

COVER LETTER

NAFA/EST/00094

4 February 2026

To All Tenderers

PROPOSED SUPPLY AND INSTALLATION OF DANCE MAT AND SPRUNG FLOOR FOR NEW DANCE STUDIOS FOR NANYANG ACADEMY OF FINE ARTS (NAFA) AT BENCOOLEN MRT STATION

TENDER REFERENCE: NAFA/EST/ 00094

Nanyang Academy Of Fine Arts (hereinafter referred to as "NAFA") is pleased to invite your company to participate in the tender for the Proposed Supply and Installation of Dance Mat and Spung Floor for New Dance Studios for NAFA at Bencoolen MRT Station.

The list of documents enclosed in this Invitation to Tender is described in the Instructions to Tenderers. Tenderers are to submit their tenders in accordance with the Instructions to Tenderers. Tenders will be rejected if they are not submitted in accordance with the Instructions to Tenderers.

Xavier Tan TingXuan
Head of Estate Managements Office
Nanyang Academy Of Fine Arts

Pioneering
Southeast
Asian Arts
Since 1938



Nanyang Academy of Fine Arts

UEN: 201006523M

80 Bencoolen Street Singapore 189655

Tel: 6512 4000

Fax 6337 3920

www.nafa.edu.sg

TENDER DOCUMENTS

FOR

**PROPOSED SUPPLY AND INSTALLATION OF DANCE MAT
AND SPRUNG FLOOR FOR NEW DANCE STUDIOS FOR
NANYANG ACADEMY OF FINE ARTS (NAFA) AT
BENCOOLEN MRT STATION**

TENDER REFERENCE: NAFA/EST/00094

EMPLOYER:

**NANYANG ACADEMY OF FINE ARTS
80 BENCOOLEN STREET
SINGAPORE 189655**

4TH FEBRUARY 2026

**PROPOSED SUPPLY AND INSTALLATION OF DANCE MAT
AND SPRUNG FLOOR FOR NEW DANCE STUDIOS FOR
NANYANG ACADEMY OF FINE ARTS (NAFA) AT
BENCOOLEN MRT STATION**

TENDER REFERENCE: NAFA/EST/ 00094

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CHECKLIST FOR TENDER SUBMISSION / CONTRACTORS PROPOSALS

CHECKLIST FOR TENDER SUBMISSION / CONTRACTORS PROPOSALS

The submission of the following items forms part of the critical criterion. Contractors Proposals that do not contain each and every one of these shall be rejected.

The Tenderer shall include within its Contractors Proposals the relevant completed part(s) of each of the items listed in this checklist.

S/N	Description	Submitted
1	Form of Tender	<input type="checkbox"/>
2	Summary of Tender	<input type="checkbox"/>
3	Breakdown Cost for the Works	<input type="checkbox"/>
a	Pricing of Preliminaries	<input type="checkbox"/>
b	Pricing of the Works	<input type="checkbox"/>
4	Track record of similar experience	<input type="checkbox"/>
5	Safety performance with MOM	<input type="checkbox"/>
6	Financial status and legal proceedings for the past 3 years	<input type="checkbox"/>
7	Two pages of technical write up	<input type="checkbox"/>
8	Design Proposals, sketches, layout, photos, etc.	<input type="checkbox"/>
9	Programme of Work for the complete implementation of the project with emphasis on critical key dates, in Gantt Chart format, using Microsoft Project or approved equivalent, clearly showing the critical path.	<input type="checkbox"/>
10	Site Organisation Chart indicating key operation staff and curriculum vitae.	<input type="checkbox"/>
11	Quality & Site Safety Management	<input type="checkbox"/>
12	Declaration by Tenderer	<input type="checkbox"/>
13	Undertaking to Safeguard Official Information	<input type="checkbox"/>
14	Director(s)' Declaration on Financial Solvency	<input type="checkbox"/>
15	Daywork Schedule	<input type="checkbox"/>
16	Any other supporting documents (Tenderer to list below)	<input type="checkbox"/>
	(a)	
	(b)	
	(c)	

Submitted By:

Full Name

NRIC/Passport No.

