

PART 3
REQUIREMENT SPECIFICATIONS

PART 3 REQUIREMENT SPECIFICATIONS

I OVERVIEW

1 The Singapore Sports School Ltd (hereinafter referred to as the “Organisation”) invites tenderers to submit their tender offers for the provision of Pest Control Services (hereinafter referred to as the “Services”) to:

Singapore Sports School (SSP) and National Youth Sports Institute (NYSI) Satellite (hereinafter collectively referred to as the “Contract Sites”) for a period of three (3) years from the date of award of the contract with option of two (2) years extension (hereinafter referred to as the “Contract Period”).

2 The Organisation shall have the sole rights and absolute discretion whether to exercise the option to extend this Contract, which shall be subjected to satisfactory contract performance and under the same terms and conditions set out in this Invitation to Tender.

3 In the event that NYSI is to be relocated, re-developed or demolished, the Organisation reserves the right to omit and the Contractor shall agree and accept that the pest control services for such properties be omitted from the Contract. The Contractor shall not hold the School liable in any way for any loss of damage that they may suffer directly or indirectly arising from the said omission. The remaining scope of services shall be pro-rated and paid to the contractor based on the completed works only.

4 Provision of the Services covers all the buildings, ancillary buildings, infrastructure and facilities within the site boundary of Contract Sites:

Contract Site	Address	Description
Singapore Sports School	1 Champions Way Singapore 737913	Comprises of three (3) structural buildings: (1) Academics with 5 Floor Levels; (2) Sports with 5 Floor Levels; and (3) Boarding with 4 blocks of 8 Floor Levels which spans over a Gross Floor Area of approximately 73,320.52 sqm More information of the School and its facilities can be obtained from the School’s website at http://www.sportsschool.edu.sg . The location and site plans of the School are attached in <u>Appendix A</u> and <u>Appendix B</u> . Management office operating hours is 8.30am to 6pm, Mondays to Fridays.
NYSI Satellite	5D Stadium Lane, Singapore 397778	Comprises of two (2) storey of three (3) blocks connected to each other which spans over a Gross Land Area of approximately 3948.3 sqm and Gross Floor Area of approximately 1930.21 sqm.

PART 3 REQUIREMENT SPECIFICATIONS

		<p>More information of NYSI can be obtained from the NYSI's website at http://www.nysi.org.sg. The location and site plans of the site are attached in <u>Appendix C</u>.</p> <p>Management office operating hours is 8.30am to 6pm, Mondays to Fridays.</p>
--	--	---

5 The successful tenderer (hereinafter referred to as the "Contractor") shall carefully study the Tender Documents, and satisfy himself to the full extent, character and nature of the Services to be performed under this Contract. The Organisation shall not entertain any claim arising from the Contractor's failure to study these Documents.

6 The Contractor shall be deemed to have inspected and examined the Contract Sites and its facilities, and any other areas outside the Contract Sites which are deemed to be covered under this Contract before submitting his tender and satisfied himself as to all requirements in connection with this Contract. No claims arising from neglect on the part of the Contractor to inspect the Contract Sites and to obtain all the necessary information and conditions or from failure to provide such items in the Tender Price will be considered.

7 The Contractor will not be relieved of responsibility if he had inappropriately estimated the difficulties and the cost of performing the services/works herein because of his failure to investigate the conditions or to become acquainted with all information concerning the services/works to be performed.

8 The Contractor shall notify the Organisation in writing of any ambiguity, discrepancy, conflict, inconsistency or omission in or between any of the Tender Documents that may at any time be found. The Organisation insofar as it may affect the execution or completion of the Services shall then explain and adjust it and may issue to the Contractor an instruction so as to resolve the ambiguity, discrepancy, conflict, inconsistency or omission and the Organisation's decision will be final. Nothing in this Contract shall entitle the Contractor to seek for extra payments or any other compensation or remedy whatsoever (whether pursuant to the Contract or as damages or otherwise in law) for any ambiguity, discrepancy, conflict, inconsistency or omission in any of the documents which could have been found prior to the date of the Letter of Acceptance and the Consultant shall be deemed to have found it and to have entered into the Contract with full knowledge of it and of any resolution of it.

9 The Contractor shall be solely responsible for liaising, coordinating and making all necessary arrangement with all relevant authorities, specialist, sub-contractors, etc., to ensure the satisfactory execution and placation of the Contract.

10 All works carried out by the Contractor shall be in accordance to Workplace Safety and Health Act, Singapore Standard including other latest relevant Acts and Regulations, Codes of Practice and Standards, Statutory requirements and their subsequent revisions or inclusions,

PART 3 REQUIREMENT SPECIFICATIONS

manufacturer's recommendations, manufacturer's operation manuals, the Organisation's house rules and any subsequent revisions to the above.

11 The Contractor shall ensure all works, services and regular inspection conducted shall be clearly and properly documented. All records, service report with photographs and documentation shall be submitted for the Organisation's inspection when required.

