems it necessary or prudent to do so.

3. The Contractor is subject to checks via survey/feedback forms conducted by the school and shall improve on its service and quality of food based on the feedback gathered.

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

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

6. The Contractor acknowledges that the food vending machine is established primarily to serve the staff and students of the Licensor.

7. The Licensor reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice to the Contractor.

8. The Contract may be terminated by the Contractor giving to the Licensor three (3) months' written notice of his/her intention to do so.

9. If at any time any of the events shall occur:-

(a) the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Licensor may terminate this Contract without any liability with immediate notice; or (ii) where such breach is not capable of remedy, then the Licensor may terminate this Contract without any liability with seven (7) days prior written notice, or

(b) the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor's assets; or if the Contractor makes any form of

compromise or scheme of arrangement with its creditors, or ceases to carry on business, then the Licensor may terminate this Contract without any liability with immediate notice.

10. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or hand over without the written consent of the Licensor.

11. This Contract shall be valid for a period of twenty-four (24) months and shall come into force on the **1 January 2027** and shall continue until **31 December 2028 ("Term")**, unless terminated otherwise as provided for under Clauses 7, 8 and 9. The Contractor will be provided with advance notice to access the food vending machine for fitting out and other related works.

12. During the said Term, the Contractor shall at his/her 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)** and name the Licensor as an additional insured party in the policies. All insurance policies taken out in compliance with this Sub-Clause shall include a provision for waiver of subrogation against the Licensor.

13. The Licensor shall have an option to renew this Contract for another twenty-four (24) months from **1 January 2029 to 31 December 2030**, by giving one (1) month's notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.

14. The Contractor will obtain in his/her own name and maintain at his/her own expense all licences as are required by law for the operation of the food vending machine.

15. The main business of the food vending machine is the sale of food items. The Contractor shall therefore not sell unapproved food or beverages. The Licensor may review this policy from time to time solely at the Licensor's discretion to sell any other food and/or drinks.

16. The Contractor shall not without the Licensor's prior written consent use the name of the Development or any picture or likeness of the Development in his/her registered or trading name or for any advertising or purpose.

17. The Contractor shall provide a Security Deposit equivalent to three (3) times the accepted fixed monthly rental to the Licensor. This shall be paid by bank transfer to "Singapore Arts School Ltd". The remaining balance of the Security Deposit, without interest, shall be refunded upon the expiry or termination of the Contract, subject to the Contractor fulfilling all contractual obligations. Without prejudice to any rights and remedies available to the Licensor, it shall be lawful for the Licensor to deduct from

this deposit all sums as may be due and recoverable by the Licensor against the Contractor for any breach of term or condition of this Contract by the Contractor. The Contractor shall top up the Security Deposit within fourteen (14) days of any deduction.

18. The Contractor shall not hold the Licensor liable in respect of:

(a) any interruption in any of the services hereinbefore mentioned by reason of necessary repair or maintenance of any installation or apparatus or damage thereto or destruction hereof by fire, water, riot, Act of God or other cause beyond the Licensor's control or by reason of mechanical or other defect or breakdown or other inclement conditions or shortage of manpower, fuel, materials, electricity or water or by reason of labour disputes;

(b) any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of the Licensor in or about the performance of any duty service or work; and

(c) any damage, injury or loss arising out of the leakage of the piping and/or sprinkler system and/or the structure of the food vending machine and/or any defect in the food vending machine.

19. The Contractor shall abide by and shall ensure that all Contractor's employees and assigned consultants/ contractors abide by all applicable governmental statutes, by-laws and regulations etc. such as but not limited to, the Environmental Public Health Act, Poison Act (Chapter 234), Sale of Food Act (Chapter 283), Workplace Safety & Health Act, Fire Safety Act, Environmental Protection & Management Act and Building Control Act (Chapter 29) which as may be amended or updated by the Singapore Government from time to time.

20. This Contract shall comprise and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:

i) This Contract;
ii) The Licensor's ITP document reference no.: SAS/OP/2026/04/SP; and
iii) The Contractor's Proposal dated _____.

