

**PART 3  
REQUIREMENT SPECIFICATIONS**

## I OVERVIEW

1 The Singapore Sports School Ltd (hereinafter referred to as “the School”) hereby invites tenderers to submit their tender offers for the provision of Landscape Maintenance Services (hereinafter referred to as “the Services”) for a period of two (2) years and six (6) months from the date of award (hereinafter referred to as “the Contract Period”).

2 Provision of the Services covers all the buildings, ancillary buildings, infrastructure and facilities within the site boundary of the School:

Contact Site	Address	Description
Singapore Sports School	1 Champions Way Singapore 737913	<p>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.</p> <p>More information of the School and its facilities can be obtained from the School’s website at <a href="http://www.sportsschool.edu.sg">http://www.sportsschool.edu.sg</a>. The location and site plans of the School are attached in <u>Appendix A</u> and <u>Appendix B</u>.</p> <p>Management office operating hours is 8.30am to 6pm, Mondays to Fridays except for Public Holidays.</p>

3 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 School shall not entertain any claim arising from the Contractor's failure to study these Documents.

4 The Contractor shall be deemed to have inspected and examined the locations to carry out the Services and any other areas 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.

5 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.

6 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.

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

8 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 School's inspection when required.

9 The Contractor shall only propose or use products and chemicals approved by or in accordance with the National Environment Agency (NEA) and/or National Parks Board (NParks). Failure to comply is an offence under the Control of Vectors and Pesticides Act and/or Control of Plants Act. The Contractor shall also be liable to penalty and bear all cost for reinstatement and making good of affected area for failure to keep the pests under control.

10 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.

11 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, certified safe for use machineries and equipment including materials, chemicals, insecticides and any other preliminaries and everything necessary for the proper execution and completion of the Services.

12 All wastes after completion of the Services should be properly and safely disposed out of the School according to relevant industry standards. For the avoidance of doubt, the Contractor shall not be allowed to dispose in the School'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**

13 The Contractor shall provide trained and competent labour and transport together with all the required tools, equipment, materials, etc. to carry out the Maintenance Services to all landscaped areas, potted plants, Community Garden, Therapeutic Garden and fishpond in the School. Prior approval from the School must be obtained for the types of tools, equipment or machineries and materials to be deployed.

14 During the Contract Period, the Contractor shall meet or exceed the following requirements:

- 14.1 To carry out routine landscape Maintenance services as set out in the Schedule for Provision of Routine Landscape Maintenance Services (refer to para 15 below);
- 14.2 To carry out ad-hoc landscape Maintenance 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
- 14.3 To carry out any other ad-hoc landscape Maintenance services not listed in Part 5 – Schedule of Rates (i.e. “Star Rates”).

**15 Schedule for Provision of Routine Landscape Maintenance Services**

S/No.	Scope of Services	Requirements
15.1	Grass Areas	(a) Cutting, watering, weeding, aeration or spiking, fertilising and pest/disease control of all grass areas <u>once every fortnight</u> or as reasonably required by the School.
		(b) Leaf raking, clearing of rubbish litters and fallen branches from the grass areas as reasonably required by the School.
		(c) Repair and re-turfing of bare patches or dead turf as required by the School.
		(c) Repair and refill of potholes and depressions as required by the School.
15.2	Trees	(a) Watering of trees <u>three (3) times a week</u> , i.e. every Monday, Wednesday and Friday (except public holidays) or as required for the healthy growth of the trees.
		(b) Pruning of all trees and adjustment of stakes and guide wires not exceeding 4m height <u>once every three (3) month</u> or as reasonably required by the School.
		(c) Spray trees to treat diseased or unhealthy trees as reasonably required.
		(d) Pruning / crown reduction / thinning as specified up to any number of branches of all trees exceeding 4m height in the school including pollarding, cutting, removal and all related services with 1.5 year interval according to the five (5) landscape zoning in the School. Refer to