12 The Contractor shall only propose or use products and chemicals approved by National Environment Agency (NEA). Failure to comply is an offence under the Control of Vectors and Pesticides Act. The Contractor shall be liable and to bear all costs or fine issued by the NEA or relevant authorities.

13 The Contractor shall also be liable to penalty and bear all cost or fine issued by the NEA or relevant authorities and any cost for reinstatement and making good of affected area for failure to keep the pests under control.

14 The Contractor shall conduct a monthly or/and as required a quality control inspection by a qualified personnel and indicate the findings in the service report.

15 The Tender Price shall deem to have taken into account full compliance with the entire Tender Documents and shall include qualified and experienced labour, supervision, machineries and equipment, materials, chemicals, insecticides and any other preliminaries and everything necessary for the proper execution and completion of the Services.

16 All wastes after completion of the Services should be properly and safely disposed out of the Organisation according to relevant industry standards. For the avoidance of doubt, the Contractor shall not be allowed to dispose in the Organisation's skip tank(s) or Bin Centre. All costs incurred shall be deemed included in the price quoted under Part 4 – Form of Tender and no additional claims will be entertained.

II SCOPE OF SERVICES

17 The Contractor shall provide qualified, trained and competent labour, transport, equipment, materials, chemicals, etc. necessary to perform the Services at the Contract Sites as follows:

17.1 To carry out routine pest control services as set out in the Schedule for Provision of Routine Pest Control Services in Paragraph 18 below;

17.2 To carry out ad-hoc pest control services as set out in Part 5 – Schedule of Rates based on the Contractor's percentage adjustment quoted in Part 4 – Form of Tender to the Schedule of Rates; and

PART 3 REQUIREMENT SPECIFICATIONS

17.3 To carry out any other ad-hoc pest control services not listed in Part 5 – Schedule of Rates (i.e. “Star Rates”).

17.4 All ad-hoc pest control services shall be subjected to six (6) months warranty coverage with reasonability and practicability from the date of satisfactory completion.

18 Schedule for Provision of Routine Pest Control Services

S/N	Scope of Routine Services	Requirements
Frequency: Monthly		
18.1	Subterranean Termite Control	(a) Inspection
		<ul style="list-style-type: none">- An inspection of the Contract Sites including Bowling Centre etc. shall be carried out to detect any termite activity above ground.- Wooden structures such as door and window frames, wooden wall paneling, roof, etc. shall be inspected.- Areas that are potentially conducive for termites, i.e. areas of leakages, humid areas caused by stacking of books, carton boxes, etc. shall be highlighted in the job sheet/service report and also made known to the Manager, Estate/Estate Officer.
		(b) Spot Treatment
		<ul style="list-style-type: none">- Active termite mud trails that are detected shall be treated.- A hole shall be pierced into the active trail and termite dust powder shall be pumped into the hole.- The hole shall be subsequently covered up with tape.- A follow-up inspection and treatment shall be scheduled approximately 7 to 10 days later.
18.2	Cockroach Control	(a) Inspection

PART 3 REQUIREMENT SPECIFICATIONS

S/N	Scope of Routine Services	Requirements
18.2	Cockroach Control - <i>Continued</i>	<ul style="list-style-type: none"> - An inspection of the Contract Sites shall be carried out to determine areas of potential harborage for cockroaches, i.e. cracks and crevices in wooden skirtings, broken tiles and gaps in between door frames and the walls, etc.
		<ul style="list-style-type: none"> - Areas where cockroaches will gain entry into the premises, i.e. damaged floor traps, etc. shall be highlighted in the job sheet/service report and also made known to the Manager, Estate/Estate Officer.
		<p>(b) Treatment</p> <ul style="list-style-type: none"> - <u>Gel Baiting</u> Gel baits shall be applied in inconspicuous areas such as beneath kitchen sinks, cracks and crevices in broken tiles, door frames, kitchen cabinets, shelving units, etc. Gel dots shall be replenished on a regular basis to ensure that any new cockroaches that may form will be eliminated before they become a nuisance. - <u>Residual Spray Application</u> Residual spraying shall be done externally and internally to create a chemical barrier and treated zone against cockroaches. The chemical used in residual spraying shall not be harmful to humans and shall not stain the walls and floors. Areas that shall be treated internally include floor traps, skirtings of the kitchen, room, beneath kitchen cabinets, etc.
18.3	Ant Control	<p>(a) Inspection</p> <ul style="list-style-type: none"> - An inspection of the Contract Sites shall be carried out to determine areas of potential harbourage for ants, i.e. cracks and crevices in wooden skirtings, broken tiles and gaps in between door frames and the walls, etc.