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:

Signature : _____

Name of witness:
Senior Manager, Office of Property Management

SIGNED BY (Authorised Representative))
_____)
for and on behalf of)
_____)
) _____
in the presence of:

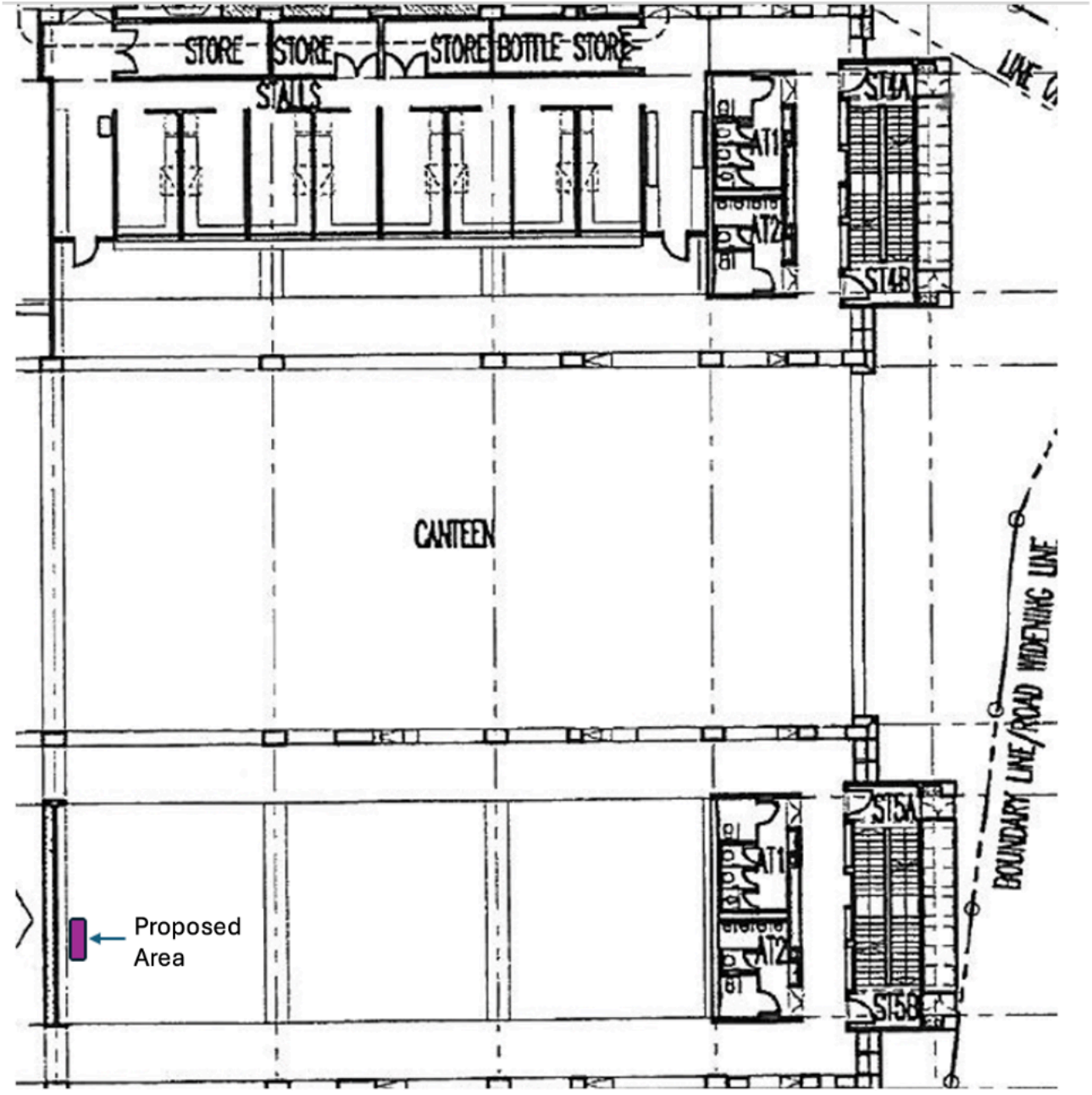
Name of witness : _____

Signature : _____

ANNEX C:

LOCATION OF THE FOOD VENDING MACHINE(S) AT LEVEL 5

Annex C - Location of the Food Vending Machine(s) at Level 5



SCHOOL OF THE ARTS SINGAPORE

APPENDIX 1:

HOUSE RULES

SINGAPORE ARTS SCHOOL LTD

H O U S E R U L E S

FOR

AUTHORISED EXTERNAL PARTY PROVIDING SERVICES TO SOTA

Updated February 2025

Form A-2

HOUSE RULES

1. ACCESS ROUTE

1.1 Access to the works area is only permitted through the **approved route,** as directed by the **Singapore Arts School Limited** (**SAS)**.

1.2 No obstruction shall be allowed in any access area or route.

1.3 All loading and unloading of materials shall be at designated access points as instructed by SAS.

1.4 Closure of access route, if necessary, shall be subject to the SAS's approval.

1.5 Temporary lightings and power supply, if requiered will be provided to the Authorised External Party (i.e. Contractors / Vendors and/or Lessees) for a fee.

1.6 All areas, finishes and installed Mechanical and Electrical (M&E) items along the access routes and other areas must be adequately protected from any damages, where applicable.