S/No.	Scope of Services	Requirements
		<b>Appendix C</b> for the tree population in each of the 5 zones.
15.3	Shrubs, Hedges, Groundcovers and Potted Plants	<p>(a) Watering of all shrubs, groundcovers and potted plants <u>daily</u> or as required for the healthy growth of plants.</p> <p>(b) Pruning of all shrubs, hedges, groundcovers and potted plants; and selective pruning of flowering plants <u>once every month</u> or as reasonably required by the School.</p> <p>(c) Replacement of unhealthy plants including potted plants <u>once every month</u> or as reasonably required by the School and at no additional cost to the School.</p> <p>(d) Maintenance of feature potted plants landscape at main entrance roundabout and staircase, ground floor lift lobby at Boarding Block 3 and feature wall outside Boarding office <u>daily</u> and replacement of any unhealthy potted plants as required by the School and at no additional cost to the School.</p>
15.4	Community Garden, Therapeutic Garden and Fishpond	<p>(a) Watering and fertilising of the garden shrubs, hedges, groundcovers and other plants <u>daily</u> or as required for the healthy growth of the plants.</p> <p>(b) Pruning of all shrubs, hedges, groundcovers and other plants; and selective pruning of flowering plants in the Community Garden at School Block and Therapeutic Garden at Boarding <u>once every month</u> or as reasonably required by the School.</p> <p>(c) Replacement of unhealthy plants <u>once every month</u> or as reasonably required by the School and at no additional cost to the School.</p> <p>(d) Cleaning and maintenance of the Fishpond including top-up or changing of water <u>once every month</u> or as reasonably required by the School. (If necessary, the Services also includes the de-silting of the Fishpond and disposal of the silt off-site.)</p> <p>(e) Maintenance and servicing of the pumps at the Fishpond <u>once every month</u> or as reasonably required by the School.</p>

S/No.	Scope of Services	Requirements
15.5	Indoor Plants	(a) Supply of indoor plants of not less than 20 pots of large pot sizes to decorate the Reception Area inside and outside the General Office, outside the Conference Room and inside the Principal's Office.
		(b) Replacement of unhealthy potted indoor plants <u>once every month</u> or as reasonably required by the School and at no additional cost to the School.
15.6	Others	(a) Fertilising of all plants <u>once every month</u> to ensure vigorous and healthy growth and look.
		(b) Mulching of all planted areas and addition of compost <u>once every month</u> .
		(c) Carrying out insect, fungus and pest control services for all plants <u>once every week</u> or as reasonably required by the School.
		(d) Weeding of all planted areas and road kerb sides <u>once every week</u> or as reasonably required by the School.
		(e) Watering of all plants <u>three (3) times a week</u> , i.e. every Monday, Wednesday and Friday (except public holidays) or as required for the healthy growth of the plants/trees.
		(f) Removal of all debris, fallen leaves, wild creepers, branches clippings and other rubbish related to the stated services herein as required by the School.
		(g) Cultivation of soil areas between plants and compacted soil conditions as required by the School.
		(h) Wound dressing of all plants as required by the School.
		(i) Water shall be applied using an approved hose or sprinkler so as not to cause compaction or washouts of the soil or loosening of plants. Any plants loosened or damaged by erosion or outwash are to be replanted or replaced at no additional cost to the School.
		(j) Sweeping & clearing of leaves, litter, landscape debris and unwanted.

S/No.	Scope of Services	Requirements
15.6	Others - <i>Continued</i>	(k) Ensure there are no areas which water can accumulate and become a mosquito breeding ground.
		(l) Any other services and procedures necessary to ensure vigorous and healthy growth and look of all plants and trees.
		(m) Inspection of trees and submission of report by Certified Arborist when required. Such report shall be charged as set out in the <u>Part 5 – Schedule of Rates</u> after taking into consideration the Contractor's percentage adjustment quoted in <u>Part 4 – Form of Tender</u> to the Schedule of Rates.
		(n) Inspection of plants and submission of report by Certified Horticulturist when required. Such report shall be charged as set out in the <u>Part 5 – Schedule of Rates</u> after taking into consideration the Contractor's percentage adjustment quoted in <u>Part 4 – Form of Tender</u> to the Schedule of Rates.

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

17 The Contractor shall carry out ad-hoc landscape maintenance services as set out in the Part 5 – Schedule of Rates based on the Contractor's percentage adjustment quoted in Part 4 – Form of Tender to the Schedule of Rates. As and when required by the School for ad-hoc landscape and horticultural services, the School will provide a written notice to notify the Contractor on the required services based on the Contractor's percentage adjustment quoted in Part 5 – Schedule of Rates. The Contractor shall perform the Services within seven (7) calendar days from the receipt of the written notice from the School or any other mutually agreed date.

18 The Contractor shall also carry out ad-hoc landscape maintenance services not listed in the Part 5 – Schedule of Rates (i.e. "Star Rates").