PART 3 REQUIREMENT SPECIFICATIONS

S/N	Scope of Routine Services	Requirements
18.3	Ant Control - <i>Continued</i>	<ul style="list-style-type: none">- Areas where ants will gain entry into the premises, i.e. damaged floor traps, etc. shall be highlighted in the job sheet/service report and also made known to the Manager, Estate/Estate Officer.
		(b) Treatment
		<ul style="list-style-type: none">- <u>Gel Baiting</u> Gel baits shall be applied in inconspicuous areas such as beneath kitchen sinks, cracks and crevices in broken tiles, door frames, kitchen cabinets, shelving units, etc. Gel dots shall be replenished on a regular basis to ensure that any new ant colonies that may form will be eliminated before they become a nuisance.
		<ul style="list-style-type: none">- <u>Residual Spray Application (External Areas)</u> Residual spraying shall be done externally to create a chemical barrier and treated zone against ants. The chemical used in residual spraying shall not be harmful to humans and shall not stain the walls and floors.
Frequency: Bi-weekly & Weekly		
18.4	Bi-weekly Mosquito Control	(a) Inspection
		<ul style="list-style-type: none">- Twice weekly inspection and treatment of the Contract Sites shall be carried out to determine areas of potential breeding sources:<ul style="list-style-type: none">(1) Blockages in drains(2) Ground depressions(3) Sump pits(4) Lift pits(5) Potted plants(6) Unused water-bearing receptacles- All these areas whereby mosquitoes will potentially breed shall be highlighted in the job sheet/service report and also made known to the Manager, Estate/Estate Officer.
		(b) Treatment

PART 3 REQUIREMENT SPECIFICATIONS

S/N	Scope of Routine Services	Requirements
		<ul style="list-style-type: none"> - Conventional larviciding involving the use of insecticide granules and anti-mosquito oil to treat areas containing stagnant water, i.e. drains, sump pits, lift pits, etc. which may not be possible to remove the stagnant water shall be carried out twice a week (during normal working hours and every Saturday). - Thermal fogging alternate with Barrier misting treatment for control of adult mosquitoes for <u>Singapore Sports School</u> shall be carried out in the early morning (before 7am on Saturday only) every week. - Thermal fogging for control of adult mosquitoes for <u>NYSI Satellite</u> shall be carried out during the management office operating hours monthly.
18.5	Weekly Flying Insects Control	<p>(a) Inspection</p> <ul style="list-style-type: none"> - Visual inspection shall be carried out to determine signs of flying insect activity and level of infestation every week. <p>(b) Treatment</p> <ul style="list-style-type: none"> - Baiting involving the use of granular fly baits are to be placed in areas with high flying insect activity. The granular fly baits shall be safe for use within food facilities, dining, kitchens, etc. - Chemical spraying involving the use of residual contact insecticide to target flying insects when they rest on the treated surfaces shall be carried out at strategic locations externally to create a chemical layer that kills the flying insects.
18.6	Weekly Rodent Control	<p>(a) Inspection</p> <ul style="list-style-type: none"> - Visual inspection shall be carried out to determine signs of rodent activity and level of infestation every week. <p>(b) Treatment</p>

PART 3 REQUIREMENT SPECIFICATIONS

S/N	Scope of Routine Services	Requirements																														
		<ul style="list-style-type: none"> - Use of glueboards which are placed in areas deemed to be potential harbourage areas for rodent activity. - Use of baiting stations or boxes which bait rodent with poison rodenticides. Baiting stations or boxes shall be placed at external areas only where rodent activity is present. 																														
Frequency: Twice Yearly																																
18.7	Twice yearly insects/ pests control at dormitory rooms at Boarding Blocks in Singapore Sports School	<ul style="list-style-type: none"> - Use of Ultra Low Volume (ULV) misting treatment during June and December school holidays of each calendar year during the contract period. Treatment to be completed within two (2) workings days. <table border="1"> <thead> <tr> <th>Room Type</th><th>Size of Room (Indicative)</th><th>No. of Rooms</th></tr> </thead> <tbody> <tr> <td>2 - bedder</td><td>33 sqm</td><td>37</td></tr> <tr> <td>3 - bedder</td><td>33 sqm</td><td>2</td></tr> <tr> <td>4 - bedder</td><td>48 sqm</td><td>67</td></tr> <tr> <td>6 - bedder</td><td>48 sqm</td><td>4</td></tr> <tr> <td>6 - bedder</td><td>72 sqm</td><td>35</td></tr> <tr> <td>8 - bedder</td><td>48 sqm</td><td>4</td></tr> <tr> <td>9 - bedder</td><td>72 sqm</td><td>1</td></tr> <tr> <td>12 - bedder</td><td>72 sqm</td><td>2</td></tr> <tr> <td colspan="2">Total</td><td>152</td></tr> </tbody> </table>	Room Type	Size of Room (Indicative)	No. of Rooms	2 - bedder	33 sqm	37	3 - bedder	33 sqm	2	4 - bedder	48 sqm	67	6 - bedder	48 sqm	4	6 - bedder	72 sqm	35	8 - bedder	48 sqm	4	9 - bedder	72 sqm	1	12 - bedder	72 sqm	2	Total		152
Room Type	Size of Room (Indicative)	No. of Rooms																														
2 - bedder	33 sqm	37																														
3 - bedder	33 sqm	2																														
4 - bedder	48 sqm	67																														
6 - bedder	48 sqm	4																														
6 - bedder	72 sqm	35																														
8 - bedder	48 sqm	4																														
9 - bedder	72 sqm	1																														
12 - bedder	72 sqm	2																														
Total		152																														
18.8	Twice yearly Pest Management Survey required under Environmental Sanitation regime	<ul style="list-style-type: none"> - Conduct a comprehensive pest management site survey to look for any potential pest harborages as stated in NEA requirement. - For inspection that has been carried out, Contractor will generate to a pictorial report and fill up the Comprehensive Pest Management Survey Form from NEA subject to School's approval. 																														