1.7 2-metre wide dust mat carpet taped to the floor shall be provided to all the access routes as deemed necessary.

1.8 All temporary floor and wall protection must be removed after practical completion and any damages must be repaired to the satisfaction of SAS.

2. USE OF LIFT CARS AND LANDINGS

2.1 The period of use and location of lift / lift landings shall be subject to the SAS's approval.

2.2 Only the designated Cargo lift must be used exclusively for transportating both workers and materials.

2.3 All affected lift car walls and floors, landings, architrave, shall be protected by carpet on plywood for floors and padded canvas sheet for vertical surfaces to the satisfaction of the SAS.

2.4 All temporary protective linings shall be removed after practical completion and any damages to be made good to the satisfaction of the SAS.

2.5 SAS will impose a cleaning fee of S$300.00 per occasion if any of the Authorised External Party's workers are found using lifts other than the approved lift. Additionally, the Authorised External Party will be responsible for repairing any damages found in the lifts used.

3. DUMPING OF DEBRIS

3.1 Debris to be removed from site daily in an orderly manner.

3.2 Dumping is strictly prohibited within the SAS premises, except at the SAS approved dumping site. All debris shall be disposed of at the designated dumping sites as directed by the SAS.

3.3 The SAS shall impose a clearance fee of S$500.00 for each instance of illegal dumping by the Authorised External Party, as reimbursement for clearance services provided by SAS.

3.4 Bulk bins must be placed at designated locations approved by SAS, with a five (5) working days' notice prior to the date of use.

4. ROUTINE CLEANING

4.1 The dust mat carpeted areas surrounding the working areas are to be vacuumed frequently to minimise dust accumulation in the vicinity.

4.2 Any staircase, corridor and wall at the access routes are to be kept clean at all times.

4.3 Any stains, scratches or markings, shall be made good to the SAS's satisfaction.

5. SECURITY PASS

5.1 The Authorised External Party is required to submit the list of workers including their Operation Managers, along with the last three digits of their NRIC Numbers or Work Permit Numbers, at least five (5) working days prior to the start date of the work.

5.2 Security passes for the workers should be obtained from the Level 2 Security Pass Counter.

5.3 Workers, including the Foreman and Site Supervisor, must wear the security passes at all times while working on SAS premises.

5.4 When applying for security passes, original documentary proof, such as photo identification cards for Singaporeans, passport and valid work permits for foreign workers, must be presented to the Security for verification. Identity cards will not be collected.

5.5 SAS will conduct regular checks to ensure that all workers are in possession of their security passes.

5.6 Illegal workers are strictly prohibited from working on SAS premises. If any illegal worker is found, both the SAS and the Authorised External Party will report the worker to the relevant authorities. SAS reserves the rights to immediately remove the illegal worker from its premises. A penalty of S$500.00 will be imposed for each individual on each occasion.

6. SAFETY MATTERS

6.1 All works involving drilling, hacking or continuous loud noises are only to be done during approved hours.

6.2 The Authorised External Party must submit a separate application for approval of any Hot Work (Welding Work) using the attached Form D: Hot Work Operations, which can be obtained from the SAS Office of Property Management (OPM). This form must be submitted to the OPM for approval before starting any hot work. A fire extinguisher must be positioned at the hot work site, easily visible to all, and ready for use in case of an emergency.

6.3 All High rise and scaffolding works must be carried out with the appropriate safety gears (e.g. safety belt, safety helmet, ropes, etc). Workers are required to wear the safety gears before commencing work. Work will be halted immediately if this safety rule is violated, and a fine of S$500.00 will be imposed.

7. UTILITIES FOR FITTING OUT WORKS

7.1 The Authorised External Party shall obtain the SAS's prior written approval for tapping of Power Supply to the premises.

7.2 Prior written approval from SAS must be obtained to access the relevant M&E services (e.g. main electrical supply, etc).

7.3 All Authorised External Parties must install electrical protective devices such as Miniature Circuit Breakers (MCBs) or Earth Leakage Circuit Breakers (ELCBs), on all their power supply.

7.4 All utilities must be turned off or switched off after use and before leaving the SAS premises.

7.5 No Authorised External Party shall be allowed to tap power from any point outside other than the approved tapping point.

7.6 Any temporary electricity supply must be terminated upon completion of the construction work, and the Authorised External Party shall pay SAS in full for the electricity consumed.

7.7 Fire Hose reels are not to be used for washing or fitting out work. The Authorised External Party must obtain prior approval from SAS to tap into the water supply.