S/No.	Scope of Ad-hoc Services	Description
18.1	Ad-hoc landscape maintenance services <u>NOT</u>	<p>(a) <u>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</p>

S/No.	Scope of Ad-hoc Services	Description
	listed in <u>Part 5 – Schedule of Rates</u> (hereinafter referred to as “Star Rates”)	<p>quotation shall subject to approval by School before proceeding with the services.</p> <p>The School 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 School 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 School.</p>

19 The requirements specified in Paragraph 15 above shall be carried out daily by the below team:

S/No.	Trained Landscape Labour (Minimum indicated)	Working Hours	
19.1	At least two (2) full time gardeners	Weekday (Mondays to Fridays)	8:00am to 5:30pm
		Weekends (Saturdays)	8:00am to 1:00pm
19.2	A mobile team of three (3) to five (5) workers for ad-hoc and/or fortnightly services.	Weekends (Saturdays and/or as required)	Not applicable

### **Deliverables**

20 The Contractor shall be required to submit an initial inspection report for the current trees and plants certified by the Arborist and Horticulturist within three (3) months after awarding of the contract. Any request for additional report shall be charged as set out in the Part 5 – Schedule of Rates after taking into consideration the Contractor’s percentage adjustment quoted in Part 4 – Form of Tender to the Schedule of Rates. The report shall include but not limited to the following information:

20.1 Types of tree and plants,



- 20.2 Locations of the trees and plants on drawing layout,
- 20.3 Condition of the trees and plants,
- 20.4 Recommendation for actions to the trees and plants, if any...

21 The Contractor shall be required to submit a programme showing the details of the maintenance regime including pruning/trimming, etc within one (1) month upon awarding of the contract.

22 The Contractor shall check for defects, including but not limited to bald turf patches, weeds, infected trees and plants, ground depressions, wild creepers, plants and structures at least once a week. The Contractor shall inform the School of any defects discovered and seek approval to make good the defects.

23 All rectification of defects or any ad-hoc works must be cordoned off with proper warning signs. Any identification of defects which are potentially pose safety hazards shall be cordon off with proper warning signs immediately.

24 The Contractor shall submit a Safety Programme, including Risk Assessment, which include details on Personal Protective Equipment for the workers, method of using of tools and equipment, procedure and precautionary measures for any of the work activity within one (1) week upon awarding of contract.

### **Service Report**

25 The Contractor shall submit routine inspections service report to the School within the first (1<sup>st</sup>) week of the following month for process of payment. The report shall include work done for the previous month and shall include any findings such as pest issue, damaged trees or plants or relevant information.

### **Contract Liaison**

26 Upon the award of this 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.

### **Response Time for Urgent Services**

27 The Contractor shall be on call twenty-four (24) hours, seven (7) days a week and will attend to any request for urgent services upon being notified by the School. The response time to return any calls to the School shall be within fifteen (15) minutes and to be present at site to render service within two (2) hours.

### **School Instruction**

28 The School 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 School 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**

29 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 School due to theft, fire or damage etc., except loss or damages due to force majeure.

30 The Contractor shall indemnify and keep the School indemnified against all actions, claims, proceedings, costs and expenses which the School 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 School premises or use of the School premises or any part thereof by the Contractor or its employees, sub- Contractors, agents, invitees or licensees.

### **Workmen's Compensation**

31 The Contractor shall comply with the Workmen's Compensation Act. The Contractor shall indemnify the School 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**

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

33 The Contractor shall meet with the outgoing term Contractor as well as the School'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 School.

34 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.

35 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**

36 Without prejudice to the School other contractual rights, if the Contractor's performance is consistently poor (i.e. issuance of three (3) times warning letter), the School 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 School shall be recovered and deducted from the Contractor.

#### **Handling Over at the End of Contract**

37 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**

#### **Eligibility Criteria**

38 Tenderers shall meet the following eligibility criteria to participate in this Invitation to Tender. Failure to comply with these criteria shall render the tender submission liable to disqualification from evaluation:

- 38.1 Tenderers shall be registered on the Landscape Company Register (LCR) for two (2) consecutive cycles (i.e. current and preceding) or have received an exemption letter issued by the Ministry of Manpower;
- 38.2 Tenderers shall comply fully with the Requirement Specifications and the Conditions of Contract;
- 38.3 Tenderers shall attend the compulsory tender site showround and 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 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 School.]