Name of Tenderer

Designation

Date

FORM OF TENDER

FORM OF TENDER

To:
Nanyang Academy Of Fine Arts
80 Bencoolen Street
Singapore 189655

Name(s) of Tenderer(s):
Address:

Tender No: NAFA/EST/00094

1. Having examined and understood the Invitation to Tender comprising: -
 - a. Checklist for Tender Submission;
 - b. Form of Tender;
 - c. Instructions to Tenderers;
 - d. Specimen of Agreement
 - e. Appendix to Public Sector Standard Conditions of Contract Lite for Construction Works (1st Edition, March 2025)
 - f. Particular Conditions of Contract
 - g. Particular Requirements
 - h. Preambles
 - i. Preliminaries for the Whole Project
 - j. Summary of Tender
 - k. Breakdown Costs for the Works
 - l. Pricing of Preliminaries for the Works
 - m. Pricing of the Works
 - n. Daywork Schedule
 - o. Declaration by Tenderer
 - p. Undertaking to Safeguard Official Information;
 - q. Director(s)' Declaration on Financial Solvency;
 - r. Specimen of Standard Product Guarantee;
 - s. Specimen of Banker's Guarantee / Insurance Performance Bond;
 - t. All addenda issued during the course of this tender.

for the execution of the above-named Works, we, the undersigned offer and undertake, on your acceptance of this Tender Offer, to design (to the extent provided for in the Contract), execute, and complete the Works, and remedy any defects therein in conformity with the Conditions of Contract, Specifications, Drawings, Bills of Quantities/Schedule of Rates, and Addenda for the Sum of:

.....
.....
.....
(.....)

2. Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Tender Documents.
3. We undertake if our Tender is accepted to commence the Works on the date or dates specified in the Employer's Letter of Acceptance and if there is no such date or dates then as soon as is reasonably possible after the receipt of an order to that effect from the Superintending Officer

and to complete the whole of the Works comprised within the Contract by the Time for Completion or Times for Completion stated in the Appendix.

4. Our offer is valid for the Validity Period as specified in the Instructions to Tenderers and for any such extension of the period as may be mutually agreed in writing.
5. Where required by you, we shall execute a formal agreement in the appropriate form incorporating the terms and conditions as agreed upon between you and us. Until the said formal agreement is executed, this Tender Offer together with your written acceptance, shall constitute a binding agreement between us.
6. We understand that you are not bound to accept the lowest or any tender you may receive.
7. We further undertake to give you any further information which you may require.
8. We warrant, represent and declare that we have the power to enter into, perform and deliver, and have taken all necessary action to authorise our entry into, performance and delivery of, the binding agreement upon your written acceptance of our Tender Offer.

Dated this day of 20.....

Name:

*Signature in the capacity of
duly authorised to sign Tender Offers for an behalf of.....

.....
(IN BLOCK LETTERS)

*Tenderer's official stamp:

Address:

.....

.....

Witness:

Address:

.....

Occupation:

9. Our Service Address (as referred in Clause 37.2(1) of the Standard Conditions) is

.....

.....

Our telephone number is.....

NOTICE - This Form duly completed must accompany every Contractors Proposals. Any change to its wordings may render the Tender liable to disqualification.

INSTRUCTIONS TO TENDERERS

INSTRUCTIONS TO TENDERERS

1. GENERAL

1.1 All Tenderers are required to study this document thoroughly to ensure full compliance with all the requirements and scrutinise carefully the prepared submissions for errors and omissions before tendering. This document shall form part of the Contract.

2. DEFINITIONS

2.1 Throughout this Invitation to Tender and any resulting Contract that may be entered into, unless the context otherwise requires, the following definitions shall apply:

- (a) "Invitation to Tender" means the invitation to participate in this Tender, and comprises all tender documents forwarded to the Tenderer inclusive of the Letter of Invitation, Instructions to Tenderer (including any Additional Instructions), Form of Tender, Conditions of Contract and its Appendix and Annexes, Specifications and any other documents and forms enclosed;
- (b) "Consortium" means an unincorporated joint venture through the medium of a consortium or a partnership and shall include any additional member(s) added to the Consortium at any time with the approval of the Employer;
- (c) "Goods" means any goods, equipment, materials, parts, tools, including technical documentation, parts or units thereof, and everything else which the Contractor is required to supply, deliver and/or install under this Contract in the performance of the Services;
- (d) "GST" means the Goods and Services Tax payable at the prevailing rate pursuant to the Goods and Services Tax Act;
- (e) "Parties" refers to the Employer and the Contractor;
- (f) "Person" includes a corporation or an incorporated association;
- (g) "Services" means all works and services as set out in the Invitation to Tender, or any part thereof, required to be performed and executed by the successful Tenderer in accordance with the Contract, including any Goods to be supplied, delivered and/or installed and everything else to be provided by the successful Tenderer that is necessary for the proper provision of the Services under the Contract;
- (h) "Tenderer" means a person or entity or its permitted assigns tendering to provide the Goods and/or Services, and, where the context so permits, all references to "Tenderer" in this Invitation to Tenderers shall be deemed to be references to each individual Contractor as well as to all the Contractors jointly and severally;

