

PART 5
SCHEDULE OF TENDER

PART 5 – SCHEDULE OF TENDER

- 1 Tenderers shall use this Part 5 – Schedule of Tender to submit their Tender Offer for:
 - 1.1 *[Mandatory Requirement]* provision of catering services for a period of three (3) years from 1 January 2024 to 31 December 2026, with an option to extend for another three (3) years; and
 - 1.2 *[Optional Requirement]* operation of the School's Rally and ROAR café cum Bookshop for a period of one (1) year from 1 January 2024 to 31 December 2024, with an option to extend annually for up to a maximum of five (5) years.

It is mandatory for tenderers to quote for both mandatory and optional requirements (hereinafter collectively referred to as "the Services") in order to participate in the tender.

- 2 All prices quoted in this Part 5 – Schedule of Tender shall include all incidental and contingent costs and expenses and no price adjustment shall be made for any error.

- 3 The School will not entertain any claims made by the Caterer in respect of any increase in costs either due to the fluctuation in currency exchange rates or rise in the cost of material, labour, water, duties, Goods and Services Tax (GST), transportation expenses or anything that affect the cost or performance of this Tender and/or Contract.

- 4 All unit rate(s) quoted by the Tenderer shall remain unchanged regardless of the total number of pax confirmed by the School, unless otherwise specified in this Invitation to Tender and/or the Tenderer expressly stipulates to the contrary in its below schedule(s).

I [MANDATORY REQUIREMENT] PROVISION OF CATERING SERVICES FOR A PERIOD OF THREE (3) YEARS FROM 1 JANUARY 2024 TO 31 DECEMBER 2026 WITH AN OPTION TO EXTEND FOR ANOTHER THREE (3) YEARS

(A) Provision of Catering Services for Student-Athletes, Boarding Staff and Business Guests

The rates quoted in Schedule 5-1.1 and 5-1.2 shall be based on the menu planning guidelines under Part 3 – Requirement Specifications and Appendix 1 – Menu Specifications of Part 3 and tenderers are required to submit the proposed menus as part of the Tender Offer for the School's evaluation.

The Caterer shall be paid in accordance to the quoted rate(s) and the daily's pre-ordered quantity committed by the School at least two (2) days in advance.

(B) Provision of Catering Services for School and Business Events and Activities

Tenderers shall quote the number of dishes for each row of meal type based on the grouping below with the stipulated base price per pax. Tenderers may create new groups for dishes that are not covered under below list.

Groups of Dishes

- Group A: Snack, pastry and bakery selection. E.g., cakes, kuehs, sandwiches, confectionery items, tim-sum, chicken nuggets, baked potatoes, etc.
- Group B: Appetiser. E.g., salads, starters, cold dishes, seafood cocktails, etc.
- Group C: Rice and alternatives
- Group D: Vegetable, Egg, Soy bean-based items and Soup
- Group E: Poultry and Meat
- Group F: Fish and Seafood
- Group G: Dessert and Fruits
- Group H: Beverages (Hot and Cold)
- Group I: Add-on Food Items. E.g., satay and otak

Types of Meals

- | | | |
|--------------|-------------|-----------------------------------|
| Schedule 5-2 | Category 1: | Tea Refreshment |
| Schedule 5-3 | Category 2: | Set/Packed Meal with Beverages |
| Schedule 5-4 | Category 3: | Set/Packed Meal without Beverages |
| Schedule 5-5 | Category 4: | Buffet |
| Schedule 5-6 | Category 5: | BBQ Buffet |
| Schedule 5-7 | Category 6: | Sit-down Dinner |
| Schedule 5-8 | Category 7: | Add on Items |

(A) Provision of Catering Services for Student-Athletes, Boarding Staff and Business Guests

The Caterer shall provide four (4) main meals (Breakfast, Lunch, Dinner and Supper) and one (1) pre-training supplementary snack in the School.

Schedule 5-1.1: Main Meals and Supplementary Snacks with Milo¹

Item	Scope of Procurement	Unit Contract Rate (S\$/ per pax per meal) (Tenderer to submit proposed menus)					
		Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Option Year 3
(A.1) Meals <u>with Milo</u> ¹ and provision of <u>two (2)</u> or <u>three (3)</u> different cuisines for Lunch							
A1	Breakfast						
A2.1	Lunch with provision of <u>two (2)</u> different cuisines						
A2.2	Lunch with provision of <u>three (3)</u> different cuisines ²						
A3	Afternoon Pre-Training Supplementary Snack						
A4	Dinner						
A5	Supper						
Total Cost per pax (S\$) [With free flow Milo Supply and provision of <u>two (2)</u> different cuisines for Lunch] (Item A1 + A2.1 + A3 + A4 + A5)							
Total Cost per pax (S\$) (With free flow Milo Supply and provision of <u>three (3)</u> different cuisines for Lunch) (Item A1 + A2.2 + A3 + A4 + A5)							

¹ The School has sponsorship of Milo liquid concentrate till 31 December 2023. From 1 January 2024 onwards, the Caterer may have to be responsible to provide free flow Milo if there is no extension of the sponsorship and the quoted rates inclusive of free flow Milo supply shall applied accordingly.