- 38.4 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
- 38.5 Tenderers shall be registered contractors under the Building Construction Authority (BCA)'s FM03 Landscaping Workhead with a tendering limit of at least L1 (i.e. S\$0.8 million).

### **Evaluation Criteria**

39 Tenderers' proposals shall be evaluated based on the following criteria listed in descending order of importance:

- 39.1 Tenderers shall submit a written proposal to include but not limited to:
- i. Tenderers' understanding of the School's operation and how the landscaping maintenance services can be implemented without any disruption to the School's operation.
  - ii. Proposal shall identify any safety hazards and precautionary measures including and not limited to the following landscape maintenance services to;
    - (a) Grass Areas
    - (b) Trees
    - (c) Shrubs, Hedges, Groundcovers and Potted Plants
    - (d) Community Garden, Therapeutic Garden and Fishpond
    - (e) Indoor Plants
- 39.2 Relevant qualification, experience, role, credentials, licences of lead personnel and project team members.
- 39.3 Relevant completed and ongoing track records and project references in providing landscape maintenance services of similar nature and complexity to educational institutions/sports complex/boarding house in the last three (3) years from the closing date of the tender.
- 39.4 Suitable solutions in the aspect of either method of approach and/or equipment/technology/automation. Tenderers must illustrate that the solutions either (1) increase productivity in the project; and/or (2) effective usage of automation where applicable and thus optimize manpower and time required to complete the work. Proposed solutions shall be implemented by the contractor upon award of the contract; and
- 39.5 Price competitiveness of the Tender Offer.