3. TENDER DOCUMENTS ISSUED BY THE EMPLOYER

3.1 The following Tender Documents are attached in this Invitation to Tender and form part of the Employer's Requirements:

- (a) Checklist for Tender Submission;
- (b) Form of Tender;
- (c) Instructions to Tenderers;
- (d) Specimen of Agreement
- (e) Appendix to Public Sector Standard Conditions of Contract for Design & Build
- (f) Particular Conditions of Contract
- (g) Employer Requirements
- (h) Preambles
- (i) Preliminaries for the Whole Project
- (j) Summary of Tender
- (k) Breakdown Costs for the Works
- (l) Pricing of Preliminaries for the Works
- (m) Pricing of the Works
- (n) Daywork Schedule
- (o) Declaration by Tenderer
- (p) Undertaking to Safeguard Official Information;
- (q) Director(s)' Declaration on Financial Solvency;
- (r) Specimen of Standard Product Guarantee;
- (s) Specimen of Banker's Guarantee / Insurance Performance Bond;
- (t) Any addenda issued during the course of this tender.

3.2 The following documents also form part of the Employer's Requirements; however, they have not been issued to the Tenderers:

- Public Sector Standard Conditions of Contract Lite for Construction Works. [Available in BCA's website www.bca.gov.sg]

3.3 It is the Tenderer's sole responsibility to ensure that he has a complete set of the Employers Requirements. He shall also check that the Employers Requirements issued to him are complete and that no pages or drawings are missing or duplicated. If there should be any discrepancy found, or if the Tenderer is in doubt as to the true meaning and intent and completeness of any part of the Employers Requirements, he may seek clarification at least seven (7) working days prior to the closing date for submission of tenders, failing which the Employer may disregard any such queries. No appeal will be entertained on the basis of any incomplete documents or misunderstanding of the documents.

4. ENQUIRIES / CLARIFICATIONS ON TENDER

All enquiries / clarifications shall be submitted in writing via email to the following at least seven (7) working days before the closing date for submission of the tender: -

BKAsiaPacific (Singapore) Pte Ltd
Ms Sheikha Shamerah
sshamerah@bkasiapacific.com

and

Formwerkz Architects LLP
Ms Stacy Peh
nafa_bencoolen_station@formwerkz.com

Enquiries / clarifications received shorter than seven (7) working days before the closing date for submission of the tender enquiries shall not be entertained. No oral representation shall be construed to modify or vary any of the provisions, terms or conditions of the employer's requirements.

5. PRICING OF TENDERS

Tenderers shall price each and every item within the 'Breakdown Cost for the Works' for all items described in the Employers Requirements. Items against which no rate or price is entered by the Tenderer, shall be deemed included in the Lump Sum and will not be paid for separately by the Employer. Tenderers shall ensure that the rate and price for each item represents the full value of the item.

All rates and prices quoted shall include any miscellaneous fees or charges incurred in connection with the provision of the Services (other than GST) such as Electronic Road Pricing (ERP), transport, parking charges and overtime work. No additional claims in relation thereto will be entertained.

6. COMPULSORY SITE VISIT

The Tenderer is required to acquaint itself with the actual site conditions by visiting and examining the site and its surroundings at the compulsory site walk which will be indicated in the Letter of Invitation and obtain for itself all information and taking note of any special site restrictions that may be necessary for preparing the tender, at its own expense.

