

**PART 3  
REQUIREMENT SPECIFICATIONS**

**I OVERVIEW**

1 The Singapore Sports School Ltd (hereinafter referred to as “the School”) hereby invites tenders for the provision of the following scope of services and works:

- 1.1 supply and installation of CCTV cameras and associated peripherals, provision of Central Monitoring System (CMS) and linking all existing stand-alone CCTV Systems to the new CMS (hereinafter referred to as “the Works”); and
- 1.2 term contract for provision of non-comprehensive preventive maintenance and servicing, and breakdown maintenance of CCTV Systems, CMS and Intruder Alarm Systems (IAS) for the School (hereinafter referred to as “the Services”) for a period of three (3) years and six (6) months from the date of award of the contract (hereinafter referred to as “the Contract Period”).

2 The successful tenderer (hereinafter referred to as “the Contractor”) shall be deemed to have satisfied itself as to the extent and nature of the Works and Services, and the materials and/or tools required for the completion of the Works and Services in accordance with the Contract, the means of communication and access to the site, the accommodation it may require, all risks, contingencies and all other factors that will influence or affect its Tender Offer. No claim for extra in consequence of any alleged ignorance in any respect will be entertained by the School. Allowance for any or all of these provisions shall be made in its Tender Offer.

3 The Contractor shall deem to have full knowledge to the local conditions, site accessibility and satisfied itself as to all requirements in connection with the Contract before submitting its Tender Offer. No claims arising from neglect on the part of the Contractor to inspect all the physical locations, facilities and to obtain all the necessary information and conditions or from failure to provide such items in the Contract Price will be considered.

4 The Contractor shall perform the Works and Services to the reasonable satisfaction of the School, and shall ensure that its performance of the Works and Services are also carried out in accordance with all applicable laws and regulations, all relevant standards and codes of practice and their subsequent revisions, and any guidelines or requirements of the Ministry of Manpower (MOM) or such other relevant local authorities constituted under any written law for the time being in force.

5 The Contractor shall be solely responsible for liaising, co-ordinating and making all necessary arrangements with any relevant authorities, specialists and subcontractors, to ensure the satisfactory performance of all Works and Services under the Contract.

6 The Tender Price shall deem to have taken into account full compliance with the entire Tender Documents and shall include labour, supervision, plant, tools, equipment, materials

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and any other preliminaries and everything necessary for the proper execution of the Works and Services.

7 All matters not explicitly mentioned but are obviously necessary for the efficiency, stability and completion of the Works and Services shall be included in the contract sum. The Contractor shall provide all materials and fittings and perform any work which are obviously necessary for efficient functioning of the Works or required in accordance with good, accepted trade practices even though such works/materials/services may not be explicitly mentioned in the Requirement Specifications.

8 This Part 3 – Requirement Specifications shall be read in conjunction with the other documents, which together shall form the Contract Document. Notwithstanding the subdivision of the Requirement Specifications under different headings, every part of it shall be deemed supplementary to and complementary to every other part. The Contractor shall carefully study the Tender Documents, and satisfy itself to the full extent, character and nature of the Works and Services to be performed under the Contract.

## II SCOPE OF WORKS

9 The Contractor shall provide all qualified, skilled and competent labour together with all the required tools, equipment, materials, machineries, transport, etc., and in accordance with the relevant codes of practice, statutory requirements and industry standards, carry out the Works as listed in the table below.

10 In the supply and installation of new CCTV cameras and associated peripherals, provision of CMS and linking all existing stand-alone CCTV Systems to the new CMS, the Tenderer shall propose compatible equipment, accessories and connections between equipment and/or devices meeting the requirement specifications and achieving interoperability with existing systems and good overall system performance.