² The Caterer is required to provide the third (3rd) cuisine for lunch upon the School's request, provided that an advance notice of one (1) week is given. The unit rate specified in this Part 5 – Schedule of Tender shall apply accordingly, and no additional charges will be made to the School.

Schedule 5-1.2: Main Meals and Supplementary Snacks without Milo²

Item	Scope of Procurement	Unit Contract Rate (S\$/ per pax per meal) (Tenderer to submit proposed menus)					
		Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Option Year 3
(A.2) Meals <u>without Milo</u> ³ and provision of <u>two (2)</u> or <u>three (3)</u> different cuisines for Lunch							
A6	Breakfast						
A7.1	Lunch with provision of <u>two (2)</u> different cuisines						
A7.2	Lunch with provision of <u>three (3)</u> different cuisines ⁴						
A8	Afternoon Pre-Training Supplementary Snack						
A9	Dinner						
A10	Supper						
Total Cost per pax (S\$) [Without free flow Milo Supply and provision of <u>two (2)</u> different cuisines for Lunch] (Item A6 + A7.1 + A8 + A9 + A10)							
Total Cost per pax (S\$) (Without free flow Milo Supply and provision of <u>three (3)</u> different cuisines for Lunch) (Item A6 + A7.2 + A8 + A9 + A10)							

³ The School has sponsorship of Milo liquid concentrate till 31 December 2023. From 1 January 2024 onwards, the Caterer may have to be responsible to provide free flow Milo if there is no extension of the sponsorship and the quoted rates inclusive of free flow Milo supply shall applied accordingly.

⁴ The Caterer is required to provide the third (3rd) cuisine for lunch upon the School's request, provided that an advance notice of one (1) week is given. The unit rate specified in this Part 5 – Schedule of Tender shall apply accordingly, and no additional charges will be made to the School.

(B) Provision of Catering Services for School and Business Events and Activities

The Caterer shall supply and deliver catering services for meetings, trainings and school events within the School premises.

1.1 Tenderers shall propose the number of dishes for each row of meal type based on the grouping below with the stated price per pax.

- Group A: Snack, pastry and bakery selection. E.g., cakes, kuehs, sandwiches, confectionery items, tim-sum, chicken nuggets, baked potatoes, etc.
- Group B: Appetiser. E.g., salads, starters, cold dishes, seafood cocktails, etc.
- Group C: Rice and alternatives
- Group D: Vegetable, Egg, Soy bean-based items and Soup
- Group E: Poultry and Meat
- Group F: Fish and Seafood
- Group G: Dessert and Fruits
- Group H: Beverages (Hot and Cold)
- Group I: Add-on Food Items. E.g., satay and otak

1.2 Tenderers may create new groups for dishes that are not in the list above.

1.3 The School's stipulated Base Rates under Schedule 5-2 to 5-7 and the Caterer's quoted rates under Schedule 5-8, shall be fixed during the First, Second and Third Base Years (i.e. 1 January 2024 to 31 December 2026).

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Schedule 5-2: Category 1: Tea Refreshment

Meal Type	Base Price Per Pax (\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Others*
Tea Refreshment 1	\$2.00	10										
Tea Refreshment 2	\$3.00	10										
Tea Refreshment 3	\$4.00	10										
Tea Refreshment 4	\$5.00	10										
Tea Refreshment 5	\$6.00	10										
Tea Refreshment 6	\$8.00	10										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

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Schedule 5-3: Category 2: Set/Packed Meal with Beverages

Meal Type	Base Price Per Pax (\$\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Other*
Set / Packed Meal <u>with</u> Beverages 1	\$3.00	10										
Set / Packed Meal <u>with</u> Beverages 2	\$4.00	10										
Set / Packed Meal <u>with</u> Beverages 3	\$5.00	10										
Set / Packed Meal <u>with</u> Beverages 4	\$6.00	10										
Set / Packed Meal <u>with</u> Beverages 5	\$8.00	10										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

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Schedule 5-4: Category 3: Set/Packed Meal without Beverages

Meal Type	Base Price Per Pax (\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Others*
Set / Packed Meal <u>without</u> Beverages 1	S\$3.00	10										
Set / Packed Meal <u>without</u> Beverages 2	S\$4.00	10										
Set / Packed Meal <u>without</u> Beverages 3	S\$5.00	10										
Set / Packed Meal <u>without</u> Beverages 4	S\$6.00	10										
Set / Packed Meal <u>without</u> Beverages 5	S\$8.00	10										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

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Schedule 5-5: Category 4: Buffet