Venue : NAFA Campus 1 Level 1 Foyer, 80 Bencoolen Street (S189655)
Date : 6 February 2026
Time : 3.00 pm
Contact Person : Mr Xavier Tan (+65 9004 8851)

7. SUBMISSION OF TENDER

Tenderers shall submit their Contractors Proposals in accordance with the following mode(s) of submission:

Information or document(s) in tender	Mode of Submission	Closing Date (Singapore time)
Contractors Proposals required to be completed or furnished by the Tenderer as set forth in the "Checklist For Tender Submission".	Email : The Tenderer is required to complete and submit the following documents with password protection to nafatender@nafa.edu.sg before the closing date of tender	20 February 2026, 2.00pm. (Singapore time)

The following for tenderer's strict compliance:

- (a) Tender submissions will be accepted for evaluation via email. Hardcopies of the tenders will not be accepted.
- (b) Please submit your tender with password protected to nafatender@nafa.edu.sg before the closing date/time.
- (c) Please do not submit the password to NAFA before the closing date/time.
- (d) Password will only be submitted upon request by NAFA after the closing date/time.
- (e) Please send in at least half an hour earlier to cater for transmission time.
- (f) The maximum file size for attachment is 100MB only. If the file is too big, please zip the files or use file sharing like OneDrive, Dropbox,

The above measures taken are to ensure the confidentiality of tenderer's submission before the closing date/time. NAFA will not be responsible if the above are not complied.

All expenses incurred in the preparation of this tender shall be borne by the Tenderer. The Employer reserves the right to reject tenders not submitted in accordance with the mode(s) of submission specified in the Instructions to Tenderers.

Tender submitted will be posted in <https://www.nafa.edu.sg/contact-us/tenders>.

8. TENDER SUBMISSION BY A CONSORTIUM

The following shall apply if a tender is submitted by a Consortium:

- (a) Each member of the Consortium shall be a business organisation duly organised, existing and registered under the laws of its country of domicile.
- (b) No Consortium shall include a member who has been debarred from public sector tenders.
- (c) After the submission of the tender, any introduction of, or changes to, Consortium membership must be approved in writing by the Employer.
- (d) The following documents must be submitted with this tender:
 - i. A certified copy of the consortium or partnership agreement, signed by all members of the Consortium,
 - ii. The tender is to be submitted by a member of the Consortium ("Lead Member"). Documentary proof must be provided that the Lead Member is authorised by all members of the Consortium to submit, sign the tender, receive instruction, give any information, accept any contract and act for and on behalf of all the members of the Consortium. The documentary proof could be in the form of:
 - (i) Relevant provision(s) in the certified copy of the consortium or partnership agreement, or
 - (ii) Certified copies of powers of attorney from each members of the Consortium.
- (e) Information must be submitted with respect to:

- i. The legal relationship among the members of the Consortium;
- ii. The role and responsibility of each member of the Consortium; and
- iii. The address of the Consortium to which the Employer may send any notice, request, clarification or correspondence.

(f) If the Employer awards the Contract to a Consortium:

- i. The issue by the Employer of a Letter of Acceptance shall create a binding Contract on all the members of the Consortium.
- ii. Each member of the Consortium shall be jointly and severally responsible to the Employer for the due performance of the Contract.
- iii. As and when requested by the Employer, all members of the Consortium shall be required to sign a formal agreement in the appropriate form with the Employer. Until the said formal agreement is prepared and executed, the Consortium's tender together with the Employer's Letter of Acceptance, shall constitute a binding Contract on all the members of the Consortium.
- iv. In the event that any member of the Consortium withdraws from the Consortium or is adjudicated a bankrupt by a duly constituted judicial tribunal, or goes into liquidation in accordance with the laws of the country of incorporation, then the surviving member(s) of the Consortium shall be obliged to carry out and complete the Contract.

9. LATE TENDERS

Tenders submitted after the stipulated time on the closing date, from whatever cause arising will not be considered.

10. ALTERATION, ERASURES OR ILLEGIBILITY

Except for amendments to the entries made by the Tenderer itself, which are initialled by the Tenderer, tenders bearing any other alterations or erasures and tenders in which prices are not legibly stated are liable to be rejected.

11. CORRIGENDA TO THE EMPLOYER'S REQUIREMENTS

The Employer reserves the right to amend any terms in, or to issue supplementary terms to the Employers Requirements at any time prior to the closing date of the Tender.

