REQUEST FOR PROPOSAL

PROPOSED ERECTION OF PREFABRICATED TEMPORARY STRUCTURE FOR CLASSROOMS AT SINGAPORE AIRLINES TRAINING CENTRE

Tender Ref No.: TR1362

EMPLOYER
SINGAPORE AIRLINES LIMITED
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SECTION A: GENERAL CONDITIONS

1 THE SITE & PROPOSED DEVELOPMENTS

1.1 INTRODUCTION

Singapore Airlines Training Centre (STC), a Singapore Airlines Limited (SIA) owned premises is currently located at 720 Upper Changi Road East, Singapore 486852.

An area is identified to erect the proposed 24 prefabricated classrooms within STC premises for a temporary period of 3 years. The area of approximately 1,150 sqm is illustrated in the picture below. Each classroom to be a minimum of 48 sqm.

1.2 COMPULSORY SITE SHOWROUND AND BRIEFING

There is a compulsory site showround and briefing conducted on 14 January 2019 at STC. Please contact Mr. Lionel Low at lionel_low@singaporeair.com.sg or 65414526 to register your attendance by 10 January 2019.

1.3 PROPOSED PREFABRICATED CLASSROOM REQUIREMENTS

SIA intends to erect a proposed temporary prefabricated structure at STC for up to 3 years to accommodate 24 air-conditioned rooms (13 standard classrooms, 4 standard classrooms with operable walls and 7 Computer Based Training (CBT) rooms). The tenderer is to review and utilise the identified area of approximately 1,150 sqm as mentioned in section 1.1 above to design the space to fit the intended purpose but not limited to the following requirements:

a) Conduct Land Survey and Soil Investigation where necessary;

b) Obtain all necessary approvals from the various government authorities/agencies for permits/licences to successfully complete the works, but not limited to the following: URA, BCA, LTA, NParks, CBPU;

c) Provide RTO/AC if required by BCA;

d) Erect adequate foundation works to support the structure;

e) Erect prefabricated structure designed to fit minimum 13 standard classrooms, 4 standard classrooms with operable walls to convert into 2 large classrooms when required and 7 CBT rooms with compliance to requirements specified in section 1.3.1 and 1.3.2;

f) Each classroom to have windows;
g) Design, supply and install of all internal and external Electrical and Mechanical services required for the prefabricated structure and to work together with the Licenced Electrical Worker (LEW) for STC;

h) Design, supply and install appropriate acoustic materials and insulation to ensure sound level for indoor environment to be in compliance to classroom sound levels as per relevant Singapore Standards or Code of Practice.

i) Prefabricated roof to be insulated for acoustic reasons to provide acceptable sound environment for classroom lessons;

j) Provision of furniture within the classrooms with reference to attached isometric drawing file as part of Attachment 4 (furniture to be purchased on behalf of SIA and will be SIA property);

k) Provide carpets for all classrooms;

l) Create a Server Room for 2 server racks with 24 hours air-conditioning equipment sufficient for the heat load with another air-conditioning unit for redundancy;

m) Provide appropriate fire protection system in compliance with Singapore Fire Safety Act and Fire Safety and Shelter Department (FSSD);

n) Provide labour to shift existing furniture from STC into prefabricated classrooms;

o) Provision of trunking to distribute IT LAN cabling from ground floor to the 24 classrooms;

p) To coordinate works with in-house contractors for IT and Security equipment;

q) Sheltered walkway to connect from Prefabricated Structure to STC; and

r) Reinstatement (dismantle prefabricated structure and remove and dispose foundation at the end of the temporary permit).

1.3.1 Classroom Requirement

![Diagram of Classroom Requirements]

Requirements:
- Provide Ceiling Mounted Projector, Projector Screen and VGA cable from connecting projector to Lecturer Table
- Provide a 13A twin socket for Lecture Table and for every cluster of 2 tables
- Provide 13 Tables of minimum 1400mm Length and 700mm Breadth and 25 chairs
  - Each table must be able to comfortably sit two people
- Provide appropriate air-conditioning for indoor thermal environment compliant to Singapore Standards 553
- Provide appropriate acoustics to ensure indoor environment of each classroom comply to classroom sound levels as per relevant Singapore Standards or Code of Practice.
- Provide 4 wall mounted whiteboards
1.3.2 Computer Based Training (CBT) Room Requirement

Requirements:
- Provide Ceiling Mounted Projector, Projector Screen and VGA cable from projector to Lecturer Table
- Provide a 13A twin socket for CBT Table
- Provide 1 Tables of minimum 1400mm Length and 600mm Breadth
- Provide 24 CBT Tables and 24 chairs
  - Each table must be to comfortably sit 1 person and a Desktop Personal Computer
- Provide appropriate air-conditioning for indoor thermal environment compliant to Singapore Standards 553
- Provide appropriate acoustics to ensure indoor environment of each classroom do not exceed 35 dBA when unoccupied
- Provide 4 wall mounted whiteboards
2 PROJECT TIMELINE

2.1 The Contractor is required to advise SIA the project milestones, development and construction schedule to ensure that the prefabricated structure will be completed and operational by the stipulated date without causing any disruption to the existing adjacent building (STC) during the actual construction work.

2.2 The Contractor shall commit adequate resources for the timely completion of the entire process from submission of drawings to obtain approvals to construction and proper completion of the prefabricated structure by the timeline stated in section 2.3 below.

2.3 The Client’s timeline is as follows:

<table>
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<th>Project Milestones</th>
<th>Target Dates</th>
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<td>Calling of RFP</td>
<td>7 January 2019</td>
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<tr>
<td>Site Showround and Briefing (attendance is compulsory)</td>
<td>14 January 2019</td>
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<tr>
<td>Closing of RFP</td>
<td>28 January 2019</td>
</tr>
<tr>
<td>Tender Interviews</td>
<td>12 February 2019</td>
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<tr>
<td>Selection and Appointment of Contractor</td>
<td>March 2019</td>
</tr>
<tr>
<td>Submission of plans/drawings and obtain necessary approval from government authorities*</td>
<td>Target Completion and Fully Operational by June 2019</td>
</tr>
<tr>
<td>Construction*</td>
<td></td>
</tr>
<tr>
<td>Completion of prefabricated structure</td>
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*Actual duration of the milestones to be proposed by the Contractor/Contractor.

2.4 Subsequent to the submission, the appointed Contractor will be requested to present their layout and design for approval prior to proceeding with the implementation and execution of the design.

3 ELIGIBILITY CRITERIA AND CONTRACTOR EXPERTISE REQUIREMENTS

3.1 ELIGIBILITY CRITERIA

The Contractor must meet these Eligibility Criteria to be eligible for tender:

1) BCA Registered Contractor for Construction Workhead 01 (CW01) with minimum Grade of B2;

3.2 The Contractor shall substantiate in their submission relevant documentation on the following:

3.2.1 BCA Registered Contractor for Construction Workhead 01 (CW01) with minimum Grade of B2;

3.2.2 Contractor must not be currently debarred from tendering public projects,

3.2.3 Have successfully completed similar prefabricated structures of similar nature and size;

3.2.4 Familiar with requirements set by the local statutory bodies (e.g. Building Control, Fire Safety, Workplace Health & Safety, etc) pertaining to relevant local codes and standards, submission procedures and duration;
3.2.5 Familiar with the relevant procedures for submissions to all government entities or authorities necessary for the project such as URA, BCA, LTA, NParks, CBPU, PUB, SCDF, NEA and etc;

3.2.6 Confirm present projects/commitments and company resources of technical and professional staff;

3.2.7 The Contractor should preferably operate with a quality plan accredited to ISO 9001 standard;

4 TENDER SUBMISSION

4.1 The Contractor is required to fill in and complete legibly the following parts of the Tender Document:

- Section B: Form of Tender
- Section C: Declaration by Contractor/Contracting Party
- Section D: Declaration of Participation by Relatives/Associated Companies
- Section E: Particulars of Contractor, Project Team, Lead Consultant and Master Programme
- Section H: Compliance Schedule
- Section I: Non-Disclosure Agreement

4.2 In addition to the documents stated in paragraph 4.1 above, the Contractor is also to submit the following:

a) Proposed Design and Layout of the Prefabricated Structure with minimum 2D drawings of:
   1) Design of the foundation and prefabricated structure;
   2) Plan layout of 24 air-conditioned rooms (18 Classrooms and 6 CBT rooms);
   3) Classroom and CBT sitting configuration using proposed purchased furniture; and
   4) Shelter connecting main building (STC) to Prefabricated Structure.

b) Proposed design and layout of Breakdown cost for the professional services and works required amounting to the lump sum fee; and

c) Master Programme for the Project, showing the sequence in which the Contract Works are to be carried out, i.e. authority approvals and construction.

4.3 The Tender submission is to include the following:

- Completed Section B, C, D, E, H and I.
- Submit two (2) hardcopy (1 original and 1 copies) and electronic (pdf) on computer external storage media such as thumb drive etc.

4.4 The completed Tender should be submitted in a sealed envelope and deposited to:

The Secretary
SIA Tenders Committee

Singapore Airlines Limited
No. 4 Airline Road
SIA Pass Office
Changi Airfreight Complex (CAC)
Singapore 819825
4.5 It must be clearly marked on the top left hand side of the envelope

CONFIDENTIAL
TENDER REF NO.: TR1362

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4.6 All documents submitted by the participants shall become the property of SIA. SIA shall have
the exclusive rights to the concept proposals submitted.

4.7 The closing date for the Tender is 28 January 2019 (Monday) at 1200hrs (SIN). Any
submission received after the closing date and time will not be considered.

4.8 For all requests for information on the tender, please email in writing to the following persons
by 21 January 2019:

Mr Dennis Goh : +(65) 65415170 or Dennis_Goh@singaporeair.com.sg
Mr Lionel Low : +(65) 65414526 or Lionel_Low@singaporeair.com.sg

4.9 All costs and expenses incurred by the Contractor in the preparation and submission of its
application shall be borne by the Contractor. SIA will not entertain any claims for such costs
and expenses.
SECTION A: TERMS & CONDITIONS OF TENDER

Definitions

“Agreement” shall have the same meaning as that in Clause 7, and for the avoidance of doubt, shall comprise the following:

(a) The Tender;
(b) Letter of Acceptance;
(c) Form of Tender duly executed;
(d) All other information such as Drawings, Photographs, as well as documents to be submitted in this Tender exercise; and
(e) Such other letters of documents, including any Invitation to Tender, or Letter of Acceptance, as the parties may agree, in which event such documents shall be initiated or signed on behalf of both parties when attached hereto

“Contractor” means the person or persons, firm or body corporate or incorporate submitting a Tender.

Design Brief” shall mean and comprise the following:

(a) All requirements specifically set out in the Employer’s invitation or other document by whatever name or description setting out the design and/or purpose (whether with or without specification or other details) of the Project;
(b) All requirements not specifically set out in the Tender or any document, but which shall include such other requirements as a reasonably qualified Contractor would consider as being necessary for the satisfactory design and completion of the Project; and
(c) All requirements not specifically set out in the Tender or any document, but which shall include such other requirements as a reasonably qualified Contractor would consider as being necessary for the purpose and integrity of the Project.

“Employer” means Singapore Airlines Limited and shall include its assigns and successors in law and its duly authorized representatives.

"Letter of Acceptance" means the formal acceptance by the Employer of the Tender.

“Tender” means the Tender Document duly completed and submitted by the Contractor to the Employer or the Contractor's offer to the Employer to carry out the scope of services for the Project for a fee as accepted by the Letter of Acceptance.

“Tender Document” shall mean and comprise the following:

(a) Letter inviting Contractor to tender
(b) General Conditions
(c) Terms and Conditions of Tender
(d) Form of Tender
(e) Declaration of Participation by Relative / Associated Companies
(f) Suppliers’ Code of Conduct
(g) Form of Agreement (Specimen)
(h) Scope of Services
(i) Payment of Fees
(j) Fit-Out Guidelines
(k) Reference Drawings
(l) Particulars of Contractor
(m) Project Team
(n) Master Programme
(o) Compliance Schedule
(p) Non-Disclosure Agreement
“Services” means the scope of services to be rendered that are specified in Section G - Attachments 1 to 2 –Scope of Services.

1 TERMS OF APPLICATION

1.1 Application of Tender by the Contractor constitutes acceptance by the Contractor of all terms and conditions printed on this form and all other annexes, which are attached.

1.2 No claims on any expenses incurred in the preparation of the Tender shall be allowed.

2 SCOPE OF SERVICES

2.1 The Contractor agrees to perform for the Employer, to the sole satisfaction of the Employer, the Services.

2.2 Generally, the scope of work and duties shall entail works normally and customarily carried out by a Project/Construction Manager, Project Architect, Interior Designer, Acoustic Consultant, Structural Engineer, Mechanical & Electrical Engineer, Quantity Surveyor and Specialists consultancy services.

2.3 The Contractor shall also provide their proposals to minimize disruption and disturbance to staff working in Singapore Airlines Training Centre throughout the Proposed Erection of a Prefabricated Temporary Structure (the “Project”) for approval and implementation.

2.4 The Contractor shall carry out the Services in close collaboration with the Employer and the Employers’ agents, employees and servants, and any other consultants appointed by the Employer in connection with the Project. The Contractor shall abide by all reasonable directions and requirements of the Employer in the performance of the Services. Whenever reviews or reports are called for by the Employer, the Contractor shall provide the same.

2.5 The Contractor shall perform any other services which are incidental, reasonable and customarily having regard to the size, type and nature of the Project, and these other services are deemed to be part of the Services, for which no additional compensation shall be payable or paid.

2.6 Changes or variations to the Services must receive prior approval by the Employer.

3 COMPLETION OF TENDER APPLICATION FORM

3.1 The Contractor is required to complete Section B (Form of Tender) by entering the Tender prices and other particulars in the space provided. The Contractor must insert the words ‘No Quote’ against item not quoted. No space in Section B (Form of Tender) should be left blank. The Contractor shall sign and affix their company’s stamp on the bottom right-hand corner of every page of Section B (Form of Tender).

3.2 The Contractor shall not submit any standard selling policies, general conditions and/or any other form of its standard terms and conditions as part of the Tender (the “Contractor Standard Conditions”). If the Contractor submits the Contractor Standard Conditions, the Employer reserves the right to disqualify the Contractor’s Tender. Unless otherwise agreed to by the Employer, the Employer shall not be bound by any standard or printed terms furnished by the Contractor in any of its documents. For the avoidance of doubt, in the event that the Contractor submits its Contractor Standard Conditions with the Tender and unless otherwise agreed to by the Employer, the Employer's terms and conditions attached to the Tender shall prevail.

4 RULES / TAXES

4.1 The pricing for the Services to be rendered hereunder shall be exclusive of any Goods and Services Tax (GST) or Value Added Tax (VAT) i.e. prices quoted shall not include any GST or VAT component.
5 VALIDITY PERIOD OF TENDER

5.1 The Contractor’s offer shall be valid for a period of one hundred eighty (180) days from the final closing date of the submission of Tender. On expiry of the Tender, the Contractor shall, if the Employer so requires, extend the validity of the offer for a further period to be mutually agreed upon.