S/N	Supply and Installation Works	Quantity
1	<b><u>IP CCTV Camera</u></b> 2MP Varifocal Dome Network Camera Varifocal motorized lens 2.7 – 13.5 mm Max resolution – 1920 x 1080 Image sensor – 1/2.7" 2 MP	11
2	<b><u>PTZ CCTV camera</u></b> 4 MP 25X IR Network Speed Dome PTZ CCTV camera	1
3	<b><u>Network Video Recorders</u></b> Up to 16 IP camera inputs. 16-ch synchronous playback	1

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	Minimum 30 days of recording and playback	
4	<b><u>10 TB HDD</u></b> Standard Fast Format (512e / 4 Kn) POH per year 24 x 7 – 8760	5
5	<b><u>POE Switch (for additional cameras)</u></b> 8 ports fast ethernet unmanaged	1
6	<b><u>POE Switch (for existing standalone cameras)</u></b> 16 ports fast ethernet unmanaged	2
7	<b><u>CMS - Workstation</u></b> Central - Workstation	1
8	<b><u>CMS - Network Video Recorders</u></b> Up to 128-ch IP camera inputs. Minimum 30 days of recording and playback	3
9	<b><u>CMS - LED Monitor</u></b> Minimum 24 inch with E-LED backlight	1
10	<b><u>Cabling and Installation</u></b> Cat UTP (Unshielded Twisted Pair) cabling	Per Lot
11	<b><u>Cabling and Installation</u></b> Indoor OM3 (Optimized Multimode) Fiber Optics Cabling	Per Lot

11 The Works shall not take more than five (5) months to complete upon receipt of the School's Letter of Acceptance (LOA). The Tenderer shall submit its detailed Schedule of Works indicating the propose nearest alternative completion date, as part of its Tender Offer. The Contractor's Schedule of Works may be subject to modification before accepting it for implementation. Liquidated damages will be imposed in accordance to Schedule 2 of Part 2 – Conditions of Contract for delay in completion after the agreed completion date.

12 The Contractor shall work within the permissible hours regulated by the relevant government agencies (e.g., the National Environment Agency (NEA)) when planning the Schedule of Works. The Contractor shall also take the School's operation timing into consideration when planning the Schedule of Works. The Contractor shall seek the approval of the School and the relevant authorities for working outside these prescribed times and all associated costs incurred shall be at its own expense.

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13 The Contractor shall ensure workplace safety and COVID-19 safety measures are adequately provided for performance of the required works. Hoarding of the construction/ installation area and proper signage shall be displayed where necessary to limit access to work area.

14 The Contractor shall make good to all the areas affected, damaged or disturbed during the execution of the Works under this Contract, and such costs shall deem included in the Contract Price. Additional claims will not be entertained.

15 Upon the completion of the Works, the School Representative(s) and the Contractor shall conduct a joint functional test of the installed Works (hereinafter known as “the Acceptance Tests”).

16 All the Works shall be subject to twelve (12) months warranty/defects liability period to ensure the installed Works are free of defects from the date of the School’s acceptance of the Works. If any defects(s) are noticed in the Works due to bad workmanship, the Contractor shall rectify the same, to the satisfaction of the School, at the Contractor’s cost during the warranty/defects liability period.

17 During the twelve (12) months warranty/defects liability period, the Contractor shall provide quarterly maintenance services including all necessary repairs or replacement of parts, at no additional cost to the School.

18 Upon the expiry of the warranty/defects liability period, the Contractor shall continue to provide the quarterly maintenance services to the Works (refer to Section III – Scope of Services below for details). The maintenance cost shall deem to be included in the Contractor’s Tender Price under Part 4 – Form of Tender.

### III SCOPE OF SERVICES

19 The Contractor shall provide all qualified, skilled and competent labour together with all the required tools, equipment, materials, machineries, transport, etc., and in accordance with the relevant codes of practice, statutory requirements and industry standards, deliver the Services which include, but are not limited to, the following:

#### Preventive Maintenance

19.1 Perform quarterly non-comprehensive maintenance and servicing to the CCTVs, CMS and IAS, and their components/equipment during normal office hours (i.e. Mondays to Fridays, from 0900 hours to 1700 hours). It is preferred that the Services can be conducted during the School Holidays. More Information of the School Holidays period can be found in the Ministry of

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Education (MOE)'s website via <https://www.moe.gov.sg/education/school-terms-and-holidays>