PART 3 REQUIREMENT SPECIFICATIONS

19 In any circumstances where the Contractor cannot meet the routine schedule, he shall write in for approval to re-schedule the Services. The Organisation reserves the right to re-schedule or omit the work from the Contract Sum and his decision shall be final.

20 Provision of Ad-hoc Pest Control Services

S/N	Scope of Ad-hoc Services	Description
20.1	Ad-hoc pest control services listed in <u>Part 5 – Schedule of Rates</u>	As and when required by the Organisation for ad-hoc pest control services, the Organisation will provide a written notice to notify the Contractor on the required services based on the Contractor's percentage adjustment quoted in <u>Part 5 – Schedule of Rates</u> . The Contractor shall perform the Services within seven (7) calendar days from the receipt of the written notice from the Organisation or any other mutually agreed date.
20.2	Ad-hoc pest control services <u>NOT</u> listed in <u>Part 5 – Schedule of Rates</u> (hereinafter referred to as "Star Rates")	<p><u>(a) Contractor submitting his own quote</u></p> <p>The Contractor shall submit quotation for the Star Rate services within five (5) calendar days from date of request. The quotation shall subject to approval by Organisation before proceeding with the services.</p> <p>The Organisation reserves the right not to engage the Contractor for the services if the quote from the Contractor is deemed unreasonable based on other comparative quotes.</p> <p><u>(b) Contractor not submitting his own quote</u></p> <p>If the Contractor is not performing the Star Rates services, the Contractor shall assist the Organisation to obtain and evaluate at least three (3) quotations, propose the award and coordinate the services required. Quotations for the Star Rates services must be from suppliers who are not related to the Contractor. The Contractor may be required to provide a declaration of non-conflict of interest to the Organisation.</p>

Treatment Method

PART 3 REQUIREMENT SPECIFICATIONS

21 The treatment method described in Paragraph 18 - Schedule for Provision of Routine Pest Control Services for the various types of pest control are for reference. Tenderers may propose alternative treatment method or innovation with technology or equipment that are efficient and effective to control pests.

Upon award, if the treatment was found to be ineffective, the Contractor shall take immediate corrective steps and all cost of the corrective steps taken shall be borne by the Contractor.

Chemicals/Materials

22 In the choice and selection of chemicals and/or materials, the Contractor shall ensure that all safety precautions are taken during the application and disposal of the chemicals and/or materials. The chemicals used shall comply with the Regulations and Acts lay down by the National Environmental Agency and the Ministry of Health or any other relevant Authority. The Contractor is encouraged to use bio-degradable and eco-friendly chemicals which will not pose any hazard or threat to the environment.

Service Report

23 The Contractor shall submit the service report of routine inspections to the Organisation. The report shall include the information on vector harbourage/breeding and conditions conducive to vector infestation as well as the actions taken to eradicate vector infestation, and types of chemical and insecticides used. The Contractor shall report to the Manager, Estate/Estate Officer all the breeding detected and the potential habitat so that appropriate or permanent measures can be taken to eliminate the potential breeding grounds.

Contract Liaison

24 Upon award of this Contract, the Contractor shall appoint a contact person to liaise with the Organisation over any issues under the Contract. The mobile number and email address of the contact person must be given to the Organisation before commencement of Services.

Response Time for Urgent Services

25 The Contractor shall be on call twenty-four (24) hours seven (7) a week and will attend to any request for urgent services upon being notified by the Organisation. The response time to return any calls to the Organisation shall be within fifteen (15) minutes and to be present at site to render service within two (2) hours. For urgent services to attend to dangerous reptiles, animals, insects and pests, etc. the response time to be present at site shall be within forty-five (45) minutes.

Organisation Instruction

PART 3 REQUIREMENT SPECIFICATIONS

26 The Organisation shall instruct the Contractor verbally or through written notice for services to be performed. Failure to comply with the instructions within the time specified in the instructions will give the Organisation the right to appoint others to rectify or complete the works at the cost of the Contractor without vitiating and invalidating the contract in any way and/or relieving the Contractor of his responsibility and guarantee.

Insurance/indemnity

27 The Contractor shall be responsible for and shall be insured against and make good any loss or damages to the premises, equipment, fittings, furniture and movable equipment provided by the Organisation due to theft, fire or damage etc., except loss or damages due to force majeure.