6 ACCEPTANCE OF TENDER

6.1 The Employer reserves the right to, in whole or in part (a) accept, reject, and/or seek clarification on, any submitted Tender from any Contractor; (b) extend the closing date and/or time of this Tender; and/or (c) require re-submission of revised Tender from any Contractor, in its sole and absolute discretion. The Employer shall not be bound to accept the lowest or any quote, and shall not be liable for any claim for whatever costs which may be incurred in the preparation of the Tender. The Employer shall not enter into any correspondence with any Contractor regarding the reasons for the non-acceptance of Tender.

6.2 The Contractor shall not withdraw its Tender or adjust the Tender prices after the Tender closing date. Any Contractor who does so, may, in addition to any remedies which the Employer may seek against it, be debarred from bidding for all Employer related contracts.

7 AGREEMENT

7.1 In the event of our acceptance of your Tender and where deemed necessary by the Employer, the Contractor shall execute the Form of Agreement with the Employer within two (2) weeks from the date of the Letter of Acceptance, or any other period as may be agreed between the Employer and the successful Contractor, whichever is later, failing which, the Employer reserves the right to (i) award the contract to another Contractor and/or (ii) debar the successful Contractor from bidding for all Employer related contracts in the future. The Form of Agreement is shown in Section F. For the avoidance of doubt, the Form of Agreement in Section F is only a specimen for general reference, and may be amended or varied by the Employer prior execution thereof. The Employer reserves the right to propose any additional terms and conditions as may be agreed upon between the Employer and the Contractor in the Form of Agreement executed between the Employer and Contractor.

7.2 Prior to the execution of the Form of Agreement or if no Form of Agreement is executed, this Tender Document (including all appendices) and the Letter of Acceptance sets out the entire agreement of the Parties and supersedes all prior agreements and understandings relating to its subject matter.

7.3 The Agreement shall commence with effect from:

(i) the date of the Letter of Acceptance if no Form of Agreement is executed; or
(ii) the date when the Form of Agreement is signed between the Employer and the Contractor.

8 CARE AND DILIGENCE

8.1 The Contractor shall exercise all reasonable skill, care and diligence in the performance of the Services under the appointment and shall carry out all his responsibilities in accordance with recognized professional standards.

9 POSTPONEMENT AND ABANDONMENT

9.1 The Employer may postpone the Project and/or suspend the performance of any or all of the Contractor’s Schedule of Services by giving the Contractor thirty (30) days written notice.
9.2 In the event of the whole or any part of the works pertaining to the Project being postponed or abandoned, the Contractor shall be paid according to work done satisfactorily according to the agreed fee and payment schedule at the date when project is postponed/abandoned.

9.3 Provided that if within two (2) years of the said postponement or abandonment the project or any part thereof shall again be proceeded with, any payment made shall be offset from the Contractor’s fees.

9.4 In event of the Project or any part thereof being postponed for a period longer than two (2) years, such part or whole of the Project shall be considered as abandoned.

10 ASSIGNMENT

10.1 The Contractor shall not assign any of its right, benefits or interests, or sub-contract or delegate any of its duties or obligations, under this Tender Document to any person without the prior consent of the Employer.

11 EFFECTIVE DATE AND TERM

11.1 This Agreement shall take effect from _______________ and shall remain in full force and effect until the completion of the Services by the Contractor in accordance with the timeline as agreed between the Employer and the Contractor and the fulfillment of the Contractor’s responsibilities as contained herein, subject to any extension of time as agreed in writing between the Employer and the Contractor or earlier termination in accordance with the terms of this Agreement (the “Term”).

12 TERMINATION OF AGREEMENT

12.1 The Employer may terminate the Agreement by giving the successful Contractor no less than three (3) months’ notice in writing. The successful Contractor shall, however, be bound to carry out the Project until the expiry of the notice. All orders received during the notice period must be completed by the successful Contractor in accordance with provisions of the Agreement.

12.2 Notwithstanding clause 12.1 and without prejudice to any other provision of this Agreement and the Employer’s rights under general law, the Employer may, at its absolute discretion, terminate this Agreement, if the Contractor defaults in any of the following respects namely:
   a) fails to perform any of the terms and provisions of this Agreement;
   b) without reasonable cause wholly or partially suspends work on the Project;
   c) fails to proceed with the Project with reasonable diligence;
   d) fails to perform all or any of the Services to the Employer’s reasonable satisfaction, and such default or failure is not remedied to the Employer’s satisfaction within thirty (30) days after notice of such default or failure has been given by the Employer to the Contractor.

12.3 Notwithstanding clause 12.1, the Employer may also terminate the Agreement by giving the successful Contractor a notice period of one (1) month if the Employer has reason to believe that the Contractor has employed, or intends to employ, any employee/ex-employee of the Employer, which may result in a potential conflict of interest.

12.4 The termination of this Agreement pursuant to this Clause 12 or otherwise shall be without prejudice to any antecedent rights and liabilities, which have already accrued to either of the Parties prior to such termination.

12.5 Upon termination of this Agreement under any Clause of this Agreement, the Contractor shall not be entitled to any compensation as a result of such termination, and shall indemnify
the Employer from and against all loss, damage, costs and expenses that the Employer may suffer or incur arising as a result of breach by the Contractor of any of the provisions of this Agreement and the termination of this Agreement following from such breach (including without limitation the difference in cost in consulting fees to the Employer to appoint a replacement Contractor of comparable standard, to take over the remaining duties and scope of work of the Contractor until the completion of the Project).

12.6 Notwithstanding any provision herein contained, the Employer may deduct and/or set off any amounts due from the Contractor, whether in respect of costs, expenses, damages, losses or claims or otherwise, from any fees or other sums due or payable to the Contractor under this Agreement or otherwise.

12.7 Bankruptcy or Assignment
Notwithstanding clause 12.1, if
a) the Contractor is adjudicated bankrupt; or
b) the Contractor becomes insolvent or compound with or makes any assignment for the benefit of the creditors; or
c) a petition is presented or a resolution is passed for the liquidation or administration or dissolution of the Contractor; or
d) a receiver and/or manager is appointed in respect of the Contractor or its assets or income; or
c) the Contractor assigns of the Agreement or sub-contract all or any portion of the Services without the prior written permission of the Employer.

then, and in any such event, the Employer may without prejudice to any other rights herein contained terminate this Agreement with immediate effect by a notice sent by registered post to the Contractor.

12.8 Gifts, Inducements and Rewards
The Employer may terminate this Agreement and the Contractor will reimburse the Employer the amount of any loss any such termination if the Contractor offers or gives or agrees to give any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne any action in relation to the obtaining or execution of this Agreement with the Employer, or for showing or forbearing to show favour to disfavour to any person in relation to this Agreement or another contract with the Employer, or if the acts are done by any person employed by the Contractor or acting on its behalf (whether with or without the knowledge of the Contractor) or if in relation to this Agreement or any other contract with the Employer the Contractor or any person employed by it or acting on its behalf commits any offence under the local Prevention of Corruption Act or abets or attempts to commit such an offence or gives any fee or reward to the receipt of which is an offence under the said Acts.

13 REMUNERATION

13.1 The fees and other remuneration terms of the Contractor for the performance of the Services shall be calculated and paid strictly in accordance with the mode of payment set out in Attachment 3. Save as expressly otherwise stated in this Agreement, no other compensation or amount whatsoever howsoever arising shall be payable by the Employer to the Contractor in respect of the Services or otherwise under this Agreement.

13.2 The Contractor shall not submit any claims for additional Contractor’s fees before the final account stage and the Employer is not obliged to consider such claims except where they are properly substantiated to the sole satisfaction of the Employer and have been submitted at the final account stage.
14 INTELLECTUAL PROPERTY

14.1 The drawings, samples, models, equipment, sketches, photographs, printing plates supplied ("Employer Materials") or approved by the Employer shall not be copied, transferred to third parties or used in any manner whatsoever contrary to the provisions of the award. Upon completion of the last delivery to the Employer, the above Employer Materials shall be returned to the Employer with immediate effect.

14.2 The successful Contractor agrees that all copyrights, goodwill, patents, know-how, trade secrets and other intellectual property rights ("Intellectual Property Rights") whether now known or hereafter becoming known and comprised or subsisting in the Employer Materials, any derivative materials, and the confidential information as well as any and all other materials provided to the successful Contractor by the Employer, or created or developed by the successful Contractor exclusively for the Employer, in connection with or for the purposes of the Agreement are and will be the sole and absolute property of the Employer and the Contractor hereby assigns to the Employer all its Intellectual Property Rights in respect thereof, in accordance with the Agreement.

14.3 Notwithstanding clause 14.2, should the successful Contractor has and/or acquires the Intellectual Property Rights, the successful Contractor is deemed to have irrevocably assigned and transferred the same to the Employer free from any requirement on the part of the Employer to pay any fees. Further and if required by the Employer and at the cost of the Employer, the successful Contractor will execute and deliver to the Employer all relevant documents or assignments and transfer in respect of the Intellectual Property Rights and the documents will be in such form as may be required by the Employer in this regard.

14.4 Further, if any such Intellectual Property Rights cannot be assigned to the Employer and cannot be waived, the successful Contractor hereby grants to the Employer an exclusive, perpetual, worldwide and royalty-free license to use, apply and otherwise exploit the Intellectual Property Rights and to extend sub-license (through any number of tiers or sub-license) in and to the same. This clause is without prejudice to and does not limit the extent of the successful Contractor's obligations herein provided that nothing in the above clause or this clause is intended to confer on the Employer any intellectual property rights which belong to or are vested in:

(i) the successful Contractor prior to the commencement of the Agreement, any such rights created independent of the provision of Services under the Agreement including all software, tools, processes, utilities and methodologies belonging to the successful Contractor and used in the provision of the Services, even if such intellectual property or any part thereof is incorporated into or forming part of the material developed for the Employer;

(ii) any alterations, modifications, enhancements or customisation made to any of the above in the item(s) in the course of provision of the Services hereunder; and

(iii) any third party software as set forth in any license extended by any such Contractor.

14.5 The successful Contractor further agrees not to:

(i) make claims or assist any third party in any claim to the Intellectual Property Rights;

(ii) do or permit any act to be done which is likely to prejudice any rights of the Employer in and to the Intellectual Property Rights; and

(iii) do or permit to be done any act or thing which is likely to jeopardize or invalidate any rights of the Employer in and to the Intellectual Property Rights.

14.6 The successful Contractor fully covenants to the Employer that the Services has not been and will not be provided in infringement of any intellectual property rights including patent, trade mark or copyright and the successful Contractor will indemnify and hold the Employer,
its servants and agents free and harmless from any prejudice, damages and expenses, including any legal expenses, incurred as a result of claims or legal proceedings brought against the Employer, its servants or agents in connection with the foregoing. If legal proceedings are instituted for an alleged infringement of intellectual property rights, the Employer may immediately cease all Services provided by the Contractor and may pay any other person or persons to carry out and complete the Services without prejudice to all or any of the Employer's rights in this Tender.

14.7 The successful Contractor may not dispose of any goods hereunder which carry the Employer's logo, logo-type, name, etc., to a third party through sale, gift or any other means.

14.8 Unless instructed by the Employer in writing, the successful Contractor will not display its business name, logo, brand name or any other representation in providing the Services under the Agreement.

15 SUPPLIERS' CODE OF CONDUCT

15.1 The Contractor acknowledges that it is aware of and is in compliance with the Employer's Suppliers' Code of Conduct. The latest version of the Suppliers' Code of Conduct is available at http://www.singaporeair.com/pdf/media-centre/supplierscodeofconduct.pdf. The Employer shall have the right to terminate this Agreement if the Contractor is found not to be in compliance with the Suppliers' Code of Conduct.

16 LIABILITY FOR DAMAGES

16.1 The successful Contractor shall be liable for damages of any kind whatsoever suffered by any person and/or property of the Employer, its servants or agents or third parties, during and as a result of any service to be performed in the premises or offices of the Employer caused by the successful Contractor's employees, agents, servants or their representatives.

16.2 Neither the Employer nor the Contractor will be liable for any default or delay in the performance of its obligations under this Agreement:

(i) if and to the extent the default or delay is caused, directly or indirectly, by earthquake, fire, flood, elements of nature, acts of God, health epidemics declared by the World Health Organisation, act of government (including but not limited to delay of necessary government permits, approvals and licenses through no fault of either Party), acts of war, terrorism or civil unrest, riot, strike, lockout, stoppage of work, industrial action in any form or any other cause whatsoever (except industrial action by employees of either the Employer or the Contractor) in the country in which such obligations are being performed or any other similar events beyond the reasonable control of the Employer or the Contractor ("Force Majeure Event"); and

(ii) provided the party affected by the Force Majeure Event is without fault and the default or delay could not have been prevented by reasonable precautions.

16.3 Upon the occurrence of the Force Majeure Event, the Party relying on Clause 16.2 shall serve notice on the other Party notifying the latter of the Force Majeure Event and provide the relevant details thereof. The Party affected by the Force Majeure Event is excused from further performance for as long as such Force Majeure Event exists. If Force Majeure Event continues for a period of forty-five (45) days from the date of service of such notice, then either Party may thereafter terminate this Agreement by serving notice of such termination on the other Party.

16.4 In the event of termination under clause 16.3, the Employer shall pay to the Contractor its fees accrued up to the date of such termination or up to the date on which the Contractor ceases to perform its obligations under this Agreement pursuant to Clause 16.2 and 16.3, whichever is the earlier. The Contractor shall be entitled to no other payments.
17 INDEMNITY

17.1 The successful Contractor hereby agrees to defend (if the Employer so chooses), indemnify and hold harmless the Employer, its affiliates, and each of their respective directors, officers, employees, servants, agents, and affiliates and any person or entity directly or indirectly employed by any of them (collectively, the “Indemnified Parties,” and individually, an “Indemnified Party”) from and against all liabilities, losses, claims, damages, settlement costs, demands, fines, civil penalties, judgments, and expenses (including, but not limited to, interest, court costs and attorneys’ fees) (collectively, “Losses”) which in any way arise out of or result from any act(s) or omission(s) or default or neglect or misconduct by the Contractor or by the Contractor’s directors, officers, employees, agents, affiliates or any person or entity directly or indirectly employed by the Contractor, or death of or injury to any person or the damage, loss or destruction of any property including but not limited to property including but not limited to property belonging to the Employer and/or any of the Indemnified Parties, or for whose acts the Contractor may be liable, in the performance or non-performance of the Contractor’s obligations under the Agreement.

18 INSURANCES

18.1 Unless otherwise instructed and without prejudice to the Contractor’s obligations to indemnify the Employer under this Contract, the Contractor shall before commencement of this Contract, take out and maintain at the Contractor’s cost, necessary insurance policy(ies) (including but not limited to those set out below) for the entire period of this Contract including any maintenance period (if any) with a reputable insurance company:-

(i) Professional Indemnity insurance coverage with an acceptable insurance provider for insured value of no less than Singapore dollar (SGD) 5,000,000 (or its equivalent local currency) per claim with unlimited in the aggregate.