12. SAMPLES

Where the Employers Requirements specifies that samples; e.g. of Goods and/or packages, shall be submitted as evidence of the type and quality of items offered in the Tender, such samples shall be delivered at the site and by the time stipulated in the Employers Requirements and should be marked clearly with the Tender number, item number and the name of the tenderer. Where samples are required, failure to provide the required samples at the stipulated time may render the tender liable to be disqualified.

The Tenderer shall indicate, when submitting the samples, whether he wishes the samples to be returned. If no indication is given, the Employer shall not be obliged to return any samples to the Tenderer. Notwithstanding the above, risk of loss or damage to the samples shall at all times remain with the Tenderer and where the samples are to be subject to destructive testing, such samples will not be returned to the Tenderer.

All costs, including but not limited to all shipping and transportation duties incurred in providing and delivering such samples to the Employer shall be borne by the Tenderer.

13. SPECIFICATIONS, PATTERNS, SAMPLES OR DRAWINGS

Any specifications, patterns, samples or drawings specified in the Employers Requirements will be available for inspection by the Tenderer at the address specified in the Employers Requirements during normal working hours up to the stipulated time on the closing date, and with a minimum of 2 days prior request being made.

14. COMPLIANCE WITH INSTRUCTIONS

Tenders will be accepted only if submitted according to the instructions contained and in the form(s) prescribed in the Employers Requirements. Any tender which attempts to vary the Form of Tender or Conditions of Contract is liable to be rejected. In consideration of the Tenderer agreeing to abide by these instructions in the Employers Requirements, the Employer shall evaluate the tenders fairly and in accordance with the said instructions.

15. COMPLIANCE WITH TECHNICAL REQUIREMENTS

The Tenderer shall provide explicit responses of compliance or non-compliance with any other technical requirements enclosed in these Employers Requirements. In the event of any non-compliance with the technical requirements, the Tenderer shall satisfy the Employer (by providing a certification from the manufacturer of the item offered or a copy of the relevant extract from any reputable publication citing clearly its title and edition) that the form, fit and function of the items offered are equivalent to the Goods required and that they are interchangeable. Where the Tenderer fails to satisfy the Employer in the manner above, the tender is liable to be rejected.

16. ELIGIBILITY

Any company or business which is currently debarred from participating in Government tenders shall not be eligible to participate in this Tender. If a tender is submitted without explicitly mentioning that the Tenderer is currently debarred, the Employer shall treat the submission of the tender as an express and continuing declaration by the Tenderer that the Tenderer is in fact eligible to participate in this Tender and, if such a declaration is discovered to be false, the Employer will be entitled to rescind any contracts entered into pursuant to such a tender, without the Employer being liable therefor in damages or compensation.

17. EVALUATION CRITERIA

Where the Employers Requirements specifies evaluation criteria in terms of the financial category and supply category/head required for registration with any Government Registration Authority (GRA), and the Building and Construction Authority, as the case may be, the evaluation of such criteria will be delegated to the relevant GRA.

Where a Tenderer's existing registration with a GRA, which is valid up to the closing date of this Tender, specifies that the Tenderer has met particular criteria in relation to particular financial category and supply category/head, the Employer will regard the Tenderer as having met the criteria specified in the registration for the financial category and supply category/head set out in the registration and in the manner set out in the registration.

Tenderers who are registered with the relevant GRA, specifying that they have met the criteria for this Tender, must declare their registration status in the manner set out in the Employers Requirements.

Tenderers who do not hold a valid registration from the relevant GRA specifying that they have met the criteria for this Tender are advised to apply for the registration with the relevant GRA at the earliest possible opportunity and declare their registration status in their tenders. If by the closing date of tender, their registration with the relevant GRA is still pending, tenderers should enclose a copy of the receipt for registration fee paid issued by the GRA(s) with their tenders.

Tender Proposals that do not meet any of the following criteria may be rejected: -

- (a) Registration of Tenderers and its partners (consortium) with Building & Construction Authority (BCA) in the work head of:
 - i. **ME05 Electrical Engineering L1; or**
 - ii. **SY05 Electrical and Electronic Materials, Products and Components L3 and above; or**
 - iii. **CR06 Interior Decoration & Finishing Works L3 and above**
- (b) Attendance in the compulsory site show round;
- (c) Tenderer shall not be debarred from tendering on or after the closing date of tender.