28 The Contractor shall indemnify and keep the Organisation indemnified against all actions, claims, proceedings, costs and expenses which the Organisation may suffer or incur in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrences in, upon or at the Organisation premises or use of the Organisation premises or any part thereof by the Contractor or its employees, sub- contractors, agents, invitees or licensees.

Workmen's Compensation

29 The Contractor shall comply with the Workmen's Compensation Act. The Contractor shall indemnify the Organisation from all liabilities arising out of claims by their workmen employed in and for the performance of this Contract, for payment or compensation under or by virtue of the Workmen's Compensation Act and under or by virtue of the Common Law and from all costs and expenses incidental or consequential.

Mobilisation

30 The Contractor shall immediately familiarise themselves with the Organisation premises, workflow and processes, day-to-day operations and requirements, service standards and expectations, etc. upon award of the Contract.

31 The Contractor shall meet with the outgoing term contractor as well as the Organisation's appointed Estate Manager and/or any other relevant parties to fully understand the operations and work out a smooth and seamless handing and taking over of the provision of the Services for the Organisation.

32 The Contractor is expected to mobilise his trained and qualified labour, equipment, tools, machineries, materials, chemicals, including taking up the relevant insurances, etc. to meet the requirements of this Contract.

PART 3 REQUIREMENT SPECIFICATIONS

33 The Contractor shall be deemed to have made the necessary allowances for compliance with the above requirements in his tender.

Power to Take the Services out of the Contractor's Hands

34 Without prejudice to the Organisation other contractual rights, if the Contractor's performance is consistently poor (i.e. issuance of three (3) times warning letter), the Organisation reserves the right to employ other persons to execute such equivalent Services in part or in whole. All such costs including any consequential incremental costs incurred by the Organisation shall be recovered and deducted from the Contractor.

Handling Over at the End of Contract

35 The Contractor shall ensure that there is a proper handling over to the next successful contractor at the end of the contract including any necessary reinstatement work.

III ELIGIBILITY AND EVALUATION CRITERIA

36 Tenderers shall meet the following Eligibility Criteria in order to participate in this Tender. Failure to comply with these criteria shall render the tender submission liable to disqualification from evaluation.

- 36.1 Tenderers shall be registered contractors under BCA's Workhead FM01 Facilities Management with a tendering limit of at least M4 (i.e. S\$1 million) or FM04 Pest Control with a tendering limit of at least L1 (i.e. S\$0.8 million);
- 36.2 Tenderers shall be registered as a Vector Control Operator (VCO) with the National Environment Agency (NEA);
- 36.3 Tenderers shall ensure that all his vector control technicians and workers employed for the Contract are licensed and certified by the NEA in accordance with the 'Control of Vectors & Pesticides Act';
- 36.4 Tenderers shall comply fully with the Conditions of Contract and Requirement Specifications;
- 36.5 Tenderers and their first-level sub-contractors (if any) shall not be debarred on or after the closing date of the tender from participating in public sector tenders; and
- 36.6 Tenderers shall attend the compulsory tender briefings conducted by the Organisation.

[All verbal instructions, explanations and directions given during the site show-round shall be taken into account by the Tenderer and he shall allow for and include the same in the pricing of his Tender Offer. No claims whatsoever in respect of lack of clarity and information as to the scope and nature of the Works comprised in this Tender shall be entertained by the Organisation.]

37 Proposals from tenderers shall be evaluated based on the following Evaluation Criteria, which are listed in descending order of importance:

37.1 Quality where tenderers shall submit a written proposal to include but not limited to:

37.1.1 Tenderers' understanding of the Organisation's operation, manpower and resource deployment plan and how the pest control measures can be implemented without any disruption to the Organisation's operation;

37.1.2 Proposal shall identify clearly any safety hazards and precautionary measures, include methodology of approach to effectively eliminate pests and the sources of their infestation while caring for the environment;

37.1.3 Relevant completed and on-going track records and project references in providing pest control services of similar nature and complexity to educational institutions in the last three (3) years from the closing date of the tender; and