(ii) Work Injury Compensation Insurance or Employer’s Liability or its equivalent to cover against liability arising from death of or injury to Contractor’s workmen and/or employees whilst employed in the performance of the Agreement. The Work Injury Compensation policy must include Singapore Airlines Limited and its assigns, related and associated companies as additional insured, should be endorsed as if a separate policy had been issued to each of the insured parties (i.e. between Singapore Airlines Limited and the Contractor) and must contain must contain the required Endorsements A and B to protect Singapore Airlines Limited from claims from contractors’ and sub-contractors’ employees;

ENDORSEMENT A

“If any workmen or employee employed by and within insured or by the Insured’s Contractors as referred to in Endorsement B herein or any dependent of such workman or employee, brings or make a claim under the Work Injury Compensation Legislation in force in Singapore against Singapore Airlines Limited (“SIA”) and its assigns, related and associated companies for personal injury or disease sustained whilst at work on any contract covered by the terms and conditions of the policy which the Insured may be carrying out for SIA, the insurance company will indemnify SIA, its assigns, related and associated Companies against such claim, and any costs, charges and expenses in respect thereof. Provided always that the insurance company may have the sole conduct and control of all proceedings connected with claims covered by this endorsement. Nothing in the endorsement shall be construed as affecting the Insured’s right to recover damages in any other way under the said legislation.”

ENDORSEMENT B

“The indemnity herein is intended to cover the legal liability of the Insured to workmen in the employment of contractors, performing work for the Insured while engaged in the business and occupation in respect of which the policy is granted but only so far as regards claims under the Work Injury Compensation Legislation or common law in force in Singapore.”
(iii) Contractor's all risk policy covering loss or damage of furniture, its own equipment, and works during transit, installation and storage for a sum at full replacement cost, at the time of such replacement (including removal of debris and professional fees coverage); and

(iv) Comprehensive public liability for injury/death or property loss or damage of third parties for no less than SGD 5,000,000 (or its equivalent local currency) for any one occurrence and unlimited during the period of insurance.

18.2 The Employer, its assigns, related and associated companies are to be included as additional insured in the abovementioned insurance cover, and be endorsed (i) such that each insured party is insured in a manner as if a separate policy had been issued to each of the insured parties and (ii) to include insurers' waiver of subrogation rights against the Employer, its assigns, related and associated companies. Such insurances shall be primary and without right of contribution from any other insurance carried by the additional insured.

18.3 The Contractor shall deposit the policy documents and the receipts for the premiums paid with the Employer within 14 days (fourteen) days from the date of issue of the Letter of Acceptance unless otherwise instructed. If the Contractor fails to obtain the required insurance coverage (or show evidence of the same), the Employer may obtain the required insurance on the Contractor’s behalf and deduct the cost of such premiums from any sums due from the Employer to the Contractor.

18.4 The Contractor shall take out and pay all premiums for any other insurance policies, which he considers to be prudent and/or necessary to meet his obligations under this Contract.

19 CONFIDENTIALITY

19.1 In the course of and incidental to the performance of this Agreement, the Employer shall provide and the Contractor will have access to briefs, documents, records and other information relating to the Employer or its business or affairs, which may be of a confidential or proprietary nature ("Information"). The expression “Information” shall also include the scope of the Services and the contents and subject matter of this Agreement, which the Contractor hereby acknowledges is of a confidential and sensitive nature to the Employer and which if divulged may cause irreparable harm to the Employer. The Contractor shall hold all Information in the strictest confidence, and shall not divulge any Information to other persons without the prior consent of the Employer. The Contractor shall be responsible for ensuring that its agents, employees and servants abide by the confidentiality obligations under this Clause 18.

19.2 The Contractor shall not use any of the Information whether directly or indirectly for its own or any other person’s benefit. Information passed to the Contractor by the Employer for the proper performance of its duties hereunder shall not be used by the Contractor for any other purpose and shall be returned promptly to the Employer upon expiry or earlier termination of this Agreement or upon completion of the Project or on demand, whichever is the earliest.

19.3 All communications between the Employer and the Contractor, all information and other material supplied to or received by Contractor which is either marked "confidential" or is by its nature intended to be exclusively for the knowledge of the recipient alone, and all information concerning the business transactions or the financial arrangements of the Employer shall be kept confidential by the Contractor unless disclosure is required by law or unless or until any party can reasonably demonstrate that it is or part of it is, in the public domain, whereupon, to the extent that it is public, this obligation shall cease.

19.4 The Contractor shall take all reasonable steps to minimise the risk of disclosure of confidential information, by ensuring that only their employees and directors, appointed contractors and consultants, whose duties will require them to possess any of such information shall have access thereto, and that they shall be instructed to treat the same as confidential.
19.5 The obligations contained in this Clause 19 shall survive and continue to bind the Contractor, even after the expiry or termination of this Agreement, without limit in point of time except and until such confidential information enters the public domain as set out above.

20 APPLICABLE LAW AND DISPUTE RESOLUTION

20.1 This Terms and Conditions of Tender, and the Agreement, shall be governed by and interpreted in accordance with the laws of the Republic of Singapore.

20.2 Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, must first be submitted for mediation at the Singapore Mediation Centre ("SMC") within fourteen (14) days from the time it arises, in accordance with the SMC’s Mediation Procedure in force for the time being. Either/any party may submit a request to mediate to SMC upon which the other party will be bound to participate in the mediation within 14 days thereof. Every party to the mediation must be represented by senior executive personnel, of at least the seniority of a Head of Department or its equivalent, with authority to negotiate and settle the dispute. Unless otherwise agreed by the parties, the Mediator(s) shall be appointed by SMC. The mediation shall take place in Singapore in the English language and the parties agree to abide by the terms of any settlement agreement reached.

20.3 If the dispute is not settled by mediation within 30 days of the commencement of the mediation, or such further period as the parties shall agree in writing, the dispute shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre in accordance with the Arbitration Rules of the Singapore International Arbitration Centre for the time being in force, which rules are deemed to be incorporated by reference in this clause.

(i) The seat of the arbitration shall be Singapore.
(ii) The Tribunal shall consist of one arbitrator.
(iii) The language of the arbitration shall be English.

21 ENFORCEABILITY

21.1 Any term or condition of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect:

(i) The legality, validity, or enforceability in that jurisdiction of any other provision of this Agreement; or

(ii) The legality, validity or enforceability in any other jurisdiction of that or any other provision of this Agreement.

22 MEDIA RELEASES

22.1 All proposed media releases and public announcements by the Contractor relating to this Terms and Conditions of Tender or the subject matter of the Agreement, including but not limited to, promotional or marketing material (but not including any announcement solely for internal distribution or any disclosure required by any legal, accounting or regulatory authorities or stock exchange beyond the reasonable control of the party), shall be coordinated with, and shall not be made until and unless approved by, the Employer in writing before the release thereof. In essence, no advertising, written articles, broadcasts or public statements shall be undertaken or initiated by the successful Contractor with respect to the Agreement without the prior written approval of the Employer. It is understood and agreed that monetary damages would not be an adequate remedy for an actual or potential breach of the provisions of this clause, and therefore in addition to any other legal or equitable remedies available to the Employer, the Employer may seek an injunction or similar relief against such breach.
23 PERSONAL DATA PROTECTION

23.1 The Contractor shall, in its collection, processing, disclosure or other use ("Process") of any information and data which can be related to an identifiable individual ("Personal Data"), for any purpose arising out of or in connection with the award, adhere to the requirements of all applicable laws or legal requirements, including but not limited to all that relate to data protection, and privacy ("Law").

23.2 Without prejudice to the generality of the foregoing, the Contractor shall, where required and in the manner required by any Law: (a) Process the Personal Data only for purposes arising out of or in connection with the Agreement, and only after notifying or obtaining the consent of the individual to whom the Personal Data relates ("Subject Individual"); (b) provide Subject Individuals with access to their Personal Data and their ability to correct such Personal Data upon request; (c) use reasonable efforts to ensure the accuracy of Personal Data; (d) institute reasonable security arrangements to protect the Personal Data; (e) securely destroy the Personal Data where it is no longer required; and (f) transfer Personal Data only as prescribed by Law.

23.3 In respect of any Personal Data provided to the Contractor by the Employer, the Contractor shall (1) return or destroy the Personal Data immediately upon being required by the Employer or (2) immediately without request upon expiry or termination of this Agreement.

23.4 Notwithstanding the termination of this Agreement, the Contractor shall be liable for and keep the Employer fully indemnified against all damage, losses, costs, legal fees (solicitor-client basis), penalties and proceedings, including any penalties or other amounts levied, imposed or charged by any regulator or regulatory authority, arising out of or in connection with an act or omission of Contractor or any of its officers, employees, advisors, agents and representatives, in relation to this clause.

24 ANTI-CORRUPTION/BRIBERY

24.1 The Contractor represents and warrants that it is in compliance with all laws of those countries in which it operates, including all anti-corruption and anti-bribery laws, and will remain in compliance with all such laws during the term of this Agreement. The Contractor further represents and warrants that it has not made, authorized or offered to make payments, gifts or other transfers of value, directly or indirectly, to any government official or private person in order to (1) improperly influence any act, decision or failure to act by that official or person, (2) improperly induce that official or person to use his or her influence with a government or business entity to affect any act or decision by such government or entity or (3) secure any improper advantage.

24.2 The Contractor agrees that should it learn or have reason to know of any payment, gift or other transfer of value, directly or indirectly, to any government official or private person that would violate any anti-corruption or anti-bribery law, it shall immediately disclose such activity to the Employer. If, after consultation by the parties, any concern cannot be resolved in the good faith and reasonable judgment of the Employer, then the Employer, on written notice to the Contractor, may withdraw from or terminate the Agreement.

24.3 The Employer shall have the right to terminate the Agreement, if the Contractor breaches this, or any other, representation, warranty or undertaking set forth in this Agreement.

25 OTHERS

25.1 Headings

Unless the context otherwise requires, the headings to the clauses herein are for convenience or reference only and shall not be taken into consideration in the construction or interpretation of this Agreement, and references herein to a party include its permitted assigns and successors-in-title.
25.2 The Agreement (including all appendices) shall set out the entire agreement of the parties and supersedes all prior agreements and understandings relating to its subject matter.

25.3 The relationship of the parties hereunder shall be of independent contractors. Nothing in this Agreement shall constitute a partnership between the parties hereto nor constitute one party the agent of the other party and vice versa. Except as set out in this Agreement, no party shall have express or implied authority to bind or represent the other party for any purpose whatsoever without the express written agreement of the other party.

25.4 The Contractor does not have the authority to bind the Employer to any contract or other legal commitment with any third party, unless the Employer in writing authorizes the Contractor to do so in respect of any particular contract or commitment to any specified third party.

25.5 No failure by any party hereto to exercise and no delay by a party hereto in exercising any right, power or remedy under this Agreement will operate as a waiver, nor will any single or partial exercise by any party hereto of any right, power or remedy preclude any other or further exercise of that or any other right, power or remedy by such party.

25.6 Knowledge or acquiescence by any party of or in any breach of any of the terms and conditions contained in this Agreement shall not operate as or be deemed to be a waiver of such terms and conditions or any of them unless the waiver is given expressly in writing by such party.

25.7 Unless otherwise set out in this Agreement, no amendment of, or addition to, the provision of this Agreement shall be binding or effective unless made in writing and signed by the parties.

25.8 In the event of any conflict or overlap between any two or more provisions in this Agreement (including all provisions contained in the appendices) or its attachments:

(i) if no Form of Agreement is executed by the Employer and the Contractor, the provisions which impose specific obligations on the Contractor shall apply as against the Contractor;

(ii) if the Form of Agreement is executed by the Employer and the Contractor, the provisions contained and/or incorporated in the Form of Agreement and which impose specific obligations on the Contractor shall apply as against the Contractor.

25.9 The words in this Agreement shall bear their natural meaning. The parties have had the opportunity to take legal advice on this Agreement and no term shall, therefore, be construed contra proferentem.

25.10 A person who is not a party to the Agreement (other than a permitted assignee to whom rights have been assigned in accordance with the provisions of this Agreement) shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce or enjoy the benefit of the Agreement.

26 FURTHER ASSURANCE

26.1 The Parties shall execute and do all such further acts, deeds, assurance and things as may be necessary to give full effect to the terms and spirit of this Agreement. The Parties shall also procure all other necessary persons, if any, to execute and do all such further acts, deeds, assurance and things as may be necessary to give full effect to the terms and spirit of this Agreement.
To: The Secretary  
SIA Tenders Committee  
Singapore Airlines Limited  
Airline House, 25 Airline Road  
Singapore 819829

Dear Sirs,

Having read and understood the scope of works required, I/We hereby offer to carry out the Services (as set out in ATTACHMENTS 1 and 2) in accordance with all aspects of the specification and conditions attached at the following fee:

 Proposed Erection of Prefabricated Temporary Structure for Classrooms at Singapore Airlines Training Centre

| SGD ____________________________ | lump sum fees in words |
| (S$ _______________________) | in digits |

(excluding all pertinent taxes) or such other sum as may be ascertained in accordance with the said conditions.

a) We agree that you reserve the right to accept or to refuse this Tender, whether it be lower or higher than any other Tenders you may receive;

b) We agree that you have the discretion to award the projects in part or in whole;

c) We understand and confirm that the fee for the services shall be on a lump sum basis and shall be paid in accordance with the terms in ATTACHMENT 3; and

d) We agree that this offer shall remain valid and shall not be withdrawn within one hundred eighty (180) days from the final closing date for submission of Tender.

Dated this __________ day of ___________ 2018

Signature ___________________ Name ____________________________________

In the capacity of __________________________________________________ (Designation),
is authorized to sign this Tender for and on behalf of __________________________________________ (Official Company Stamp)

Name of Company : (Company in Singapore)

Address :

Telephone Number :

Email Address :
**PROPOSED ERECTION OF PREFABRICATED TEMPORARY STRUCTURE FOR CLASSROOMS AT SINGAPORE AIRLINES TRAINING CENTRE**

**DETAILS OF AFFILIATES OR SUBSIDIARIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Services</th>
<th>Name of Company /Personnel*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Architect</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Interior Designer</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Project/Construction Manager</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mechanical &amp; Electrical Engineer</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Structural Engineer</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Acoustic Consultant</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Quantity Surveyor</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Others (if required)</td>
<td></td>
</tr>
</tbody>
</table>

* Credentials and resume of all company/personnel to be attached with the Tender return.

The fee quoted shall be deemed to include the services of the proposed Contractor Team.

Dated this ____________ day of _____________ 2018

Signature ___________________    Name ____________________________________

In the capacity of ________________________________________________________ (Designation),

is authorized to sign this Tender for and on behalf of _____________________________________

(Official Company Stamp)

Name of Company : 
(Company in Singapore)

Address : 

Telephone Number : 

Email Address : 

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SECTION C: DECLARATION BY CONTRACTOR/CONTRACTING PARTY

GENERAL

1. This Declaration is necessary to enable SIA to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited. If you are an individual, please complete Form B-1. If you are a corporation, please complete Form B-2.

2. By completing Form B-1 or Form B-2 (as the case may be), you confirm that the information provided by you is true and correct and that SIA can rely on such information to comply with Chapter 9 of the Listing Manual.

3. Please complete Form B-1 or Form B-2 by making a tick, where appropriate, in the boxes provided. If you fail to tick any of the boxes, you shall be deemed to have declared that you are none of the persons specified in paragraphs 1 to 9 of Form B-1 or none of the persons specified in paragraphs 1 to 4 of Form B-2, as the case may be.

4. If you are a corporation, the Form B-2 should be signed by an authorized officer of your corporation who can verify the information sought on the form, preferably the company secretary, director or a senior management staff. Kindly also affix your corporation's stamp on the form.