Evaluation using the Price-Quality Method (PQMv2)

- a) Tenders shall be evaluated based on the following criteria:
 - i) Registration with BCA under the Work Head and Financial Category specified in Clause 17 above. This is a critical evaluation criterion;
 - ii) Acknowledgement of receipt to corrigendum/addendum (if any).
- b) The tender shall be evaluated using the following criteria and weightage:
 - i) The Lump Sum Tender Price (50%);
 - ii) Quality - Compliance with Tender Specification (40%); and
 - iii) Quality - Relevant Experience and Past Performance (10%).

Compliance with Tender Specification Criteria

a) Tenders shall be evaluated according to the following Compliance with Tender Specification Criteria.

No	Compliance with Tender Specification (non-price) Criteria	Weightings/ Score
1	Project Specific Proposal	
a	Technical Proposal – Based on tenderer's technical submission as mentioned under the clause "Documents to be Submitted for Evaluation" in later section.	30 Pts
b	Staff Deployment and Site Management Team i) Staff Deployment and Organization Chart ii) Track records and experience of the site management team	25 Pts
	Total	55 pts

The Weighted Compliance with Tender Specification Score will be computed using the following formula:

$$Q_{(\text{total wt})} = \frac{\text{Summation of quality score for each attribute}}{Q_x} \times \frac{\text{Compliance Weighting}}{(\text{based on total quality score of 55 points})}$$

Relevant Experience and Past Performance Criteria

a) Tenders shall be evaluated according to the following Relevant Experience and Past Performance Criteria.

No	Relevant Experience and Past Performance (non-price) Criteria	Weightings/ Score
1	Project Performance (Past and/or on-going)Track Record	
a	Safety Performance - Based on MOM Demerit Points System	5 pts

No	Relevant Experience and Past Performance (non-price) Criteria	Weightings/Score
b	Tenderer's Specific proposal on safety management: - Site Safety Management Proposal/Programme - Site Security Proposal - Risk Management and method of recovery/prevention (i.e. SOP for reporting incidents)	10 pts
2	Track Record	
a	Relevant Experience - Based on Tenderer's highest value of a single contract completed within the past 3 years. <u>Note:</u> Tenderer to list down all projects meeting the above requirement in information to be submitted by the Tenderers during tender submission	20 pts
b	Financial Status and Legal Proceeding - Based on Financial Status and legal proceedings of the firm within the past 3 years	10 pts
		Total 45 pts

Provided that the particular attribute under project performance does not have any minimum qualifying requirement stipulated, the average quality score of the other conforming tenderers for that attribute shall be adopted for the new or foreign contractor or existing contractors without past project performance records. Tenderers that do not meet any minimum requirements stipulated will not be considered for further evaluation.

For other non-project performance attributes such as track records and project specific proposals, tenderers will attain the score for the particular attribute based on the merit of their own submissions.

The Weighted Relevant Experience and Past Performance Score will be computed using the following formula:

$$Q_{(\text{total wt})} = \text{Summation of quality score for each attribute } Q_x \times \text{Relevant Experience Weighting}$$

(based on total quality score of 45 points)

Tenderers with total weighted Score for both Compliance with Tender Specification and Relevant Experience and Past Performance less than 50 points will not be considered in this tender.

Price Criteria

The Lump Sum Tender Price / Loaded Tender Price (where applicable) of a tender will be translated into a quantitative score using the following formula:

Weighted Price Score, $P_{(wt)}$

$$= \frac{(\text{Lowest Tender Price}^1 / \text{Tenderer's Price})}{\text{Price Weighting}}$$

¹ Refer to the lowest tender price / loaded tender price (where applicable) and whose Total Quality Score $Q_{(\text{total wt})}$ is not less than half of the highest $Q_{(\text{total wt})}$.

Combined Score

The Combined Score of a tender will be the sum of its Weighted Quality Score and Weighted Price Score:

$$\text{Combined Score} = P_{(wt)} + Q_{(\text{total wt})}$$

The tenderer with the highest combined score might be awarded with the tender.

Tender Submissions / Contractor's Proposals

Contractor's Proposals will be submitted according to the one-envelope system.