- 19.2 The quarterly non-comprehensive maintenance services shall include, but not limited to, the following:
- 19.2.1 Survey, inspection, testing and verification that the CCTVs, CMS, IAS, and their components/equipment are functioning well and provide the School with recommendations for repairs and parts replacement, if any. The Contractor shall only carry out replacement of parts upon the School's approval on the quoted cost (refer paragraph 19.6 for more information).
- 19.2.2 Provide ad-hoc on-site fault attendance when requested by the School during the Contract Period. The Contractor shall respond within the next business day (excluding weekends and Public Holidays) upon the receipt of the School's fault report call. For the avoidance of doubt, the cost incurred for ALL ad-hoc on-site fault attendance shall be deemed included in the quoted cost under Part 4 – Form of Tender for provision of quarterly non-comprehensive maintenance and no additional claims shall be entertained.
- 19.2.3 Assist the School in conducting its yearly electrical shutdown servicing during one (1) of the weekends, where the Contractor is required to be on-site to perform pre-shutdown and post-shutdown of the CCTV Systems, CMS and IAS, and other major events if necessary.
- 19.3 For avoidance of doubt, the above maintenance requirements may not be exhaustive. All matters not explicitly mentioned but are obviously necessary or fit for purpose as part of maintenance to ensure the operational efficiency of the CCTV Systems, CMS and IAS in accordance with good, accepted trade practices shall be performed by the Contractor and all required costs are deemed included in the Contractor's Tender Price quoted in Part 4 – Form of Tender.
- 19.4 All costs to carry out the non-comprehensive quarterly maintenance services are deemed included in the price(s) quoted under Part 4 – Form of Tender, except the cost of repairs or replacement of any faulty parts, components and equipment, etc.

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### Breakdown Maintenance

- 19.5 As part of the scope of the Services, where any repairs or replacement of faulty parts is required, the Contractor shall provide a written quotation within five (5) working days subjected to School's approval, from the time of receipt of the instruction with regard to such works and shall only proceed after obtaining the School's approval on the quoted cost.
- 19.6 Works involving repairs or replacement of faulty parts, components and equipment, etc. shall be charged separately from the quarterly maintenance cost; in accordance with the submitted Tender Rates in Part 4 – Form of Tender as percentage adjustment (add or minus %) to Part 5 – Schedule of Rates, for the Contract Period. If the Tender Rates are equivalent to the rates listed in Part 5 – Schedule of Rates, the Tenderer is to indicate "0". If left blank, it will be deemed to be equivalent to the rates listed in Part 5 – Schedule of Rates.
- 19.7 Where any repair or parts replacement is required but is not listed in the Part 5 – Schedule of Rates, the unit rates for such items or works shall be termed as "Star Rates". The Contractor shall at all times refer to Part 5 – Schedule of Rates for all repairs and parts replacement unless the items are not listed. Star Rates quoted shall include all incidental and contingent costs and expenses incurred in or connected with the supply and/or execution of the required Star Rates items/works.
- 19.8 If the Contractor is not supplying/performing the Star Rates items/works, the School reserves the right to request the Contractor to call at least three (3) quotations on the Star Rates items/works from suppliers who are not related to the Contractor, for the School's evaluation.
- 19.9 All repairs or replacement of any faulty parts shall be subjected to twelve (12) months warranty coverage for any manufacturing or workmanship defects and shall be rectified at no charge to the School, from the date of satisfactory completion.
- 19.10 The Contractor shall provide a fault reporting hotline during office hours and one (1) email account for the School to log call(s) for fault reporting and shall meet the following Service Level Agreement (SLA):

Fault Category	Response Time	Time to Rectify or Implement Mitigation Measures
Urgent	Within 2 hours	- Within 4 hours to restore service and mitigate fault - Within 72 hours to rectify fault or timeline as agreed by the School

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Normal	Next working day	<ul style="list-style-type: none"><li>- Within 24 hours to restore service and mitigate fault</li><li>- Within 14 days to rectify fault or timeline as agreed by the School</li></ul>
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In respect of the Contractor's breaches for the Services as described in above tabulation, the School shall be entitled to impose Liquidated Damages on the Contractor computed based on the rates set out in Schedule 2 of Part 2 – Conditions of Contract.