5. Please refer to the Definitions attached, when completing the Form B-1 or Form B-2. If you are unsure, please seek clarification or advice, as may be appropriate.
To: Singapore Airlines Ltd.
(Name of SIA Group Company)

I, ................................................................., hereby declare as follows:
(Name of Tenderer/Contracting Party)

1. I ................................................................. am a *Director/CEO of SIA.

2. I am a spouse of _____________________________ who is a *Director/CEO of SIA.

3. I am a child of _______________________________ who is a *Director/CEO of SIA.

4. I am an adopted child of _______________________ who is a *Director/CEO of SIA.

5. I am a stepchild of ____________________________ who is a *Director/CEO of SIA.

6. I am a sibling of ______________________________ who is a *Director/CEO of SIA.

7. I am a parent of ______________________________ who is a *Director/CEO of SIA.

8. I am a trustee of a trust of which ______________________________________ who is a *Director/CEO of SIA or *his/her Immediate Family is a beneficiary or, in the case of a discretionary trust, is a discretionary object.

9. I am none of the above.

I confirm that the above information is true and correct. I understand that you require the information to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited.

Name: ..................................................................

Designation: .............................................................. Signature: ..............................................................

Date: ...........................................................................

Note: * Delete as appropriate
(To be completed by a Corporation)

To: ___________________________
    (Name of SIA Group Company)

We, _________________________________
    (Name of Tenderer/Contracting Party)

hereby declare as follows:

Yes/No

1. We are a company in which ___________________________________ the CEO
    of SIA and/or *his/her Immediate Family (directly or indirectly) have an interest of
    30% or more.

2. We are a company in which ____________________________________ a
    Director of SIA and/or *his/her Immediate Family (directly or indirectly) have an
    interest of 30% or more.

3. We are a company in which Temasek and/or its subsidiaries when taken together
    (directly or indirectly) have an interest of 30% or more.

If answer to paragraph 3 is yes, please also indicate below:

3.1 Whether the shares in your company are held directly by Temasek and/or by Temasek
    subsidiaries/associates, and name such subsidiaries/associates, if any.

____________________________________________________________________________
____________________________________________________________________________

3.2 Whether you are listed, or you are a member of a group of companies listed (name the company which is
    listed), on the Singapore Exchange Securities Trading Limited or any other exchange (name such
    exchange, if applicable). If you are, please state the names of the directors and audit committee members
    of the listed company.

____________________________________________________________________________
____________________________________________________________________________

3.3 If the above answer is positive, please provide a list of your directors and the members of your audit
    committee (if you are listed) or (if you are a member of a listed group) a list of the directors and members
    of the audit committee of the group company which is listed.

____________________________________________________________________________
____________________________________________________________________________

4. We are none of the above.

We confirm that the above information is true and correct. We understand that you require the information
to comply with Chapter 9 of the Listing Manual of the Singapore Exchange Securities Trading Limited.

Name: ...................................................... Signature: ..................................................

Designation: Date: ..........................................................
DEFINITIONS

"Associate" : (a) In the case of a Director or the CEO of SIA:

(i) his Immediate Family;

(ii) the trustees of any trust of which he or his Immediate Family is a beneficiary or, in the case of a discretionary trust, is a discretionary object; and

(iii) any company in which he and his Immediate Family together (directly or indirectly) have an interest of 30% or more; or

(b) In relation to Temasek:

(i) its subsidiaries; or

(ii) any company in which Temasek and/or its subsidiaries when taken together (directly or indirectly) have an interest of 30% or more.

"Immediate Family" : In relation to a Director or the CEO of SIA:

(a) his spouse;
(b) his child, adopted child or step-child;
(c) his sibling; and
(d) his parent.

"SIA" : Singapore Airlines Limited.

"Temasek" : Temasek Holdings (Private) Limited, a company incorporated in Singapore.
## DECLARATION

The Bidder must declare whether any associated company, business partner or relatives are bidding in this tender exercise.

Bidders who make false declarations will be disqualified.

Please complete the section which is applicable.

### Section I

I declare that I have no associated company, business partner or relative taking part in the tender.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name &amp; Designation</th>
<th>Company Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II

I declare that the following person/company is also bidding in the tender:

<table>
<thead>
<tr>
<th>Name of Person/Company</th>
<th>Relationship to Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Please use new page if space is insufficient.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name &amp; Designation</th>
<th>Company Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION E: PARTICULARS OF CONTRACTOR

1 DETAILS OF THE FIRM

1.1 The Firm
(Name, Registered Address and Telephone Number)

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Company Website With Online Portfolio for Viewing:</td>
<td></td>
</tr>
</tbody>
</table>

1.2 The Principals
(Name and Identity Cards Numbers of Principals, Partners and/or Directors)

Note: The Contractor must declare the shareholding of the directors of Singapore Airlines Limited ("SIA"), The Chief Executive Officer of SIA, Temasek Holdings (Private) Limited and their associates (for the Directors and the Chief Executive Officer of SIA, on their own in combination with their immediate family members) in the Contractor’s company, if the shareholding of any one of them is at least 30% of your issued share capital. We require this information to comply with Chapter 9 of the Listing Manual of Singapore Exchange Securities Trading Limited.

1.3 Registration Of Firm
(Registration Number and Date of First Registration. Attach photocopy of Certificate)

<table>
<thead>
<tr>
<th>Date of Formation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If organisation is a member of a group, give name and address of group head office:</td>
<td></td>
</tr>
<tr>
<td>List wholly owned subsidiaries or affiliates and the countries in which they operate:</td>
<td></td>
</tr>
</tbody>
</table>
1.4 Type of Firm
(Public, Private, Partnership or Sole Proprietorship)

<table>
<thead>
<tr>
<th>Company Structure / Status (tick all applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Number</td>
</tr>
<tr>
<td>Subsidiary</td>
</tr>
</tbody>
</table>

1.5 Names of Shareholders
(Names and addresses of major shareholders and percentage owned)

1.6 Company Organization
(Number of staff and organization chart)

<table>
<thead>
<tr>
<th>Name of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Director:</td>
</tr>
<tr>
<td>Sales Director:</td>
</tr>
<tr>
<td>Sales Manager:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Employees</td>
</tr>
<tr>
<td>Direct Contractors:</td>
</tr>
<tr>
<td>Indirect Agency or other:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

1.7 Qualified Personnel
(Name, Designation, Qualification and Years of Experience of qualified personnel)
2 FINANCIAL CAPACITY

2.1 Financial Status
(Attach Balance Sheet and Profit & Loss Statements for last financial year)

<table>
<thead>
<tr>
<th>State last published sales turnover:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State net profit after tax in last financial year, and whether audited/unaudited:</th>
</tr>
</thead>
</table>

2.2 Bankers

2.3 Capitalization of Firm and Present Paid-up Capital

- Authorized Capital: ____________________
- Paid-Up Capital: ____________________

2.4 Insurance Policies

<table>
<thead>
<tr>
<th>Insurance Policies</th>
<th>Policy Detail, Amount Insured, Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability Insurance</td>
<td></td>
</tr>
<tr>
<td>Professional Indemnity Insurance</td>
<td></td>
</tr>
<tr>
<td>Employer’s Liability Insurance</td>
<td></td>
</tr>
</tbody>
</table>
3 PROFESSIONAL REGISTRATION
(Attach photocopy of Registration Certificate)

4 GST REGISTRATION NUMBER:

5 JOB REFERENCES

5.1 List of All Works Done of the Same Nature (Past & Present)

Please provide details of a minimum 3 Singapore based projects, and 3 international projects.

<table>
<thead>
<tr>
<th>Client:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description:</td>
<td></td>
</tr>
<tr>
<td>Services Provided:</td>
<td></td>
</tr>
<tr>
<td>Project Value:</td>
<td></td>
</tr>
<tr>
<td>Completion Date:</td>
<td></td>
</tr>
</tbody>
</table>

5.2 Client Referees

Please provide details of a minimum 3 client referees.

<table>
<thead>
<tr>
<th>Client:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please indicate "NA" where not applicable and attach own submission if space is insufficient.
6 Project Team

Please provide details of your proposed Project Team. This should detail the following:

- Proposed Team Structure with partnering consultants
- Proposed Roles and Responsibilities
- Proposed involvement (allocation) throughout project phases
- CVs for all proposed staff
- Detailed Resource Schedule detailing allowance of proposed resources throughout the project on a month-to-month basis.

It should be noted that the appointment for the Contractor is on a lump-sum basis based on the Scope of Services provided in Attachment 2, and the information contained in this Tender. The allocations detailed based on the above Returnable Schedule should be considered indicative, and it is expected that if insufficient resources were allowed to complete the works, that the Contractor will supplement the team as required at no cost to SIA. This schedule will not be used as a basis for any future fees variations.

7 Master Programme

Provide a detailed design program in a Gantt Chart, outlining how the scope of services can be delivered within the desired dates, and innovative approaches to reducing programme risk. This program should detail expected inflows of information to allow for completion of key phases of your works and also indicate a list of typical submissions required for a project of this nature to demonstrate your understanding.
SECTION F: FORM OF AGREEMENT

THIS AGREEMENT is made the ____ day of ________________ 2018 between Singapore Airlines Limited, a Singapore incorporated Company whose registered address is 25 Airline Road, Airline House, Singapore 819829 ("the Employer") and ____________________________, a company incorporated in _______________________________ and having a place of business at ___________________________________ ("the Contractor")

WHEREBY IT IS AGREED BETWEEN THE EMPLOYER and THE CONTRACTOR as follows:

1    APPLICABLE TERMS AND CONDITIONS

1.1  Unless expressly provided for in this Agreement, the terms and conditions contained in the following documents shall be binding on the Employer and the Contractor:

(i)  The Tender;
(ii)  Letter of Acceptance;
(iii) All other information such as Drawings, Photographs as well as documents submitted by the Contractor in the Tender exercise; and
(iv)  Such other letters of documents, including any Invitation to Tender, as parties may agree, in which event such documents shall be initiated or signed on behalf of both parties when attached hereto.

1.2  For the avoidance of doubt, unless otherwise defined in this Agreement, the definitions in the Terms and Conditions of Tender shall be applicable to this Agreement.

2    SCOPE OF SERVICES

2.1  The Contractor agrees to perform for the Employer, to the sole satisfaction of the Employer, the Services.

2.2  Generally, the scope of work and duties shall entail works normally and customarily carried out by a Project Architect, Interior Designer, Acoustic Consultant, Structural Engineer, Mechanical & Electrical Engineer, Quantity Surveyor and Specialists consultancy services.

2.3  The appointed Contractor shall also provide their proposals to minimize disruption and disturbance to staff working in Singapore Airlines Training Centre throughout the Project for approval and implementation.

2.4  The Contractor shall carry out the services in close collaboration with the Employer and the Employers’ agents, employees and servants, and any other consultants appointed by the Employer in connection with the Project. The Contractor shall abide by all reasonable directions and requirements of the Employer in the performance of the Services. Whenever reviews or reports are called for by the Employer, the Contractor shall provide the same.

2.5  The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the Project, and these other services are deemed to be part of the Services, for which no additional compensation shall be payable or paid.

2.6  Changes or variations to the Services must receive prior approval by the Employer.
3 RENUMERATION

3.1 The fee payable to the Contractor for the Project shall be ____________________________ (excluding taxes). The fees and other remuneration terms of the Contractor for the performance of the Services shall be calculated and paid strictly in accordance with the mode of payment set out in Section G - Attachment 3. Save as expressly otherwise stated in this Agreement, no other compensation or amount whatsoever howsoever arising shall be payable by the Employer to the Contractor in respect of the Services or otherwise under this Agreement.

The Contractor shall not submit any claims for additional Contractor’s fees before the final account stage and the Employer is not obliged to consider such claims except where they are properly substantiated to the sole satisfaction of the Employer and have been submitted at the final account stage.

4 CONTRACTOR’S RESPONSIBILITIES

4.1 In addition to and notwithstanding the Scope of Services as defined in Clause 2, the Contractor undertakes to do the following, to the sole satisfaction of the Employer:

(a) The Contractor shall take all reasonable steps necessary to ensure the expeditious and proper performance of the Services.

(b) The Contractor shall at all times, act in the best interests of the Employer, exercise all reasonable skill, care and diligence in the discharge of their services and in so far as any duties are discretionary, shall act fairly as between the Employer and the contractor. Also, the Contractor shall ensure full compliance with all applicable laws and regulations, in the performance of the Services and the discharge of its duties.

(c) The Contractor shall not authorize or effect any modification or work involving additional cost or time without the prior approval of the Employer.

(d) The Contractor is to perform his tasks after fully appreciating the Employer’s in-house project development procedures (e.g. approval of designs, procurement, variation works, etc.)

5 DECLARATION OF BUSINESS INTEREST

5.1 The Contractor shall forthwith declare any direct or indirect involvement or interest in the business of any contractors or suppliers appointed or to be appointed in connection with the Project.

5.2 The Contractor shall use reasonable endeavors to ensure that any organization in which the team or any of its directors, officers or employees or their immediate relatives have a direct or indirect involvement or interest in, must not tender for any work in connection with the Project without the Employer’s prior consent.

6 EFFECTIVE DATE AND TERM

6.1 This Agreement shall take effect from _______________ and shall remain in full force and effect until the completion of the Services by Contractor in accordance with the timeline as agreed between the Employer and the Contractor (which is attached to this Agreement) and the fulfillment of the Contractor’s responsibilities as contained herein, subject to any extension of time as agreed in writing between the Employer and the Contractor or earlier termination in accordance with the terms of this Agreement (the “Term”).

7 TERMINATION OF AGREEMENT

7.1 The Employer may terminate the Agreement by giving the Contractor no less than three (3) months’ notice in writing. The Contractor shall, however, be bound to carry out the Project until the expiry of the notice. All orders received during the notice period must be completed by the Contractor in accordance with provisions of the Agreement.
7.2 Notwithstanding clause 7.1 and without prejudice to any other provision of this Agreement and the Employer’s rights under general law, the Employer may, at its absolute discretion, terminate this Agreement, if the Contractor defaults in any of the following respects namely:

a) fails to perform of any of the terms and provisions of this Agreement;

b) without reasonable cause wholly or partially suspends work on the Project;

c) fails to proceed with the Project with reasonable diligence;

d) fails to perform all or any of the Services to the Employer’s reasonable satisfaction,

and such default or failure is not remedied to the Employer’s satisfaction within thirty (30) days after notice of such default or failure has been given by the Employer to the Contractor.

7.3 Notwithstanding clause 7.1, the Employer may also terminate the Agreement by giving the Contractor a notice period of one (1) month if the Employer has reason to believe that the Contractor has employed, or intends to employ, any employee/ex-employee of the Employer, which may result in a potential conflict of interest.

7.4 The termination of this Agreement pursuant to this Clause 7 or otherwise shall be without prejudice to any antecedent rights and liabilities, which have already accrued to either of the Parties prior to such termination.

7.5 Upon termination of this Agreement under any Clause of this Agreement, the Contractor shall not be entitled to any compensation as a result of such termination, and shall indemnify the Employer from and against all loss, damage, costs and expenses that the Employer may suffer or incur arising as a result of breach by the Contractor of any of the provisions of this Agreement and the termination of this Agreement following from such breach (including without limitation the difference in cost in consulting fees to the Employer to appoint a replacement Contractor of comparable standard, to take over the remaining duties and scope of work of the Contractor until the completion of the Project).

7.6 Notwithstanding any provision herein contained, the Employer may deduct and/or set off any amounts due from the Contractor, whether in respect of costs, expenses, damages, losses or claims or otherwise, from any fees or other sums due or payable to the Contractor under this Agreement or otherwise.