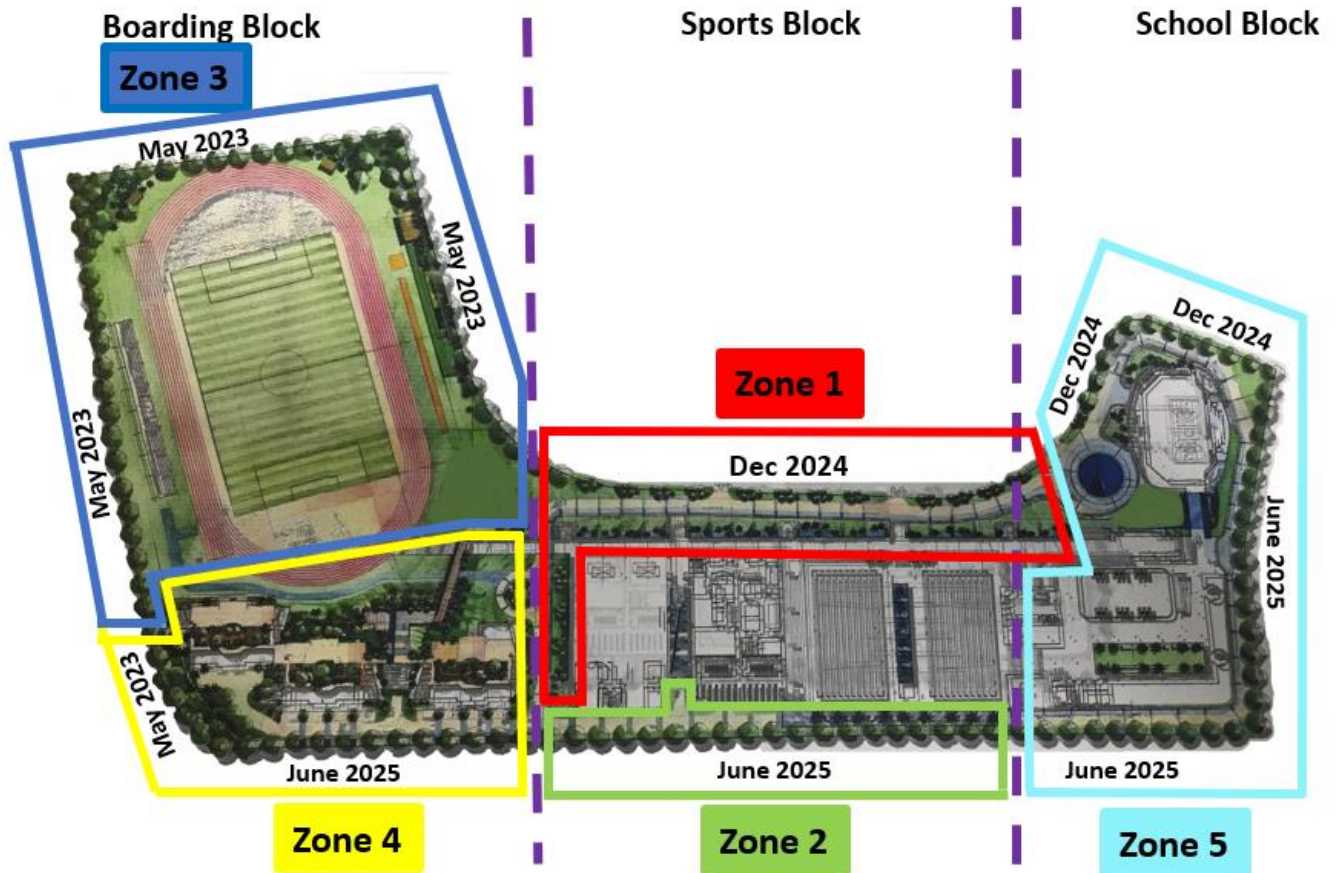
**Appendix A**

**Singapore Sports School Ltd located at 1 Champions Way, Singapore 737913**



# School Layout Overview

Tree Pruning Dates



**Appendix C**

Tree Population		Zone 1		
No.	Tree Species	Girth (m)	Height (m)	Quantity
1	<i>Carpentaria acuminata</i>	0.7	10	6
2	<i>Tabebuia rosea</i>	1.0-1.2	9-12	6
3	<i>Pritchardia pacifica</i>	0.9	4	1
4	<i>Cyrtophyllum fragrans</i>	0.7	8	1
5	<i>Livistona chinensis</i>	0.7-0.8	11-12	6
6	<i>Dalbergia oliveri</i>	0.7-0.8	5-6	4
			Total	24

Tree Population		Zone 2		
1	<i>Syzygium myrtifolium</i>	0.6-1.3	7-11	63
2	<i>Tabebuia rosea</i>	0.8-1.4	10	7
3	<i>Pritchardia pacifica</i>	0.7	4	2
4	<i>Archontophoenix alexandrae</i>	0.7	8	1
			Total	73

Tree Population		Zone 3		
1	<i>Tabebuia rosea</i>	1.0-1.6	7-12	26
2	<i>Cyrtophyllum fragrans</i>	0.5-0.8	4-12	3
3	<i>Carpentaria acuminata</i>	0.6-0.7	7-9	17
4	<i>Pritchardia pacifica</i>	0.7	3-4	17
5	<i>Araucaria columnaris</i>	0.7	7-8	3
6	<i>Ficus microcapa</i>	1.5	6	1
7	<i>Hopea odorata</i>	0.7-0.9	6-11	10
8	<i>Syzygium myrtifolium</i>	0.8-1.1	6-10	58
9	<i>Archontophoenix alexandrae</i>	0.7	6	1
			Total	136

Tree Population		Zone 4		
1	<i>Dalbergia oliveri</i>	0.9-1.0	7-9	19
2	<i>Carpentaria acuminata</i>	0.7-0.9	8-10	2
3	<i>Wodyetia bifurcata</i>	0.7	8-10	5
4	<i>Livistona chinensis</i>	0.7-0.9	12-14	4
5	<i>Syzygium myrtifolium</i>	0.5-1.1	5-8	12
6	<i>Tabebuia rosea</i>	1.5	9-12	4
7	<i>Ficus sp.</i>	1.4	6	1
8	<i>Hopea odorata</i>	0.9-1.0	7-9	6
			Total	53

Tree Population		Zone 5		
1	<i>Tabebuia rosea</i>	0.6-1.4	10-15	11
2	<i>Syzygium myrtifolium</i>	0.7-1.1	5-7	22
3	<i>Carpentaria acuminata</i>	0.5-0.8	8-12	6
4	<i>Pritchardia pacifica</i>	0.8	4-5	2
5	<i>Dalbergia oliveri</i>	1.0-1.4	7	9
6	<i>Hopea odorata</i>	0.8	6	2
7	<i>Artocarpus heterophyllus</i>	0.6	6	1
8	<i>Bismarckia nobilis</i>	0.7	3-5	4
9	<i>Araucaria columnaris</i>	0.4-0.6	5	2
10	<i>Livistona chinensis</i>	0.6-0.8	7-10	15
			Total	74

Total Tree Population for Zone 1/2/3/4/5				360
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**Note: Contractor to check and verify the actual quantity on site**