20 The Contractor shall after each completion of the Services furnish the School a service delivery report outlining all the services performed. The School shall endorse such Service Delivery Report only if the services have been completed to the School's satisfaction.

21 The Contractor shall be paid after the satisfactory completion of the quarterly non-comprehensive maintenance services and/or the satisfactory completion of the ad-hoc repairs or replacement of any faulty parts, components and equipment. Payment shall be made thirty (30) days upon the satisfactory completion of the maintenance services (on quarterly basis) and ad-hoc repairs or replacement of any faulty parts, components and equipment.

22 Upon award of the Contract, the Contractor shall appoint a contact person to liaise with the School over any issues under the Contract. The mobile number and email address of the contact person must be given to the School before commencement of Services. The person must be contactable 24/7 to respond to any emergency services required with respect to the operational efficiency of the CCTV Systems, CMS and IAS.

23 Within fourteen (14) calendar days from the LOA, the Contractor shall provide the Service and Maintenance Schedule, including the Maintenance Checklist detailing the sequence of tasks and activities necessary for the proper maintenance of the CCTV Systems, CMS and IAS. The Contractor should consider in their submitted Service and Maintenance Schedule, to minimise disruption to the School's operational efficiency of the CCTV Systems, CMS and IAS.

## IV ELIGIBILITY CRITERIA

24 Tenderers must meet the following eligibility criteria in order to participate in this Invitation to Tender. Failure to comply with these criteria shall render the Tender Offer liable to disqualification from evaluation.

24.1 Tenderers shall comply fully with the tender documents including the Requirement Specifications and Conditions of Contract;



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- 24.2 Tenderers shall attend the compulsory tender briefing conducted by the School;

[All verbal instructions, explanations and directions given during the tender briefing shall be taken into account by the Tenderer and it shall allow for and include the same in the pricing of its Tender Offer. No claims whatsoever in respect of lack of clarity and information as to the scope and nature of the Works and Services comprised in this Invitation to Tender shall be entertained by the School.]

- 24.3 Tenderers and their first-level sub-contractor(s) (if any) shall not be debarred from participating in public sector tenders on or after the close of the tender;

- 24.4 Tenderers shall be registered with the Building and Construction Authority (BCA) under the ME04 - Communications & Security Systems workhead and meet the financial category of at least L1 (i.e. tendering capacity of at least S\$0.8 million); and

- 24.5 Tenderers shall have completed at least one (1) term contract for the provision of maintenance services and repair and replacement works for security systems including CCTV systems and/or IAS in the last five (5) years from the date of the tender.

### **V EVALUATION CRITERIA**

- 25 Proposals from tenderers will be evaluated based on the following evaluation criteria which are listed in descending order of importance:

- 25.1 Price competitiveness;

- 25.2 Relevant experience, completed and on-going good track records and project references in the supply and maintenance/servicing of the proposed security systems of similar scale and complexity in the last five (5) years from the date of the tender; and

- 25.3 Duration to complete the delivery including installation and successful commissioning from the date of award of contract.

## **Price and Quality Evaluation**

### **Price Score Computation**

The lowest tender price will be given the maximum Price score. The Price scores of the other tenderers will be inversely proportional to the lowest tender price. The formula below shall be used to compute the P score.

$$\text{Price Score (P- score)} = \frac{\text{Lowest tender price}}{\text{Tenderer's price}} \times \text{Price weightage}$$

### **Quality Score Computation**

The Tenderer with the highest total raw quality points will be given maximum Quality score. The Quality scores of the other tenderers will be calculated proportionally to the highest total Quality points. The formula below shall be used to compute the Quality score.

$$\begin{array}{l} \text{Quality score (Q- score)} \\ = \end{array} \frac{\text{Tenderer's total Quality Points}}{\text{Highest total Quality Points}} \times \text{Quality Weightage}$$