7.7 Bankruptcy or Assignment

Notwithstanding clause 7.1,

a) the Contractor is adjudicated bankrupt; or

b) the Contractor becomes insolvent or compound with or makes any assignment for the benefit of the creditors; or

c) a petition is presented or a resolution is passed for the liquidation or administration or dissolution of the Contractor; or

d) a receiver and/or manager is appointed in respect of the Contractor or its assets or income; or

e) the Contractor assigns of the Agreement or sub-contract all or any portion of the Services without the prior written permission of the Employer,

then, and in any such event, the Employer may without prejudice to any other rights herein contained terminate this Agreement with immediate effect by a notice sent by registered post to the Contractor.
7.8 Gifts, Inducements and Rewards

The Employer may terminate this Agreement and the Contractor will reimburse the Employer the amount of any loss any such termination if the Contractor offers or gives or agrees to give any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne any action in relation to the obtaining or execution of this Agreement with the Employer, or for showing or forbearing to show favour or disfavour to any person in relation to this Agreement or another contract with the Employer, or if the acts are done by any person employed by the Contractor or acting on its behalf (whether with or without the knowledge of the Contractor) or if in relation to this Agreement or any other contract with the Employer the Contractor or any person employed by it or acting on its behalf commits any offence under the local Prevention of Corruption Act or abets or attempts to commit such an offence or gives any fee or reward to the receipt of which is an offence under the said Acts.

8 ASSIGNMENT AND SUB-CONTRACTING/AUTHORITY

8.1 The Employer may assign or transfer the whole or any part of this Agreement to a subsidiary or associated company of the Employer.

8.2 The Contractor shall not assign any of its rights, benefits or interests, or sub-contract or delegate any of its duties or obligations, under this Agreement to any person without the prior consent of the Employer.

8.3 The Contractor does not have the authority to bind the Employer to any contract or other legal commitment with any third party, unless the Employer in writing authorizes the Contractor to do so in respect of any particular contract or commitment to any specified third party.

8.4 The Contractor expressly recognizes and acknowledges that the Employer is the sole and exclusive owner of the Employer’s service-marks, trademarks and logos and the Contractor agrees that it shall not at any time make use of any of the Employer’s service marks, trademarks or logos without the prior written consent from the Employer, unless otherwise set out in this Document.

8.5 All proposed media releases and public announcements by the Contractor relating to this Agreement, including but not limited to, promotional or marketing material (but not including any announcement solely for internal distribution or any disclosure required by any legal, accounting or regulatory authorities or stock exchange beyond the reasonable control of the party), shall be coordinated with, and shall not be made until and unless approved by, the Employer in writing before the release thereof. In essence, no advertising, written articles, broadcasts or public statements shall be undertaken or initiated by the successful Contractor with respect to the Agreement without the prior written approval of the Employer. It is understood and agreed that monetary damages would not be an adequate remedy for an actual or potential breach of the provisions of this clause, and therefore in addition to any other legal or equitable remedies available to the Employer, the Employer may seek an injunction or similar relief against such breach.

9 EXCLUSION OF THIRD PARTY RIGHTS

9.1 A person not a party to this Agreement (other than a permitted assignee to whom rights have been assigned in accordance with the provisions of this Agreement) shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce or enjoy the benefit of any term of this Agreement.

10 FORCE MAJEURE

10.1 Neither the Employer nor Contractor shall be responsible for any delay or failure in the performance of its obligations under this Agreement:

(i) if and to the extent the default or delay is caused, directly or indirectly, by earthquake, fire, flood, elements of nature, acts of God, health epidemics declared by the World Health Organisation, act of government (including but not limited to delay of necessary government
permits, approvals and licenses through no fault of either Party), acts of war, terrorism or
civil unrest, riot, strike, lockout, stoppage of work, industrial action in any form or any other
cause whatsoever (except industrial action by employees of either the Employer or the
Contractor) in the country in which such obligations are being performed or any other
similar events beyond the reasonable control of the Employer or the Contractor; and

(ii) provided the Party affected by the Force Majeure Event is without fault and the default or
delay could not have been prevented by reasonable precautions.

10.2 Upon the occurrence of the Force Majeure Event, the Party relying on this Clause 10 shall serve
notice on the other Party notifying the latter of the Force Majeure Event and provide the relevant
details thereof. The Party affected by such Force Majeure Event is excused from further performance
for as long as such Force Majeure Event exists. If Force Majeure Event continues for a period of
forty-five (45) days from the date of service of such notice, then either Party may thereafter terminate
this Agreement by serving notice of such termination on the other Party.

10.3 In the event of such termination under clause 10.2, the Employer shall pay to the Contractor its fees
accrued up to the date of such termination or up to the date on which the Contractor ceases to
perform its obligations under this Agreement pursuant to this Clause 10.2, whichever is the earlier.
The Contractor shall be entitled to no other payments.

11 NOTICES

11.1 Each notice, demand or other communication to be given or made under this Agreement shall be in
writing and delivered or sent to the relevant Party at its address or such other address as the
addressee has by five days’ prior notice specified to the sending Party in accordance with this Clause
11 to the Employer:-

To the Employer:-

Singapore Airlines Limited
07C-1 Airline House
25Airline Road
Singapore 819829

Attention:- Vice President Properties

To the Contractor:-

____________________________________
____________________________________
____________________________________

Attention:- _________________________

Any notice, demand or other communication so addressed to the relevant Party shall be deemed
to have been given if served upon the authorized person
i) personally; or
ii) by registered post addressed to the authorized person’s address.

11.2 All consents, approvals, authorizations and agreements referred to in or required to be obtained
under this Agreement must be in writing in order to be effective.
12 SEVERANCE / WAIVER / INDEPENDENT CONTRACTOR

12.1 If any term or condition of this Agreement is or becomes be illegal, invalid or unenforceable in any respect in any jurisdiction, that shall not affect:

(i) the legality, validity and enforceability in that jurisdiction of the any other provision in the Agreement; or

(ii) The legality, validity and enforceability in any other jurisdiction of that or any other provisions of this Agreement.

12.2 No failure by any party hereto to exercise and no delay by any party hereto in exercising any right, power or remedy under this Agreement will operate as a waiver, nor will any single or partial exercise by any party hereto of any right, power or remedy preclude any other or further exercise of that or any other right, power or remedy by such party.

12.3 Knowledge or acquiescence by any party of or in any breach of any of the terms and conditions contained in this Agreement shall not operate as or be deemed to be a waiver of such terms and conditions or any of them unless the waiver is given expressly in writing by such party.

12.4 During the Term, the Contractor shall be an independent contractor and not the servant of the Employer.

13 ENTIRETY OF AGREEMENT / INTERPRETATION

13.1 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement and supersedes all prior agreements and undertakings, written or oral, with respect to such subject matter.

13.2 Unless the context otherwise requires, the headings to the clauses herein are for ease of reference only, and shall not be taken into consideration in the interpretation or construction of this Agreement and any references to a party include its permitted assigns and successors-in-title.

13.3 In this Agreement, unless the context otherwise requires, references to one gender include all other genders, references to the singular number shall include the plural number and vice versa, and references to a person shall include references to an individual, a firm, a corporation or other entity. References in this Agreement to "this Agreement" shall include the Annexes, the provisions of which shall be binding on the Parties.

14 AMENDMENTS

14.1 Unless otherwise set out in this Agreement, no amendment of or addition to the provisions of this Agreement shall be binding or effective unless made in writing and signed by each of the Parties.

15 POSTPONEMENT AND ABANDONMENT

15.1 The Employer may postpone the Project and/or suspend the performance of any or all of the Contractor’s Scope of Services by giving the Contractor thirty (30) days written notice.

15.2 In the event of the whole or any part of the works pertaining to the Project is being postponed or abandoned, the Contractor shall be paid according to work done satisfactorily according to the agreed fee and payment schedule at the date when Project is postponed/abandoned.

15.3 Provided that if within two (2) years of the said postponement or abandonment the Project or any part thereof shall again be resumed, any payment made shall be offset from the Contractor fees.

15.4 In the event of the Project or any part thereof being postponed for a period longer than two (2) years, such part or whole of the Project shall be considered as abandoned.
16 CONFLICT

16.1 In the event of any conflict or overlap between any two more provisions in this Agreement or its attachments, the provisions which impose specific obligations on the Contractor shall apply as against the Contractor.

16.2 The words in this Document shall bear their natural meaning. The parties have had the opportunity to take legal advice on this Document and no term shall, therefore, be construed contra proferentem.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands on the day and the year first abovewritten

For and on behalf of
SINGAPORE AIRLINES LIMITED

Name: ………………………………. )   ……………………………………..

Address: …………………………….. )

Designation: ……………………… )

Signature

Company Stamp

in the presence of:-

Name: ………………………………. )   ……………………………………..

Address: ……………………………..)

Designation: ……………………… )

Signature

Company Stamp

For and on behalf of "the Contractor"

Name: ………………………………. )   ……………………………………..

Address: ……………………………..)

Designation: ……………………… )

Signature

Company Stamp

in the presence of:-

Name: ………………………………. )   ……………………………………..

Address: ……………………………..)

Designation: ……………………… )

Signature
ATTACHMENT 1: DESIGN BRIEF

1 THE SITE & PROPOSED DEVELOPMENTS

1.1 INTRODUCTION

Singapore Airlines Training Centre (STC), a Singapore Airlines Limited (SIA) owned premises is currently located at 720 Upper Changi Road East, Singapore 486852.

An area is identified to erect the proposed 24 prefabricated classrooms within STC premises for a temporary period of 3 years. The area of approximately 1,150 sqm is illustrated in the picture below. Each classroom to be a minimum of 48 sqm.

1.2 COMPULSORY SITE SHOWROUND AND BRIEFING

There is a compulsory site showround and briefing conducted on 30 November 2018 at STC. Please contact Mr. Lionel Low at lionel_low@Singaporeair.com.sg or 65414526 to register your attendance by 27 November 2018.

1.3 PROPOSED PREFABRICATED CLASSROOM REQUIREMENTS

SIA intends to erect a proposed temporary prefabricated structure at STC for up to 3 years to accommodate 24 air-conditioned rooms (18 Classrooms and 6 Computer Based Training (CBT) rooms). The tenderer is to review and utilise the identified area of approximately 1,150 sqm as mentioned in section 1.1 above to design the space to fit the intended purpose but not limited to the following requirements:

a) Conduct Land Survey and Soil Investigation where necessary;
b) Obtain all necessary approvals from the various government authorities/agencies for permits/licences to successfully complete the works, but not limited to the following: URA, BCA, LTA, NParks, CBPU;
c) Provide RTO/AC if required by BCA;
d) Erect adequate foundation works to support the structure;
e) Erect prefabricated structure designed to fit minimum 18 classrooms and 6 CBT rooms with compliance to requirements specified in section 1.3.1 and 1.3.2;
f) Each classroom to have windows;
g) Design, supply and install of all internal and external Electrical and Mechanical services required for the prefabricated structure and to work together with the Licensed Electrical Worker (LEW) for STC;

h) Design, supply and install appropriate acoustic materials and insulation to ensure sound level for indoor environment not exceeding 35 dBA when unoccupied in any weather condition;

i) Prefabricated roof to be insulated for acoustic reasons to provide acceptable sound environment for classroom lessons;

j) Provision of furniture within the classrooms with reference to attached isometric drawing file as part of Attachment 4 (furniture to be purchased on behalf of SIA and will be SIA property);

k) Provide carpets for all classrooms;

l) Provide appropriate fire protection system in compliance with Singapore Fire Safety Act and Fire Safety and Shelter Department (FSSD);

m) Provide labour to shift existing furniture from STC into prefabricated classrooms;

n) Provision of trunking to distribute IT LAN cabling from ground floor to the 24 classrooms;

o) To coordinate works with in-house contractors for IT and Security equipment;

p) Sheltered walkway to connect from Prefabricated Structure to STC; and

q) Reinstatement (dismantle prefabricated structure and remove and dispose foundation at the end of the temporary permit).

1.3.1 Classroom Requirement

Requirements:
- Provide Ceiling Mounted Projector, Projector Screen and VGA cable from connecting projector to Lecturer Table
- Provide a 13A twin socket for Lecture Table and for every cluster of 2 tables
- Provide 13 Tables of minimum 1400mm Length and 700mm Breadth and 25 chairs
  - Each table must be able to comfortably sit two people
- Provide appropriate air-conditioning for indoor thermal environment compliant to Singapore Standards 553
- Provide appropriate acoustics to ensure indoor environment of each classroom do not exceed 35 dBA when unoccupied regardless of any weather condition
- Provide 4 wall mounted whiteboards
1.3.2 Computer Based Training (CBT) Room Requirement

Requirements:
- Provide Ceiling Mounted Projector, Projector Screen and VGA cable from projector to Lecturer Table
- Provide a 13A twin socket for CBT Table
- Provide 1 Tables of minimum 1400mm Length and 600mm Breadth
- Provide 24 CBT Tables and 24 chairs
  - Each table must be to comfortably sit 1 person and a Desktop Personal Computer
- Provide appropriate air-conditioning for indoor thermal environment compliant to Singapore Standards 553
- Provide appropriate acoustics to ensure indoor environment of each classroom do not exceed 35 dBA when unoccupied regardless of any weather condition
- Provide 4 wall mounted whiteboards
2 PROJECT TIMELINE

2.1 The Contractor is required to advise SIA the project milestones, development and construction schedule to ensure that the prefabricated structure will be completed and operational by the stipulated date without causing any disruption to the existing adjacent building (STC) during the actual construction work.

2.2 The Contractor shall commit adequate resources for the timely completion of the entire process from submission of drawings to obtain approvals to construction and proper completion of the prefabricated structure by the timeline stated in section 2.3 below.

2.3 The Client’s timeline is as follows:

<table>
<thead>
<tr>
<th>Project Milestones</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calling of RFP</td>
<td>7 January 2019</td>
</tr>
<tr>
<td>Site Showround and Briefing (attendance is compulsory)</td>
<td>14 January 2019</td>
</tr>
<tr>
<td>Closing of RFP</td>
<td>28 January 2019</td>
</tr>
<tr>
<td>Tender Interviews</td>
<td>12 February 2019</td>
</tr>
<tr>
<td>Selection and Appointment of Contractor</td>
<td>March 2019</td>
</tr>
<tr>
<td>Submission of plans/drawings and obtain necessary approval from government authorities*</td>
<td>Target Completion and Fully Operational by June 2019</td>
</tr>
<tr>
<td>Construction*</td>
<td></td>
</tr>
<tr>
<td>Completion of prefabricated structure</td>
<td></td>
</tr>
</tbody>
</table>

*Actual duration of the milestones to be proposed by the Contractor/Contractor.

2.4 Subsequent to the submission, the appointed Contractor will be requested to present their layout and design for approval prior to proceeding with the implementation and execution of the design.
ATTACHMENT 2: SCOPE OF SERVICES

1  GENERALLY

1.1 The Contractor must provide consultancy services, including but not limited to services namely Project Management, Construction Management, Project Architect, Interior Designer, Structural Engineer, Acoustic Consultant, Mechanical & Electrical Engineer and Quantity Surveyor (which is elaborated in Attachments 1 to 3 for tender, subsequent implementation of the project, seeing to the project completion on site, all contract documentations and cost plan.