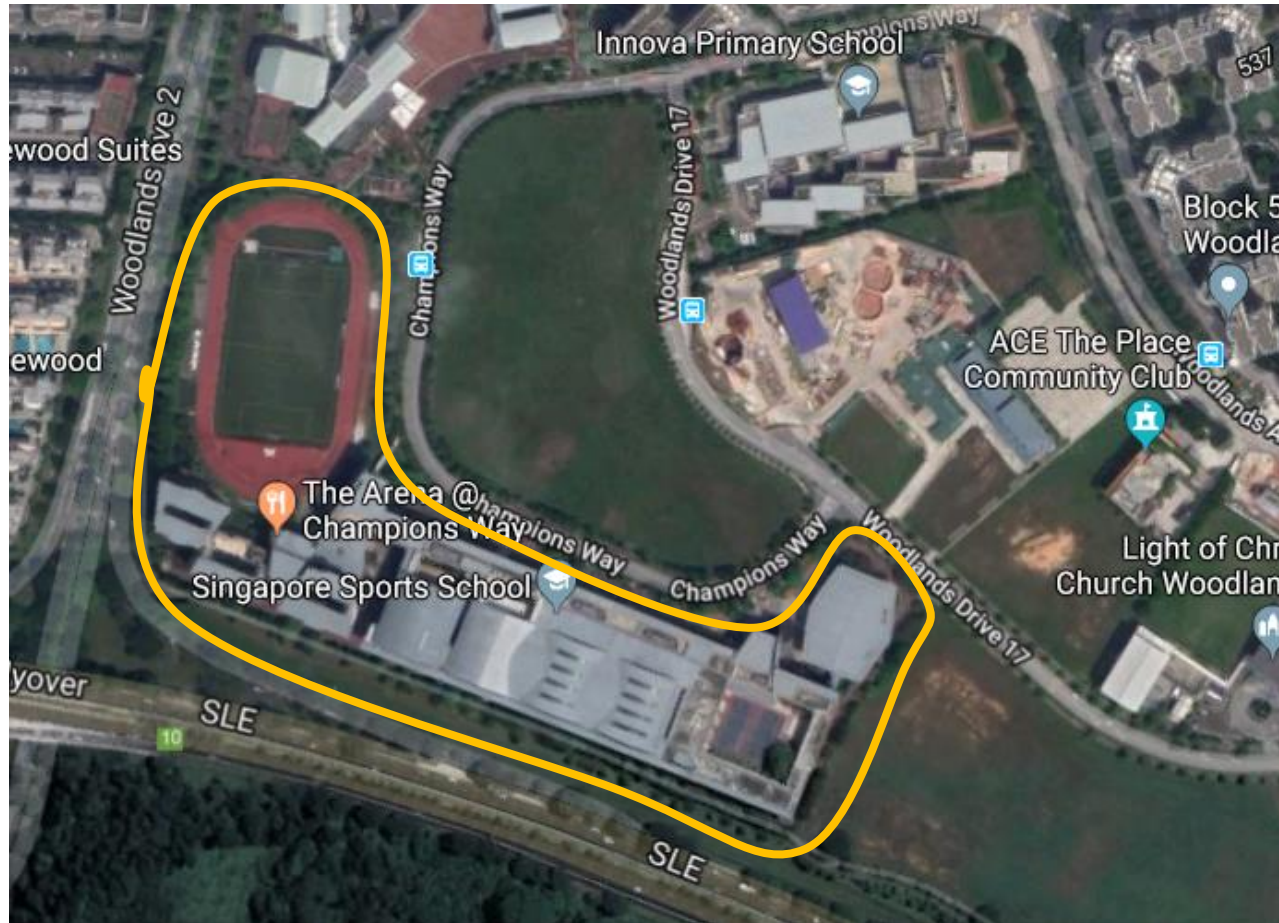
37.1.4 Proposed technology such as surveillance tool or equipment that can increase productivity and efficiency thus to optimize manpower and time required to complete the work.

37.2 Price competitiveness of the Tender Offer.

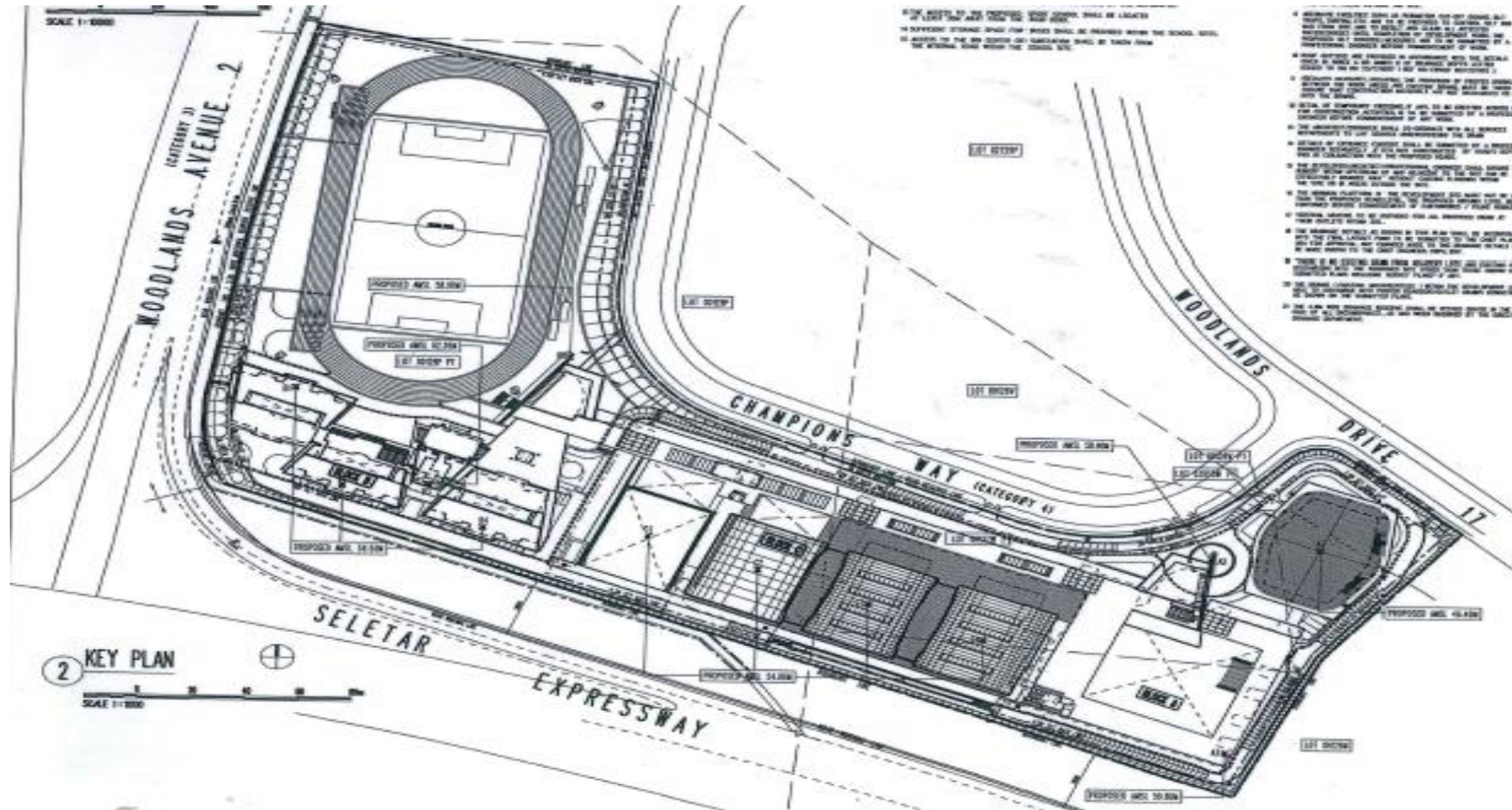
Singapore Sports School Ltd located at 1 Champions Way, Singapore 737913 (2D View)