Documents to be Submitted for Evaluation:

- (a) No more than Two pages of technical write up demonstrating your understanding of the nature and difficulties of the project and make a presentation on such aspects of his tender as may be required by NAFA.
- (b) Design Proposals, sketches, Layout, photo etc.
- (c) Track Record and Experience in similar projects based on Tenderer's relevant experience in building projects of similar size and complexity successfully completed within the past 3 years
- (d) Safety Performance with MOM
- (e) Financial status of the firm and legal proceedings of the firm within the last 3 years (based on year 2023 to 2025)
- (f) Programme of Works
- (g) Site Organisation Chart indicating key operation staff and curriculum vitae
- (h) Quality & Site Safety Management
- (i) Any other supporting documents of relevance to the tender for evaluation purposes

Failure to submit these documents will render such achievements and information not being considered for evaluation.

18. VALIDITY PERIOD

Tenders submitted shall remain valid for acceptance for the Validity Period specified in the Form of Tender and any such extension of the period as may afterwards separately be agreed to in writing by the Tenderer at the request of the Employer.

19. WITHDRAWAL OF TENDER

No tenders may be withdrawn after the closing date prescribed in the Employers Requirements. Any Tenderer who attempts to do so may, in addition to any remedy which the Employer may have against it, be liable to be debarred from future NAFA tenders.

20. DEMONSTRATION OF CAPABILITIES

The Tenderer is required, as and when requested by the Employer after submission of the Tender, to attend such interviews or make such presentations as and when required and show to the Employer its capability to perform the Services required to be performed under this Contract.

The Tenderer shall, at such interviews or presentations, include the particulars of the company/firm profile and track records, and shall, where required by the Employer, submit true copies of the company/firm's audited financial statements including balance sheets and profit and loss statements for the last **three** years. The Tenderer shall also state all current and pending legal and arbitration proceedings to which he is a party and the financial implications of the probable outcome of such proceedings.

Tenderers shall in addition, where required by the Employer, submit their organisation chart, curriculum vitae of management and key personnel and deployment of their key personnel for their current projects indicating whether their key personnel are stationed full-time/part-time on the Premises or based in the head office. Only Tenderers who are adequately equipped to manage current projects and this Contract will qualify for tender evaluation.

Any presentations or interviews by the Tenderer shall form part of the assessment of the tender. Failure or inability for any reason to give the required presentation, or the furnishing of any false or misleading information during such presentations or interviews shall render the tender liable to be rejected.

21. EMPLOYER'S CLARIFICATIONS OF THE TENDERER'S PROPOSAL

In the event that the Employer seeks clarification upon any aspect of the Tenderer's proposal, the Tenderer shall provide full and comprehensive responses within seven (07) days of notification.

22. ACCEPTANCE OF TENDER

(a) The Employer shall be under no obligation to accept the lowest or any tender. The Employer shall not enter into correspondence with any Tenderer regarding the reasons for non-acceptance of a tender.

(b) The Employer reserves the right, unless the Tenderer expressly stipulates to the contrary in its tender, of accepting such portion of each tender as the Employer may decide.

(c) The issue by the Employer of a Letter of Acceptance accepting the tender or part of the tender (see paragraph (b) for exception) shall create a binding Contract on the part of the Tenderer to supply to the Employer the Goods and/or Services offered in the Tender. The Contract shall be governed by the Terms and Conditions of Agreement for Consultancy Services.

The Letter of Acceptance will be handed to or posted to the successful Tenderer's address as given in its tender and such handing or posting shall be deemed good service of such notice. The Employer may at its discretion require the Tenderer to sign a written agreement.

23. NOTIFICATION

Notification will not necessarily be sent to unsuccessful tenderers by the Employer.

24. SHORTLISTING OF TENDERERS

(a) The Employer reserves the right to shortlist tenderers in accordance with the criteria set forth in the Employers Requirements; and give those so shortlisted the opportunity to submit new or amended tenders on the basis of the Employer's revised requirements, in accordance with a common deadline.

(b) The tenders received based on the firm and updated requirements shall form the basis of the final tender evaluation. The tenders received in the final round shall be complete and comprehensive, and shall over-ride all tender proposals previously submitted. The final offer shall not make references to previous offers. All the tender proposals received in the previous rounds shall be treated as lapsed. Such final offers shall be submitted in sealed envelopes and deposited in the tender box as instructed.