1.2 The Contractor shall prepare cost estimates of the total project construction cost, based on preliminary drawings and performance specifications, to enable the Employer to determine feasibility of viability proposals for the Project.

1.3 The Contractor shall provide advice to the Employer in the preparation of an overall project construction schedule.

1.4 The Contractor shall lead and coordinate his work with all other consultants, contractors or others, engaged by them in this project.

1.5 The Employer may require reviews or reports and the Contractor shall ensure that such reviews or reports are provided in an expedient manner.

1.6 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

2  PROJECT ARCHITECT SERVICES

2.1 General

2.1.1 The principal task is to provide full architectural consultancy service for the proposed development. The Contractor shall perform all the duties and responsibilities of the Architect under the provision of the Architects Act and relevant Regulations. Also, the Contractor shall perform such duties and professional services that are usually or customarily performed by the Architect according to the practice of their profession.

2.2 Inception Stage

2.2.1 The Contractor shall consult with SIA to ascertain the requirements of the project, including formulating the performance specifications, appropriate construction method and suitable program to ensure timely project completion.

2.2.2 The Contractor shall survey existing site conditions, investigate and collate available data, information and plans relating and relevant to the project.

2.2.3 If requested to do so by SIA, conduct feasibility studies, space audit and services investigation plan.
2.2.4 Upon completion of the feasibility studies, prepare and submit a feasibility report which shall include but not limited to the following:

(a) Design briefs and objectives;
(b) Scope of works;
(c) Preliminary development cost plan;
(d) Proposed master programme;
(e) Construction Phases; and
(f) Design proposals including perspective drawings.

2.2.5 The Contractor shall disseminate gathered information to other consultants engaged by them and, where relevant, to work together with other consultants to resolve any site problems and constraints.

2.2.6 The Contractor shall prepare a proposed master programme for the project detailing among others the critical path of works, construction phases, lead time issues, etc.

2.3 Design Stage

2.3.1 The Contractor shall advise SIA on the necessity for any special surveys, investigations or tests which may be required for the proper design, construction and/or installation of the works, arranging for these to be carried out on its behalf. The Contractor shall advise on the results of such surveys, investigations or tests.

2.3.2 The Contractor shall study comparative costs for alternative designs, materials and method of construction and recommend selection of the optimum design appropriately.

2.3.3 The Contractor shall advise other consultants engaged by them on technical matters related to the design proposals by these consultants, particularly, to feedback to the Contractor on any design proposals that are technically not possible to be implemented.

2.3.4 The Contractor shall at appropriate times make presentations to SIA and its users to review the design.

2.3.5 The Contractor shall in consultation with other consultants engaged by them prepare schematic design studies of the Project and submit a recommendation for approval by SIA.

2.3.6 The Contractor shall prepare and submit preliminary cost estimates of the project to SIA for approval.

2.3.7 Upon receiving approval from SIA on the said schematic design and preliminary cost estimate, the Contractor shall prepare drawings and documents necessary for applying to and obtaining approval for the Project from the relevant Authorities under any relevant laws and regulations and prepare documentation for conducting of the tender exercises based on the basic performance specifications and drawings.

2.3.8 The Contractor shall on the basis of the approved schematic design prepare for the approval of SIA the design development documents which consist of drawings showing plans, elevations and cross-sections and all other drawings necessary for the implementation of the project and which serve to illustrate the size and character of the entire project in its essentials.

2.3.9 Upon receiving approval from SIA on the said design development documents the Contractor shall make submissions to the relevant authorities together with necessary drawings, documents and applications so as to obtain their approval for proceeding with the construction works of the Project.
3 STRUCTURAL ENGINEER SERVICES

3.1 General

3.1.1 The principal task is to provide Structural Engineer consultancy service for the proposed developments. The Contractor shall perform all the duty and professional services that a Structural Engineer is normally and customarily required to carry out according to the practice of their profession for the execution and completion of the schematic design and subsequent physical implementation of the project.

3.1.2 No major structural alteration to the Demised Premises shall be permitted.

3.1.3 All proposed openings and their positions should require the Landlord's review and approval.

3.1.4 Depth of embedment of the fittings in slabs and beams is limited to 25mm deep in general. If deeper embedment is required, the Contractor shall submit their proposal to Landlord for review and approval.

3.1.5 Any works affecting the building structures, including the placement of safes and compactus shall require submission of plans to the Landlord for approval and endorsement.

3.1.6 It is the responsibility of the Contractor to highlight any areas where heavy loading may occur resulting from a particular equipment or works.

3.1.7 In the event brick walls/partition walls are to be erected/demolished or heavy equipment to be installed within tenancy area, the Contractor must inform the Landlord in writing and submit the proposed plan with the necessary endorsement and certification from their Professional Engineer (Structural) to the Landlord for written consent prior to submission to the relevant authorities for approval.

3.2 Design Stage

3.2.1 The Contractor shall advise SIA on the necessity for any special surveys, investigations or tests which may be required for the proper design, construction and/or installation of the works, arranging for these to be carried out on its behalf. The Contractor shall advise on the results of such surveys, investigations or tests.

3.2.2 The Contractor shall survey existing site conditions, investigate and collate available data, information and plans relating and relevant to the project. Determine the basic design criteria to achieve the most economical structural design.

3.2.3 The Contractor shall consult and liaise with the relevant authorities on all matters in connection with the structural design, including design calculations and drawings.

3.2.4 Develop the design in collaboration with the Project Architect, Interior Designer, Mechanical and Electrical Engineer, and other consultants engaged by them to prepare drawings and specifications of the works to a stage necessary for the Bills of Quantities to be prepared and relevant tenders called.

3.2.5 The Contractor shall study the architectural and M&E designs (including coordinated M&E drawings) in detail and provide structural solutions to anticipate problems.

3.2.6 The Contractor shall prepare all necessary drawings of the support systems for the equipment and mechanized storage system. Provide sufficient details at inter-phasing points between equipment, mechanized storage system and structural elements.

3.2.7 The Contractor shall at appropriate times make presentations to SIA and its users to review the design.
3.2.8 Consult the local authorities in connection with the structural design, and the preparation of drawings and calculations required for submission to the appropriate authorities.

3.2.9 The Contractor shall obtain relevant authorities’ approval of final detailed structural designs.

4 INTERIOR DESIGNER SERVICES

4.1 General

4.1.1 The principal task is to provide full interior design consultancy service for the proposed developments. The Contractor shall perform all the duty and professional services which an Interior Designer is normally and customarily required to carry out according to the practice of their profession for the execution and completion of the concept and detail design and subsequent physical implementation of the project, including selection of decorative lighting, artifacts and potted plants.

4.2 Design Stage

4.2.1 The Contractor shall consult with SIA to establish design intent and project scope and assist SIA in developing goals and priorities for the interior design of the project.

4.2.2 The Contractor will review the space planning for suitability with the goals and priorities developed by SIA. The Contractor will prepare space planning refinements and/or alternate space planning layouts for SIA’s review and approval.

4.2.3 The Contractor shall prepare a preliminary presentation for the purpose of establishing with SIA an agreed design direction. This presentation may include but is not limited to, preliminary layout plans, elevations and sections, 3Ds of overall design concepts, conceptual FF&E plans, loose fabrics, colors and samples of proposed materials, catalogue tear sheets or mounted photographs of furnishings and mood images. These documents shall take into consideration of architectural, structural, electrical, mechanical, and plumbing services, and coordinate with the support areas of the project.

4.2.4 Based on the established design direction, a final color and material presentation will be prepared for SIA’s approval. Presentation shall consist of color and material boards, renderings and layout plans sufficient to convey the overall design direction of the major project areas to be designed.

4.2.5 As part of the preliminary concepts for the Interior Landscaping Elements, the Contractor shall prepare for presentation, mood photographs to establish an overall concept direction for the Project Architect to implement.

4.2.6 This Phase shall be deemed to have been completed upon submission of the Final Conceptual Design and written approval issued by SIA to enable the Contractor to proceed to the next phase of work.

4.2.7 Based on the approved Conceptual Design, the Contractor shall prepare, for the approval by SIA, drawings including preliminary floor plans, furniture layout plans, signage and logos location plans, floor finish plans, reflected ceiling plans and major sketch elevations for all project areas to be designed. These drawings describe design intent and are suitable for preliminary pricing and coordination.

4.2.8 The Contractor shall provide design information required for architectural coordination for those areas and activities that relate to the Interior Designer’s scope of work.

4.2.9 The Contractor shall provide information on space layout indicating wall and floor finishes, architectural dimensional information, and all required interior design co-ordination information for SIA, Project Architect and other Consultants engaged by them.
4.2.10 The Contractor shall provide the Project Architect and other Consultants engaged by them with sufficient information concerning the various requirements of interior design, including profiles, and specification of types of architectural finishes and materials, to enable them to incorporate this information into their drawings and specifications.

4.2.11 The Contractor shall develop a preliminary interior lighting concept for all the project areas to be designed and to bring reflected ceiling plans to completion.

4.2.12 The Contractor shall develop entrance sign, directional sign, location sign, statutory sign and facilities signages within the proposed development. The scope of works shall include brainstorming, designing, seeking endorsements from SIA and subsequent implementation of entrance sign, directional sign, location sign, statutory sign and facilities signages within the proposed development.

4.2.13 Where applicable, the Contractor shall furnish SIA with full size mock-up of designs of signage, visuals and perspectives of proposals for selection.

4.2.14 The Contractor shall advise SIA on any issues pertaining to copyright and statutory requirements pertaining to the deployment of the signage designed.

4.2.15 Where necessary, the Contractor organize and conduct site visits to venues or suppliers to view design intent.

4.2.16 The Contractor shall complete necessary documents, drawings and specification after consultation with other consultants engaged by them for works to be incorporated as a component in the Project.

4.2.17 The Contractor shall provide recommendations to establish design direction for decorative hardware and ironmongery and sanitary ware for all the project areas to be designed.

4.2.18 The Contractor shall prepare a preliminary loose furniture and furnishings selections manual consisting of coded furniture plans, an FF&E schedule with corresponding quantities and a selections manual containing catalogue tear sheets, or photographs of loose furnishings, light fixtures, signage and logos, carpets, fabrics and accessories to be specified in all the project areas to be designed.

4.2.19 The Contractor shall prepare a Presentation in order to convey the overall Interior Design to SIA for final approval. The presentation shall include colored renderings, plans, elevations, colored sections or perspectives and formal color and materials boards for all material, finishes, furniture and fabric recommendations. Also, the Contractor shall prepare mood boards to present or illustrate the location and types of all art and artifact pieces.

4.2.20 This Phase shall be deemed to have been completed upon submission of the Schematic Design documents and written approval issued by SIA to enable the Contractor to proceed to tender documentation.

4.3 Tender Documentation

4.3.1 Based on the approved schematic design submissions the Contractor shall prepare the following:

(a) Documentation consisting of preliminary coordinated elevations, dimensioned floor plans, electrical location plans, furniture layout plans, signage and logos location plans, reflected ceiling plans, and floor finish plans, details and specifications to provide sufficient information for the requirements of the interior design and special finishes of all the project areas; and

(b) An architectural finish schedule and corresponding finish manual including samples and specifications of all applied finishes and interior architectural materials.

These drawings, details and specifications, architectural finish schedule and manual shall be sufficient to convey the entire design intent. It will be supplemented by the Project Architect and Quantity Surveyor and incorporated into their documents for tendering and construction purposes.
4.3.2 Based on the approved preliminary FF&E selections manual and adjustments authorized by SIA, the Contractor shall specify and/or design all loose furniture & furnishings for all project areas to be designed, including lamps and decorative lighting, signage and logos, carpeting, fabrics, artwork, decorative accessories, etc. Specially designed or custom furnishings shall be fully specified and detailed completely.

4.3.3 The Contractor shall select lighting switches, outlet cover plates, sockets, telephones, door handles, lock sets, hinges, sanitary fitting & fixtures and provide schedules, specifications and coordination of these items.

5 MECHANICAL AND ELECTRICAL ENGINEER SERVICES

5.1 General

5.1.1 The principal task is to provide full Mechanical and Electrical (M&E) consultancy service for the proposed development including the replacement, resizing and zoning of AHU for the office. The Contractor must have a qualified M&E Engineers to perform all the duties and responsibilities of the Mechanical and Electrical Consultant under the provision of the Professional Engineer Act and relevant Regulations. Also, the Contractor shall perform such duties and professional services that are usually or customarily performed by the Mechanical and Electrical Consultant according to the practice of their profession.

5.2 Inception Stage

5.2.1 The Contractor shall consult with SIA to ascertain the requirements of the project, including formulating the user/design brief, appropriate construction method and suitable program to ensure timely project completion.

5.2.2 The Contractor shall survey existing site conditions, investigate and collate available data, information and plans relating and relevant to the project.

5.2.3 The Contractor shall design the appropriate air conditioning system for the classrooms.

5.2.4 The Contractor shall disseminate gathered information to other consultants engaged by them and, where relevant, to work together with other consultants to resolve any site problems and constraints.

5.2.5 The Contractor shall assist in the preparation of a proposed master programme for the project detailing among others the critical path of works, construction phases, lead time issues, etc.

5.3 Design Stage

5.3.1 The Contractor shall investigate the existing data, information and plans relating to the project and advise SIA accordingly on the M&E aspects of the project. Where necessary, he shall advise SIA and arrange for any special surveys, investigations or tests that may be required for the proper design and construction/installation of the works.

5.3.2 The Contractor shall develop the M&E designs in collaboration with the architectural, civil, structural, acoustics and interior designs and submit calculations, drawings, details and specifications of the works to SIA and relevant authorities when required.

5.3.3 The Contractor shall develop the replacement of AHU designs in collaboration with the ACMV consultants and submit calculations, drawings, details and specifications of the works to SIA and relevant authorities when required.

5.3.4 The Contractor shall perform any duty which a Mechanical and Electrical Consulting Engineer is normally and customarily required to carry out under any contract for the execution, completion and maintenance of mechanical and electrical engineering works for a building project, including examining matters for which the M&E Consulting Engineer's approval is required in accordance with contracts awarded. This shall include but not limited to the following:

(a) Electrical Distribution and Installation System, including Decorative Lighting;
(b) Emergency power supply Installation;
(c) Air-conditioning and Mechanical Ventilation Systems;
(d) Building Automation System;
(e) Fire Protection and Detection System;
(f) Security System;
(g) Communications System;
(h) LAN/Structured wiring system;
(i) Other M&E items as requested by SIA; and
(j) Review of operation and maintenance manuals for the above M&E systems, with detailed description of equipment used and functions for the training of and use by SIA’s maintenance personnel.

5.3.5 The Contractor shall in consultation with other consultants engaged by them prepare schematic design studies of the Project and submit a recommendation for approval by SIA.

5.3.6 The Contractor shall conduct feasibility, life cycle cost studies and submit a preliminary cost estimates of the project based on the schematic design studies.

5.3.7 The Contractor shall study comparative costs for alternative designs, materials and method of construction and recommend selection of the optimum design appropriately.

5.3.8 The Contractor shall at appropriate times make presentations to SIA and its users to review the design.

5.3.9 The Contractor shall prepare and submit preliminary cost estimates of the project to SIA for approval.

5.3.10 Upon receiving approval from SIA on the said schematic design and preliminary cost estimate, the Contractor shall prepare drawings and documents necessary for applying to and obtaining approval for the Project from the relevant Authorities under any relevant laws and regulations. These drawings and documents shall be sufficient to convey the entire design intent. It will be supplemented by the Project Architect and Quantity Surveyor and incorporated into their documents for tendering and construction purposes.