Meal Type	Base Price Per Pax (S\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Others*
Buffet 1	S\$6.00	30										
Buffet 2	S\$8.00	30										
Buffet 3	S\$10.00	30										
Buffet 4	S\$12.00	30										
Buffet 5	S\$15.00	30										
Buffet 6	S\$18.00	30										
Buffet 7	S\$20.00	30										
Buffet 8	S\$25.00	30										
Buffet 9	S\$30.00	30										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

Schedule 5-6: Category 5: BBQ Buffet

Meal Type	Base Price Per Pax (S\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Others*
BBQ Buffet 1	S\$8.00	30										
BBQ Buffet 2	S\$10.00	30										
BBQ Buffet 3	S\$12.00	30										
BBQ Buffet 4	S\$15.00	30										
BBQ Buffet 5	S\$20.00	30										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

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Schedule 5-7: Category 6: Sit-down Dinner

Meal Type	Base Price Per Pax (\$) [#]	Minimum Order	Number of Dishes Proposed (Tenderer to submit proposed menus)									
			Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Others*
Sit-down Dinner 1	S\$30.00	30										
Sit-down Dinner 2	S\$40.00	30										

*Tenderer to provide details of the new group(s)

[#]The above stipulated Base Rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

Schedule 5-8: Price Schedule for Add-on Items

S/No.	Item	Quantity	Unit Contract Rate (S\$)#	Remarks
Add-on Items - Rental of tables, chairs and wares				
1	Table decorations and other set-up	set		
2	Ceramic plates, bowls and cups with saucer	set		
3	Glass plates and bowls	set		
4	Stainless steel cutlery and utensils	each		
5	Ice cube container	each		
6	Cloth napkin	each		
7	Dining stool	each		
8	Dining chair	each		
9	Cocktail table with skirting	set		
10	Square table (3ft by 3ft) with no skirting	each		
11	Round table with no table cloth	each		
12	Round table cloth	each		
13	Disposable table cloth	each		
14	Serving staff	person		
15	Others:			

#The Tenderer above quoted rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

Schedule 5-8: Price Schedule for Add-on Items – Continued

S/No.	Item	Quantity	Unit Contract Rate (S\$)#	Remarks
Add-on Items - Others				
1	Ice cube	kg		
2	Fresh fruit	person		
4	Hot coffee and tea (sugar/syrup served on the side)	person		
5	Others (Please Specify):			

#The Tenderer above quoted rates shall be fixed during the First, Second and Third Base Years and price adjustment per centum to these rates shall apply when the Option Year(s) is exercised.

Schedule 5-9: Price Adjustment to Base Rates Under Schedule 5-2 to 5-8

Tenderers shall indicate clearly the price adjustment per centum to the School's stipulated Base Rates that the tenderers quoted under Schedule 5-2 to 5-8 during the Option Year(s), which shall apply when the Option Year(s) is exercised:

Option Year [#]	Price Adjustment to the stipulated Base Rates Under Schedule 5-2 to 5-8
First Option Year (1 January to 31 Dec 2027)	**ADD / MINUS _____ % (Per Centum)
Second Option Year (1 January to 31 Dec 2028)	**ADD / MINUS _____ % (Per Centum)
Third Option Year (1 January to 31 Dec 2029)	**ADD / MINUS _____ % (Per Centum)

*(** Delete whichever is not applicable. If no deletion is made or left blank or indicated as "zero (0)", it will be deemed that there is "no percentage" adjustment to the below quoted spare parts rates.)*

[#]The option(s) to extend the contract up to a maximum of three (3) additional years shall be subjected to the same terms and conditions and at the full discretion of the School.

II [OPTIONAL REQUIREMENT] OPERATION OF THE SCHOOL'S RALLY AND ROAR CAFÉ CUM BOOKSHOP FOR A PERIOD OF ONE (1) YEAR FROM 1 JANUARY 2024 TO 31 DECEMBER 2024 WITH AN OPTION TO EXTEND ANNUALLY FOR UP TO A MAXIMUM OF FIVE (5) YEARS

Schedule 5-10: Price Schedule for Operation of the School's Rally and ROAR café cum Bookshop

Item	Scope of Procurement	Unit of Measure	Quantity	Unit Rate (S\$)	Contract Price (S\$)
1	Operation of Café cum Bookshop for Base Year from 1 January to 31 December 2024	Month	12		
2	Operation of Café cum Bookshop for First (1st) Option Year from 1 January to 31 December 2025	Month	12		
3	Operation of Café cum Bookshop for Second (2nd) Option Year from 1 January to 31 December 2026	Month	12		
4	Operation of Café cum Bookshop for Third (3rd) Option Year from 1 January to 31 December 2027	Month	12		
5	Operation of Café cum Bookshop for Fourth (4th) Option Year from 1 January to 31 December 2028	Month	12		
6	Operation of Café cum Bookshop for Fifth (5th) Option Year from 1 January to 31 December 2029	Month	12		
TOTAL CONTRACT PRICE FOR ITEM 1 TO 6 – Exclude GST					

Name of Tenderer/Official Stamp/Date

Name of Authorised Personnel/
Designation/Signature/Date