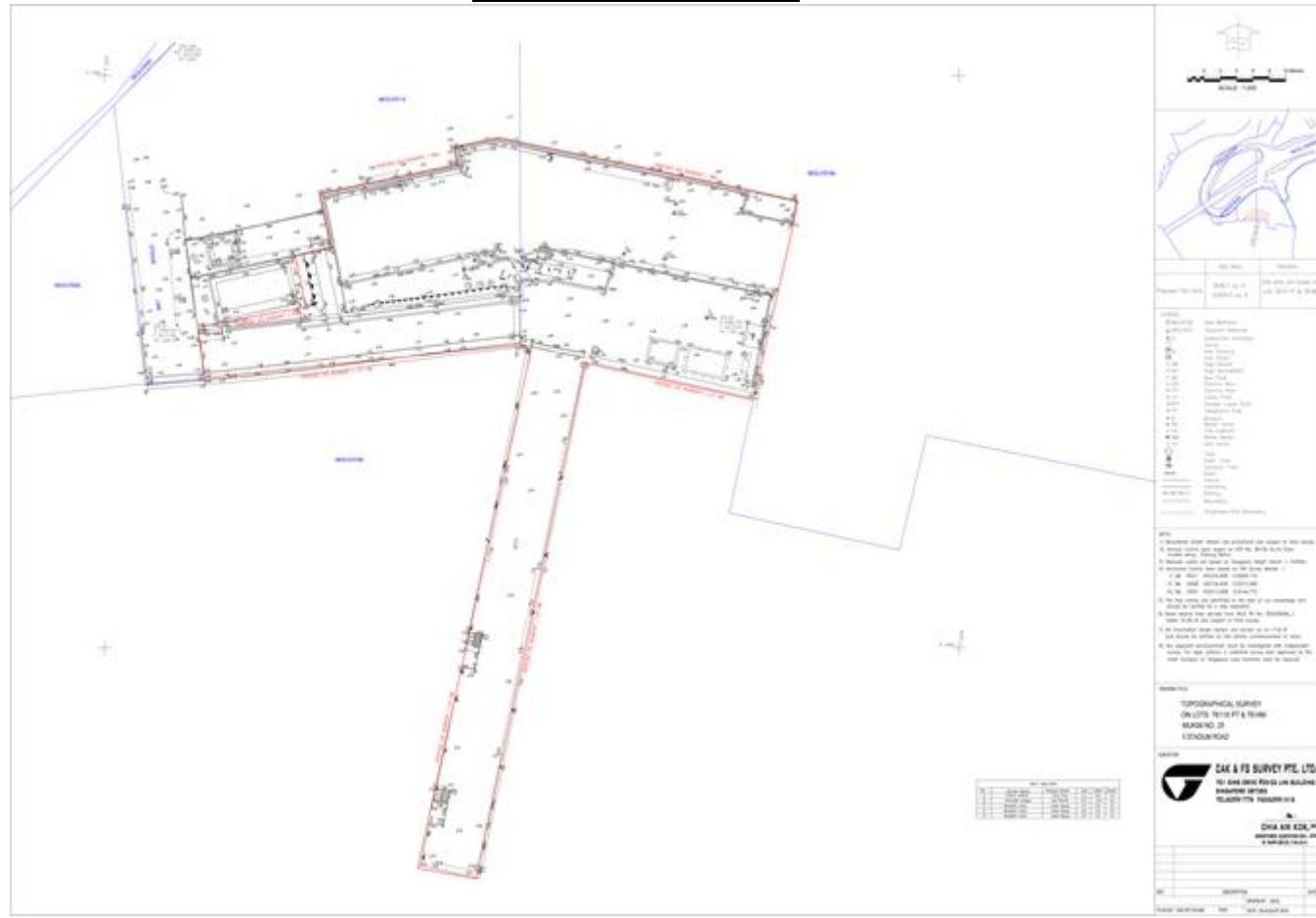
Singapore Sports School located at 1 Champions Way, Singapore 737913 (Satellite View)