5.3.11 The Contractor shall on the basis of the approved schematic design prepare for the approval of SIA the design development documents which consist of drawings showing plans, elevations and cross-sections and all other drawings necessary for the implementation of the project and which serve to illustrate the size and character of the entire project in its essentials.

5.3.12 Upon receiving approval from the Contractor on behalf of SIA on the said design development documents the Contractor shall make submissions to the relevant authorities together with necessary drawings, documents and applications so as to obtain their approval for proceeding with the construction works of the Project.

6 LOCAL AUTHORITY AND PLANNING APPROVALS

6.1 The Contractor shall prepare all submissions in connection with the proposed works to the Landlord and/or relevant authorities for planning approval, building plan approval, building permits approval, etc.

6.2 All submission of the layout plans must be vetted by the Landlord prior to the submission to the relevant authorities, which shall be lodged directly by the Contractor.

6.3 The Contractor is required to submit the following plans to the Landlord for consideration/endorsement prior to commencement of work on site.

(a) Interior Design/Architectural;
(b) M&E; and
6.4 Fully dimensional plans (scale of 1:50 to 1:100) showing the floor plan layout together with elevations and cross-sections of the new and existing works shall be submitted to the Landlord. In addition, shop front perspective drawings showing the signboard and window display will also have to be submitted to the Landlord.

6.5 On approval of the plans by the Landlord, one (1) set will be retained by the Landlord while the rest will be returned to the Contractor for their submission to the Authorities. A complete approval set of plans and documents from Authorities must be forwarded to the Landlord and the Employer for record.

6.6 The Contractor shall arrange meetings when required with the landlord and relevant authorities in seeking their co-operation, approvals, waivers, etc.

6.7 Consult with the landlord, local authorities and other authorities on all matters of principle in connection with the works including the availability of public and other utilities.

6.8 Monitor the status of landlord and authorities approval. All final approvals from the statutory bodies shall be obtained by the Contractor.

6.9 The Contractor shall arrange and attend all interim and final inspection of the completed Project by representatives of all relevant authorities.

6.10 The Contractor shall effect and complete any amendment plans required by the Landlord and the relevant authorities and obtain for and on behalf of the Employer the relevant Permit and/or Certificate of Statutory Completion relating to the Project.

7 ACOUSTIC CONSULTANCY SERVICES

7.1 General

7.1.1 The principal task is to provide full acoustic consultancy service and cover the full design, documentation, tender, construction supervision, testing and commissioning services in all aspects of acoustic work. The Contractor shall perform such duties and professional services that are usually or customarily performed by the Acoustic Consultant according to the practice of their profession.

7.2 Design Stage

7.2.1 The Contractor shall consult with the Employer to ascertain the acoustic requirements of the project and set appropriate acoustic goals for the project.

7.2.2 The Contractor shall advise on all aspects of acoustic design of the proposed development covering the study of building envelope, ceiling, floor and wall design and recommending effective mitigation measures against external and internal noise. The external noise sources include transportation noise resulting from aircraft and road traffic, whereas the internal noise sources include noise generated from speech, telephone, footfall, mechanical services and other installed equipment, general activities (including cleaning, movement of furniture and materials) and noise generating facilities.

7.2.3 The Contractor shall recommend acoustic design parameters for the above project areas, such as Sound Transmission Class (STC), Impact Insulation Class (ICC), Noise Reduction Coefficient (NRC), Reverberation Time, allowable background noise levels and vibration transfer. Also, the Contractor shall review and advise on the design of the project areas with respect to achieving the recommended acoustic design parameters.

7.2.4 The Contractor shall advise the Employer on the necessity for any acoustic surveys, investigations or tests which may be required for the proper design of the project and arrange for these to be carried out on its behalf. The Contractor shall advise on the results of such surveys, investigations or tests.
7.2.5 The Contractor shall create a conducive work environment for SIA staff and by minimizing ambient noise levels from the mechanical services; ensure that mechanical noise control is accommodated within the mechanical design noise criteria and also nearby conversations.

7.2.6 The Contractor shall identify all the weak points in the proposed walls and floor-ceiling system, such as doors, windows, ventilation ducts, wall plugs, electrical outlets, joints, penetrations or flanking paths, etc and advise on noise control to these weak points.

7.2.7 During the design phase, the Contractor shall study the architectural, structural, interior and M&E designs (including co-ordinated M&E drawings) in detail. Thereafter, the Contractor shall submit a full and comprehensive report endorsed by the qualified person covering all aspects of noise that would be anticipated and recommending noise control details that can be incorporated into the architectural, structural, interior and M&E designs.

7.2.8 The Contractor shall provide justification for selection of various noise and vibration control systems for the Employer's consideration and approval.

7.2.9 The Contractor shall take noise level readings, check for conformance with specification and submit full and comprehensive reports endorsed by the qualified person covering findings, interpretation of field test results, recommendation on the proposed rectification works and acceptance of acoustic performance in the following stages in the following stages:

(a) Upon completion of construction; and

(b) Upon completion of the recommended rectification work and prior to final acceptance of the completed construction.

7.2.10 The Contractor shall submit comprehensive reports covering findings, interpretation of field test results, recommendation on the proposed rectification works and acceptance of acoustic performance in various stages.

8 PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICE

8.1 General

8.1.1 To advise the Client on contractual matters in relation to the main contract, nominated subcontract and the Client's direct contracts (where applicable).

8.1.2 To perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

8.1.3 All costs related to duty travel, telecommunication, postage and any works deemed necessary to perform and to fulfill their responsibilities and obligations, shall be borne by the Contractor and is non-reimbursable by the Client.

8.1.4 The Contractor is required to adhere to the stated timeline for the completion of the project (retrofitted and completed for occupancy).

8.1.5 Advise on contract arrangements, Tender procedures and advance purchases or orders for materials or equipment, the financial effects and their delivery times in order to comply with the project construction schedule.

8.1.6 The Contractor shall provide advice to the Employer in the preparation of an overall project construction schedule.

8.2 Tender & Contract Documentation Stage
8.2.1 Advise on contracts arrangements, tendering procedures and advance purchases or orders for materials or equipment, the financial effects and their delivery times in order to comply with the Project Construction Schedule.

8.2.2 Preparation of conditions of contract, conditions of sub-contract, conditions of tendering, forms of tender and preliminaries for the main contract and all sub-contracts.

8.2.3 In association with other consultants engaged by them, the Contractor shall compile the particular specifications, standard performance specifications, drawings, bills of quantities, schedule of unit rates, schedule of technical data, schedule of spares and special tools, schedule of guarantees/warranties, schedule of maintenance and servicing, covering all aspect of SIA’s requirements, the level of work quality, specific construction programming requirements, etc for incorporation into the tender documents.

8.2.4 The Contractor shall prepare and submit to SIA for approval pre-tender estimates calculated on the basis of the said particular specifications, standard performance specifications, drawings, bills of quantities, schedule of unit rates prior to the issuance of tender invitations for the construction of the project.

8.2.5 The Contractor shall manage the process of pre-qualification of tenderers, tender invitation and evaluation of the tender submissions.

8.2.6 The Contractor shall conduct the tender exercise (including pre-qualification of tenders) in accordance with SIA’s tendering procedures. The Contractor shall ensure that sufficient contractors be invited to tender for the works so as to have at least 3 competitive tender received at the tender closing date. The Contractor shall examine, analyze and report on tenders received for the project and recommend to SIA for award of contracts. The report on tender shall include the tenderer’s financial status, relevant experience, current project commitment, arithmetical check, review of errors and unit rates in the tenders.

8.2.7 In the event the tender cost exceeds the allocated budget, the Contractor is required to advise the Employer on cost re-engineering to meet the budget. Re-tender exercise will have to be conducted.

8.2.8 Review the tender proposals for completeness, suitability, buildability, maintainability and compliance to particular specifications and standard specifications, and to ensure that all items agreed during the tender clarification stage are fully and properly captured before execution by the Employer.

8.2.9 During the process of this review the following will be carried out: -

(a) Conduct tender interview with the tenderers;
(b) Obtaining clarifications from the tenderers as necessary;
(c) Review the tenderers’ qualification and advise SIA accordingly, and if necessary amend and/or draft additional conditions to ensure that SIA’s interests are properly covered;
(d) Negotiate with tenderers either jointly with or on behalf of the Employer after consultation with SIA as regards to terms and conditions of contract which may be proposed by the tenderers, always acting in the best interest of SIA; and
(e) Make recommendation to SIA on the acceptance of the tenders and the award of the contracts, such recommendations always to be in the best interests of SIA.
(f) Prepare letters of award and all formal contract documents to be executed between the Employer and the selected contractors and suppliers for signing, stamping and circulation.
8.3 Construction Stage

8.3.1 The Contractor shall ensure that the master programme and the Project Construction Schedule are updated as and when necessary, and is approved by the Employer. Approval by Employer of the master programme shall not relieve Contractor of any of Contractor’s duties, obligations or responsibilities under the Consultancy Agreement.

8.3.2 In case that Employer requests Contractor in writing to complete the Project ahead of the agreed timeline, Contractor shall endeavor its best efforts to accelerate its performance of the Works to the satisfaction of Employer, from which any net extra costs (if any) incurred therefore by Contractor shall be reimbursed by Employer in accordance with the Schedule of Rates, and subject to Clause 2(c) of the Consultancy Agreement.

8.3.3 Any costs and expenses incurred by the Contractor’s acceleration due to reasons other than Employer’s request shall be borne by the Contractor. Further, Contractor shall be liable to any extra expenses incurred to Employer due to Contractor’s such acceleration.

8.3.4 The Contractor shall provide accountability and accurate guidance during the entire construction stage and ensure the delivery of the development within the agreed upon plans, specifications, and budgets by providing on-site construction administration, supervision, and coordination.

8.3.5 During the construction stage, the following will be carried out: -

(a) Scheduling and conducting all site and construction meetings;
(b) Developing and maintaining construction schedules;
(c) Reviewing with the owner and architect/engineer the monthly status reports, including b) Construction progress vs. schedule;
(d) Quality of workmanship review;
(e) Preparing punch lists in advance of completion and establishing management systems for correction of any deficient work by the appropriate contractor;
(f) Monitoring adherence to safety programs & coordinating all safety requirements;
(g) Coordinating all general condition items including temporary facilities;
(h) Accepting delivery and arranging storage, protection, and security for all owner purchased materials, systems, and equipment;
(i) Obtaining all building equipment, operating manuals and warranty information, and coordinating startup of the building systems with operational personnel;
(j) Obtaining for as-built drawings from the contractors for the architect/engineer review and verification; and
(k) Assisting the owner in occupancy, equipment startup, and systems operations through the appropriate suppliers and trades.

8.3.6 The Contractor shall in consultation and in collaboration with other consultants engaged by them check and approve all samples, schedules, design drawings, shop drawings and other submissions by contractors and suppliers to ensure that they conform with the design concept of the project and comply with the final working drawings, specifications and conditions stipulated in the contract documents. The Contractor shall study the design calculations of construction plans and equipment, temporary building, formwork and scaffolding submitted by the contractors and ensure that the structural and safety aspects are adequate.

8.3.7 The Contractor shall prepare any further designs, specifications and drawings as may be necessary for the information of the contractors or as and when requested by SIA to enable them
to carry out construction. The designs, specifications and drawings required under this clause shall be issued without charge to the Contractors and SIA.

8.3.8 The Contractor shall evaluate and approve the work sequence and method statement submitted by the contractors before the start of each section of work.

8.3.9 The Contractor with other consultants engaged by them shall ensure that the construction activities of the contractors do not violate the regulations set by the relevant authorities.

8.3.10 The Contractor with other consultants engaged by them shall make regular visits to the site to determine whether the construction works are proceeding in accordance with the said final working drawings, specifications and conditions stipulated in the contract documents and shall issue necessary and appropriate directions/instructions to contractors and suppliers promptly so as to enable on-time expeditious and proper execution of the works by the contractors with good materials and in a workmanlike manner. The Contractor shall work together with the contractor to prevent common building problems like water leakage and condensation.

8.3.11 The Contractor shall together with other consultants attend site, technical and general meetings with such regularity as shall be necessary throughout the course of the project to ensure that the project be completed expeditiously and in a good and workmanlike manner and shall keep SIA regularly informed of the progress of the works.

8.3.12 The Contractor shall study and submit recommendations to SIA on claims made by contractors and suppliers and on all other matters relating to the execution and progress of the project and on the interpretation of the contract documents. This shall include the consolidation and evaluation of all variation work claims and extension of time claims.

8.3.13 The Contractor shall prepare and submit risk analysis, impact assessment, security analysis and safety audits as and when required by the law or the Competent Authorities. The Contractor shall make reference to the new Workplace Safety and Health Act, 2006 or its latest review and other Competent Authorities’ requirements in the preparation of the necessary reports and assessments.

8.3.14 On completion of works, a Certificates of Supervision of Building Works and Certificates of Supervision of Structural Works shall be endorsed and submitted by the Contractor’s qualified and registered Architect and Professional Engineers.

8.3.15 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

8.4 Supervision and Quality Control

8.4.1 The Contractor shall advise on the need for quality assurance schemes, third parties inspections, defects, insurance and product guarantees/warrantees.

8.4.2 The Contractor shall assess the contractor's proposed construction products and advise SIA accordingly for decision-making.

8.4.3 The Contractor shall carry out day-to-day on site supervision of construction works, in accordance to Authorities’ requirements, project nature and budget. Also, the Contractor shall manage, supervise and motivate the site staff in the performance of their duties and the discharge of their responsibilities. Where necessary, provide guidance as to the degree of compliance to specification taking into account the site condition and local practices.

8.4.4 The Contractor shall provide regular and adequate technical supervision and inspection of the works on site to satisfy himself that the quality of works and workmanship are being executed in accordance with the specifications, approved drawings and good architectural/engineering practice and shall issue necessary appropriate directions/instructions to contractors and suppliers promptly so as to enable on-time expeditious and proper execution of works by the contractors.

8.4.5 The Contractor shall witness the testing and commissioning of all equipment installations at the appropriate times and agree with the other Consultants engaged by them on the forms of test
records and other documentation necessary for such purpose. Also, the Contractor shall approve acceptance test of the works on site or off site.

8.4.6 The Contractor shall monitor the performance of the contractor in the performance of their duties and the discharge of their responsibilities, and to ensure that the quality of works are being executed in accordance with the intentions of the building and other contracts.

8.4.7 Visits to site shall be frequent enough to enable anticipation and resolution of job-site problems.

8.4.8 The Contractor shall ensure that high standards of cleanliness, hygiene and safety are practiced by the contractors at all stages of construction including the Defects Liability Period.

8.4.9 The Contractor shall safeguard SIA against defects and deficiencies in the works.

8.5 Reporting and Meetings

8.5.1 The Contractor shall convene, conduct and keep minutes of site, technical, co-ordination, progress, defects and general meetings with such regularity as shall be necessary to ensure that the project be completed expeditiously and in a good and workmanlike manner and shall keep the Employer regularly informed of the progress of the Works. All meetings must be attended by the Registered Architect and Engineers (Unless suitable representatives are approved by SIA). Frequency of meetings is likely to be at least once a week. The Contractor shall prepare and promptly distribute minutes to the Employer and Contractors.