8. Code of Conduct

All Authorised ExternalParty is expected to:-

8.1 display the security pass prominently at all times;

8.2 only trolleys or wheel barrows with rubber castors should be used;

8.3 the Authorised External Party must use only the designated toilet and observe proper usage of all common facilities, such as lifts, toilets, car parks, etc., to avoid inconvenience to other users;

8.4 only facilities designated by the OPM are to be used for transportation of materials. Authorised External Parties are not permitted to use the passenger's lifts;

8.5 all building materials and equipment must be kept out of public areas, and corridors and passageways must not be blocked with building materials and construction / fitting-out debris;

8.6 deliver bulky items or equipment at the agreed delivery date and time;

8.7 appropriate protection must be provided to common areas and equipment, wherever necessary, to prevent direct damage;

8.8 take the necessary precautions to ensure safety of workers on site. Proper care should be exerised to prevent harm or damage to individuals or property;

8.9 Provide OPM prior written notice of at least five (5) working days if the work will generate excessive dust or smoke, and submit a work plan and method statement;

8.10 inform and coordinate with OPM regarding the planned method for hoisting or erecting scaffolding;

8.11 ensure that sleeping is not permitted in common areas within SAS premises;

8.12 ensure that meals are not eaten in common areas within the SAS premises;

8.13 maintain the work area in a clean and hygienic condition, ensuring it is free from food debris;

8.14 ensure no worker is permitted all to wash himself / herself in the non-designated toilets;

8.15 ensure that no one remains in the work area after working hours;

8.16 ensure that strictly **"NO SMOKING"** within SAS premises . (will be referred to NEA);

8.17 ensure that any additional instructions or rules may be imposed by SAS at its discretion at any time.

8.18 All Authorised External Parties must observe proper discipline while on SAS Premises. This includes, but is not limited to, the following items listed below.

8.19 Gambling, littering, spitting and any disruptive behaviors or actions that create a public nuisance are strictly prohibited. Any workers found violating these rules will be instructed to leave SAS premises, and the Security Pass will be revoked immediately.

8.20 All workers must be appropriately dressed at all times while on SAS premises.

8.21 Vehicles of Authorised External Party must always be parked in designated area (i.e. Loading Bay for loading and unloading of goods, materials, or equipment) or in the car park, where hourly car parking rates will apply. Vehicles parked illegally within SAS premises will be wheel-clamped, and a wheel unclamping fee will be charged.

8.22 Work safely and responsibly, remaining aware of the impact of your actions and behavior. It is the duty of all adults to ensure and promote the welfare of students.

8.23 Avoid any contact or interaction with students. Authorised External Party should never share their personal contact details with any student.

8.24 Authorised External Parties who may need to have contact with students as part of their work should limit their interactions to those that are appropriate if their profession or duties (e.g. Canteen, Café and Bookshop vendors, Cleaners and Security Officers).

8.25 Never have contact with students or befriend them unnecessarily without the supervision of an Office of Property Management Representative.

8.26 Stay within the designated work area and access routes, and seek permission if you need to go beyond these areas.

8.27 Refrain friom using profane or inappropriate language.

8.28 Adhere to the Code of Conduct at all times.

9. PENALTY

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

Type of Disruption	**Reimbursement**
False fire alarm activation	S$500.00 for the first occasion S$1,000.00 for subsequent occasions
Type of Disruption	**Reimbursement**
Tripping or shutting down services without prior approval from the SAS, or causing breakdown of services such as electrical, plumbing, gas, etc.	S$500.00 for the first occasion S$1,000.00 for subsequent occasions
Lift breakdown (such as jamming due to improper material handling, etc.)	S$500.00 for the first occasion S$1,000.00 for subsequent occasions
Vandalism	S$150.00 per occasion
Smoking within SAS premises	S$100.00 for the first occasion S$200.00 for subsequent occasions
Workers unauthorised use of passenger lift	S$150.00 for the first occasion S$300.00 for subsequent occasions
Others	
Failure to remove bulky debris	S$500.00 per occasion with an additional clearance fee of S$500.00 to clear the debris off-site.
Failure to dispose of rubbish in the designated area	S$200.00 per occurrence, along with an additional S$500.00 clearance fee to remove the debris off-site.
Failure to comply with any of the Code of Conduct	S$100.00 per occasion
Failure to notify SAS about any works carried out within SAS premises	S$100.00 per day

Failure to comply with Safety Matters	S$500.00 per occasion
Deploying illegal worker SAS premises	S$500.00 per occurrence, with immediate removal of the illegal worker from SAS premises. SAS will also file a report with the Ministry of Manpower (MOM).

10. PERMITTED HOURS FOR WORKS

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

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

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

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

11. ASSISTANCE

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

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

Thank you.

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

_____ _____

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

_____ _____

Signature / Company Stamp Date