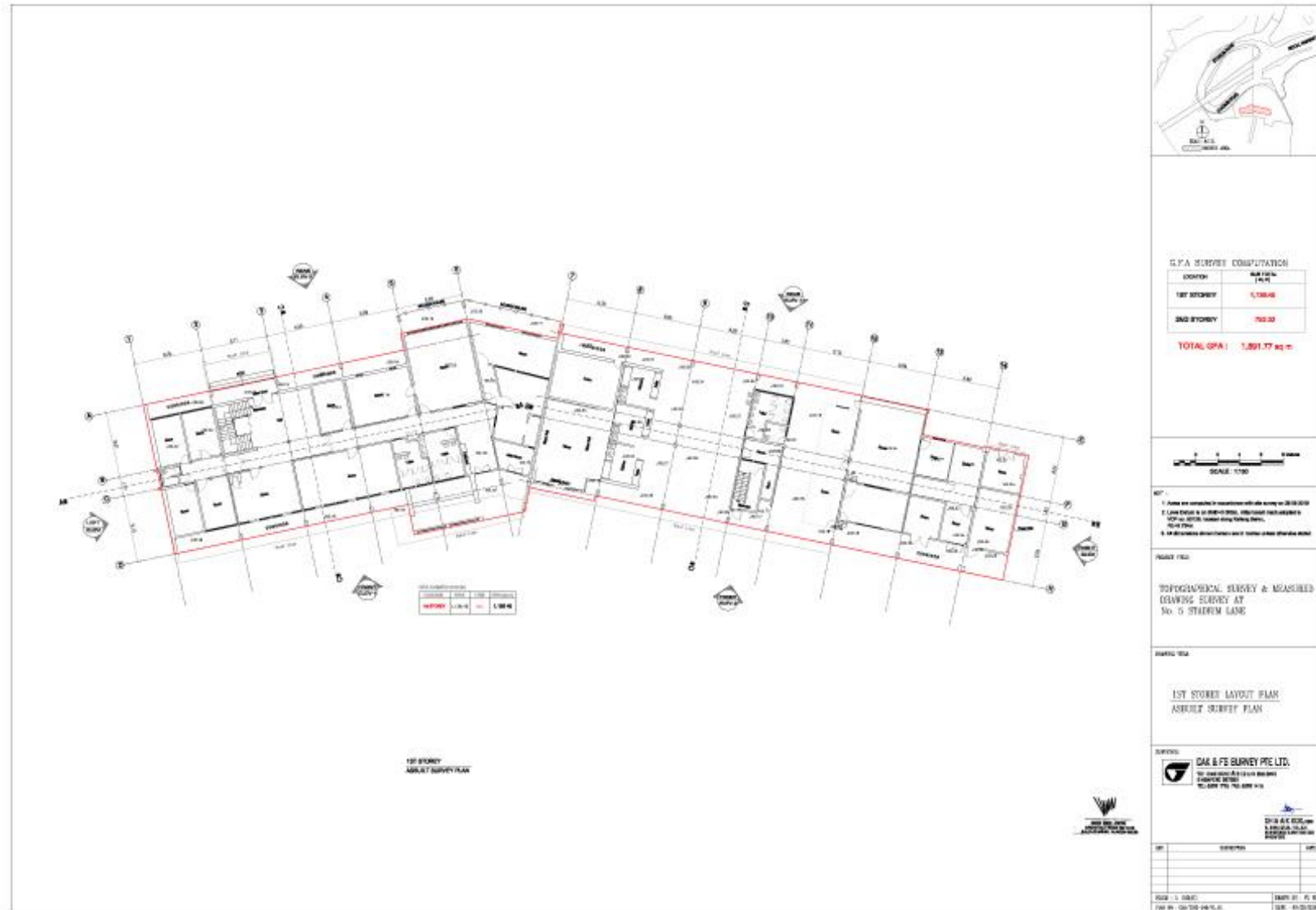
Site Plan of Singapore Sports School



Site Plan of NYSI Satellite



PART 3 REQUIREMENT SPECIFICATIONS



PART 3 REQUIREMENT SPECIFICATIONS