8.5.2 The Contractor shall be responsible to resolve all coordination of the services interfacing work with the main contractor, specialist contractors, nominated sub-contractors and suppliers for the Works as the case may be.

8.5.3 The Contractor shall check appropriate information is provided to SIA and notify, advise and recommend to decisions required of SIA.

8.5.4 The Contractor shall submit weekly progress report to SIA. The progress report shall include detailed work progress, progress photographs, financial status, projected cash flow, authority submission status and matters arising, etc.

8.5.5 The Contractor shall submit monthly progress reports to the Client, together with project control schedule charts highlighting critical items, potential bottlenecks cost variance against the approved budget, as well as time variance against the approved programme.

8.5.6 The Contractor shall prepare a financial statement and budget reconciliation report on a monthly basis by providing SIA a status report of all variations, evaluating contractors’ claim, projecting the cash-flow and updating the project balance sheet.

8.6 Contract Management

8.6.1 The Contractor shall advise SIA on contractual matters in relation to the main contract, nominated subcontract, minor works contracts and SIA’s direct contracts, where applicable.

8.6.2 The Contractor shall advise SIA on legal and contract issues relating to the project, maintaining the project account, and reporting on the progress of the Works by the contractor.

8.6.3 The Contractor shall ensure that the contractors fulfils their contractual obligations in all respects of their services (including timely submissions to Authorities for approval).

8.6.4 In the event of termination of any contract involving a change of contractor at construction stage, the Contractor shall recommend and provide services in particular to re-tender or novation of contract for the continuity of the project.

8.6.5 The Contractor shall establish standard procedures with the Employer and contractors take site measurement and assess the contractor's claims for progress payment against actual completion
on site. Thereafter, the Contractor shall prepare and certify interim valuations for payment by the Employer.

8.6.6 The Contractor shall compile and advise the Employer on cost and time implication on Architect’s Instructions issued to the contractors.

8.6.7 The Contractor is required to advise the Employer on the estimated costs of any proposed additional works or variations and time implication on variation works prior to issuance of order to the contractors. Variation Work Request (VWR) shall be raised and approval given by the Client before any instruction can be issued to the Contractor as variation order.

8.6.8 The Contractor shall evaluate and prepare necessary variations to contracts. He shall give all necessary instructions and directions, measure and make valuations of variations and prepare, finalize and agree accounts with the contractors. All Variation Work Requests (VWR) shall be prepared and forward to the Employer for approval 3 days prior to issuing instruction. All Variation Orders (VOs) shall be prepared and forward to SIA for approval within 3 weeks of the completed works. All-star-rated items shall be substantiated with 3 independent tenders or other substantiating evidence. Contractor’s certification of variation orders shall be accompanied with plans and photographs taken before and after the variation work. The Contractor shall have no authority to make any variation to any contract unless prior approval has been obtained from the Employer.

8.6.9 The Contractor is required to study and submit recommendations to the Employer on claims made by contractors and suppliers and on all other matters relating to the execution and progress of the project and on the interpretation of the contract documents. This shall include the consolidation and evaluation of all variation work claims and extension of time claims.

8.6.10 Assess the contractor claims for additional payment for changes made to the construction work requested by the Employer and ensure compliance to the Employer’s in-house control procedures before payment certification.

8.6.11 The Contractor shall agree settlement of extension of time and project final account with the contractor, in association with the Employer and in accordance with the Employer’s in-house procedures. The Contractor is required to prepare the final accounts including settlement of claims and incorporating financial implications of delays, extension of time and acceleration and variation costs.

8.6.12 To submit weekly progress reports to the Employer, together with project control schedule charts highlighting critical items, potential bottlenecks cost variance against the approved budget, as well as time variance against the approved programme.

8.6.13 The Contractor is required to vet all performance guarantees/warranties documents and insurance policies to ensure that they are in accordance with Tender agreement and that the Client’s interests are properly covered.

8.6.14 The Contractor is required to provide contract advice to the Employer and assist in settling disputes or differences which may arise between the Employer and the Contractors of the Project. This will include any work connected to or in preparation for formal arbitration or legal proceedings.

8.6.15 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

9 QUANTITY SURVEYOR SERVICES

9.1 The principal task is to provide full Quantity Surveyor consultancy service for the proposed developments. The Contractor shall perform such duties and professional services that are usually or customarily performed by the Quantity Surveyor according to the practice of their profession.

9.2 The Contractor shall consult with SIA to ascertain the requirements of the project.
9.3 The Contractor shall assist SIA and the Project Architect in the preparation of an outline programme for the proposed development.

9.4 The Contractor shall provide advice to SIA in the preparation of an overall Project Construction Schedule.

9.5 The Contractor shall advise on the financial effects of advance purchases or advance orders for materials or equipment and their delivery times in order to comply with the Project Construction Schedule.

9.6 The Contractor shall prepare a preliminary estimate of the Total Project Construction Cost to enable SIA to determine feasibility of viability proposals for the Project.

9.7 The Contractor shall carry out comparative cost studies for alternative designs, materials and methods of construction.

9.8 The Contractor shall advise SIA and/or Project Architect on comparative economies of construction costs and coordinate with the Project Architect and other consultants engaged by them in the implementation of cost monitoring and control of construction costs from design development through construction and completion of the project.

9.9 The Contractor shall prepare a detailed cost estimate of the proposed work based upon approximate quantities measured from schematic drawings prepared by the design consultants and incorporating consultant’s budgets for building services and other specialist works.

9.10 The Contractor shall prepare a detailed Elemental Cost Plan, including brief specification of each element.

9.11 The Contractor shall provide cost checks, cost statements, comparative cost studies and advice on modifications in design to maintain budgetary control during design development and preparation of tender documents.

9.12 The Contractor shall recommend on savings if the detailed estimate falls outside SIA’s budget constraints and subsequent adjustment to the estimate to incorporate any design modifications made to comply with budget constraints.

9.13 The Contractor shall prepare reconciliation statement between Cost Plan and the Tender.

9.14 The Contractor shall advise SIA on legal and contract issues relating to the project, maintaining the project account, and reporting on the progress of the Works by the contractor.

9.15 The Contractor shall establish standard procedures with SIA’s staff and contractors for the monthly valuation of progress payments and advise SIA on the estimated costs of any proposed additional works or variations.

9.16 The Contractor shall study and submit recommendations to SIA on claims made by contractors and suppliers and on all other matters relating to the execution and progress of the project and on the interpretation of the contract documents. This shall include the consolidation and evaluation of all variation work claims and extension of time claims.

9.17 The Contractor shall prepare the Final Accounts of the Building Contracts including settlement of claims and incorporating financial implications of delays, extension of time and acceleration and variation costs.

9.18 In the event of termination of any contract involving a change of contractor at construction stage, recommend and provide services in particular to re-tender or novation of contract for the continuity of the project.

9.19 The Contractor shall prepare documentations for conducting of the Tender exercises.
9.20 The Contractor shall prepare cost estimates of the total project construction cost, based on preliminary drawings and performance specifications, to enable the Employer to determine feasibility of viability proposals for the Project.

9.21 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

10 CASH FLOW

10.1 The Contractor shall arrange for the preparation and maintenance of cash flow forecasts and statements (S-curve cash flows), regularly, for monitoring project expenditure.

11 MIGRATION PLANNING AND MIGRATION MANAGEMENT

11.1 The Contractor shall prepare and disseminate a strategy for migration and occupation including:

(a) Detailed programme for client activities
(b) Migration execution plan
(c) Migration meeting

11.2 Key goals and criteria for the migration are set out below:

(a) Plan staff migration during the phased renovation of CCB Level 1.
(b) Manages the Move Contractor and ensure communication between the move contractor and SIA move coordinator.
(c) Minimise disruption to business throughout the entire move exercise
(d) Eliminate or reduce business risk to a minimum
(e) Minimise disturbance or inconvenience to employees of SIA.
(f) Implement the works in a cost-effective manner, but not to take priority over the objective of reducing business risk
(g) Assist to ensure all staff are kept informed of the move and the requirements in advance of each move
(h) Assist to ensure each member of staff is aware of his/her responsibilities during the migration
(i) Assist to reassure staff of a smooth transfer during the phased renovations.
(j) Integrate the moves and the phased renovation works to ensure that users’ expectations are met or exceeded
(k) Ensure the migration & move process provides a ‘User friendly’ seamless experience.

12 COMMISSIONING AND MAINTENANCE

12.1 Arrange hand-over of the completed works to SIA and any appointed Maintenance Agency (if any), after operational tests and full commissioning of services. On behalf of SIA, accept and confirm the compliance of the specifications as spelled out in the contract documents.

12.2 Liaise with SIA and the contractor on commissioning and equipping programmes. Arrange for the contractor's maintenance and cleaning information, operation and maintenance manuals, test certificates, guarantees/warranties, operating instructions, ‘as-built' drawings and ‘as-installed' diagrams to be forwarded to SIA after due diligence has been carried out to ensure completeness and accuracy of the said documents.

13 DEFECTS LIABILITY PERIOD

13.1 The Contractor is required to advise the Client on the payment of the contractors’ retention monies and bankers’ guarantees.
13.2 The Contractor is required to submit a professionally documented and updated list of defects to be rectified by the contractor after the issue of the completion certificate.

13.3 The Contractor is required to ensure monthly inspection is carried out by the Contractor’s overseas representative to ensure defects are rectified by the contractor timely, progressively, satisfactorily and in a correct or desired sequence. The defects that could affect the Client’s operation directly and indirectly must be given priority.

13.4 The Contractor is required to keep record and handle all correspondences on the rectification of defects during the defects liability period.

13.5 The Contractor is required to advise the Client on the contractors’ contractual liabilities during the defects liability period.

13.6 Advise the Client on the issuance of the maintenance certificate upon the expiry of the defects liability period, payment of the contractors’ retention monies and release of bankers’ guarantee(s).

13.7 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.

14 SCHEDULE OF DELIVERABLES

14.1 The Contractor shall include in their fee to provide to SIA the following drawings and catalogues endorsed by the respective qualified person:

(a) Copies of all drawings and specifications prepared, amended or otherwise including schedules to SIA, Landlord and all other consultants.

(b) 1 set of drawings upon submission to all Statutory Authorities and 2 sets certified true copy of approved drawings. (Same shall apply for any amendment submissions).

(c) A set of tender drawings upon calling tender, including 2 sets tender documents.

(d) A set of contract drawings (signed copy), including 2 hardbound signed contract documents.

(e) 1 set of "as-built" final drawings, approved by the building authorities and Lead consultant, in the form of paper prints and 1 set soft copy of in auto cad format store in computer external storage media such as “thumb drive”.

(f) 1 set of operation and maintenance manual and 1 set in soft copy.

14.2 All working drawings before being approved would be deemed to be included in the Contractor’s fee. Also, the Contractor shall produce to SIA the following deliverables as detailed in the scope of works:

(a) Preliminary budget estimate and quantities;

(b) Detailed elemental cost plan and brief specifications of each element;

(c) Condition of contracts and sub-contracts, bill of quantities, material specifications;

(d) Pre-qualification criteria of tenderers;

(e) Tender evaluation report and recommendation;

(f) Cash flow projection;

(g) Financial statement; and

(h) Final account report.
ATTACHMENT 3: PAYMENT OF FEES

1 Mode of Payment

1.1 The Fees shall be paid to the Contractor for the Services rendered in stages as the project progresses on completion of each stage:-

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Stage of Works</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upon acceptance of Design &amp; Approval from All Necessary Authorities (including conducting Land Survey)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Construction Stage for Prefabricated Structure</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Foundation Works</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Civil and Structure Works</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Electrical Works</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mechanical Works</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Any Other Works (Please State)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Occupancy Stage for Prefabricated Structure</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Purchase of new furniture</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Provide labour to move existing furniture into prefabricated structure to re-use in classrooms</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Maintenance of Prefabricated Structure (if any)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Others (if any)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Removal of Prefabricated Structure after 3 Years</td>
<td></td>
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<tr>
<td>14</td>
<td>Remove and Dispose Prefabricated Structure</td>
<td></td>
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<tr>
<td>15</td>
<td>Reinstatement Works (including demolition and removal of foundation)</td>
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<tr>
<td>16</td>
<td>Others (if any)</td>
<td></td>
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</tbody>
</table>

Total

2 Fee Proposal

2.1 The Contractor’s fee shall be quoted based on **lump sum cost**. The lump sum cost shall include but not limited to the Contractor’s Fee, other consultant’s fees, authorities’ charges, the Employer’s system and related equipment, land cost, contingency sum, provided in the Building Contract, pertinent local taxes or any item that is directly under the Contractor’s purview.

2.2 The Contractor’s fee should be inclusive of associate costs like lithography charges, as-built drawings, overseas travel, IDD phone and facsimile (where necessary), etc.

3 Terms of Payment

3.1 Payment due to the Contractor for the Contractor’s Fee and Progress Payment for the Works shall be paid within thirty-five (35) days upon the receipt of an invoice from the Contractor.

3.2 In the event of breach by the Contractor to act diligently and with due care and skill, SIA shall be entitled to withhold any payment due to the Contractor notwithstanding the achievement of the respective stages of payment. All direct and consequential losses, expenses, claims and damages incurred arising from the breach, whether in contract or in tort, shall be recoverable from the Contractor.
SECTION H: COMPLIANCE CHECKLIST

Please provide acknowledgment and confirmation of compliance with the RFP requirements.

<table>
<thead>
<tr>
<th>Section A</th>
<th>Confirm Compliance / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Introduction</td>
<td></td>
</tr>
<tr>
<td>5.0 Tender submission</td>
<td></td>
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<tr>
<td>6.0 Terms &amp; Conditions</td>
<td></td>
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</tbody>
</table>

Returnable Schedules

<table>
<thead>
<tr>
<th>Section B – Form of Tender</th>
<th>Confirm Submission (Yes/ No)</th>
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<tr>
<th>Section C – Declaration by Contractor/Contracting Party</th>
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<th>Section D – Declaration of Participation by Relative/Associated Companies</th>
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<tr>
<th>Section E – Particulars of Contractor, Project Team and Master Programme</th>
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<table>
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<tr>
<th>Section H: Compliance Checklist</th>
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<tr>
<th>Section I: Non-Disclosure Agreement</th>
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<tr>
<th>Section F – Specimen Consultancy</th>
<th>Please detail requested changes to Indicative Agreement</th>
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<tbody>
<tr>
<td>Section/Clause</td>
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<tr>
<th>Section G - Attachments</th>
<th>Confirm Compliance / Notes</th>
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</table>

In addition to the above, the following design proposal and documents shall be submitted together with the Tender for review:

<table>
<thead>
<tr>
<th>S/n</th>
<th>Description</th>
<th>Submitted</th>
</tr>
</thead>
</table>
| 1   | Proposed design and layout plan, with minimum 2D layout of:  
• Design of the structure;  
• Plan layout of 24 air-conditioned rooms (18 Classrooms and 6 CBT rooms);  
• Classroom sitting configuration using proposed rented/purhcased furniture;  
• Shelter connecting main building (STC) to Prefabricated Structure; | Yes | No |
| 2   | Master Programme for the Project, showing the sequence in which the Contract Works are to be carried out, i.e pre-construction, lead times and construction and authority approvals. | Yes | No |
| 3   | Breakdown cost of lump sum fee for the respective professional services required for the completion of the project. | Yes | No |