25. VARIATIONS

NAFA reserves the right to negotiate with the tenderer, where exceptional circumstances so necessitate, to vary any provision or part of this Tender Document without reference to any other party. Any such variation shall be subject to the mutual consent in writing of NAFA and the Tenderer.

26. DEFAULTING TENDERERS

Tenderers who default on their tenders or fail to comply with any provision of the Employers Requirements may be debarred from participation in all subsequent tenders called by NAFA. Defaults shall be deemed to include (without limitation) the following:

- (a) Withdrawal of tenders before the award;
- (b) Failure to submit Security Deposit or insurance policies (where applicable); and
- (c) Abandonment of Contract after the award.

27. CONFIDENTIALITY

(a) Except with the consent in writing of the Employer, the Tenderer shall not disclose this Tender, or any of its provisions, or any specifications, plans, drawings, patterns, samples or information issued by the Employer.

(b) The Employer may require an unsuccessful Tenderer to return any specifications, plans, drawings, patterns, samples or instructions issued by the Employer.

28. OWNERSHIP OF DOCUMENTS

All documents in relation to this Project, including those submitted by the Tenderer in response to these Employers Requirements including the Contractor's Proposals' shall become the property of the Employer. However, intellectual property in the information contained in the tender submitted by the Tenderer shall remain vested in the Tenderer. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Tenderer and the Employer.

29. EXPENSE OF TENDERER

In no case will any expense incurred by the Tenderer in the preparation of the tender be borne by the Employer.

30. LANGUAGE

The Tender and all supporting technical data and all documentation to be supplied by the Tenderer shall be written in the English language.

31. THE GOODS AND SERVICES TAX (GST)

(a) The Tenderer shall not include in the rates and prices proposed in its tender, the Singapore Goods and Services Tax (GST) chargeable for the supply of Goods or Services required in the Tender. All rates and prices quoted shall be exclusive of the said GST chargeable on the supply of the said Goods and Services.

(b) If the Contractor is a taxable person under the GST Act, the Employer will pay the Contractor, in addition to the rates and prices proposed, the GST chargeable on the supply of Goods and Services provided pursuant to this Tender.

32. GST REGISTRATION

(a) The Tenderer shall declare its GST status in its tender. He shall clearly indicate whether he is, or whether he will be a taxable person under the GST Act. He shall, if available, furnish the GST registration number to the Employer.

(b) A Tenderer who declares itself to be a non-taxable person under the GST Act, but who becomes a taxable person after the award of the Tender shall forthwith inform the Employer of its change in GST status. It shall be entitled to claim from the Employer the GST charged on the supply of Goods or Services made by it after its change in GST status.

33. OWNERSHIP STATUS OF TENDERER

The Tenderer shall provide full information on

- (a) The name and address of any person, company or corporation which owns, whether directly or indirectly, at least 50% of the total number of shares in the Tenderer.
- (b) The number, percentage and class of shares held by such person, company or corporation.

34. APPLICABLE LAW

All tenders submitted pursuant to these Employers Requirements and the formation of any resulting contracts that may be entered into shall be governed by Singapore law.

35. DEBARMENT

NAFA reserves the right to debar tenderers from participating in future NAFA tenders if they withdraw after the closing date.

36. DISCLAIMER

These Employers Requirements may not contain all information which Tenderers may require. Tenderers should therefore make their own inquiries and seek such clarifications they think necessary. The Employer shall not be liable to any Tenderer for any information in these Employers Requirements which is incomplete or inaccurate.

CONDITIONS

STANDARD CONDITIONS

The standard conditions applicable to this Contract shall be the Public Sector Standard Conditions of Contract for Lite Construction Works (1st Edition, March 2025).

PARTICULAR CONDITIONS OF CONTRACT

The terms and conditions appearing hereunder are an integral part of the Standard Conditions and should be interpreted in conjunction with the Standard Conditions. In the event of any inconsistency between the Standard Conditions and the Particular Conditions, the Particular Conditions shall prevail.

1 VALUATION OF VARIATIONS

(a) Clause 20.1(b)(i) of the Standard Conditions of Contract is inserted after Clause 20.1(b) as follows:

Where the varied work is not of similar character to work described in the Contract, then by measurement and valuation at the latest BCA Schedule of Rates for prices.

2 NAMED SUBCONTRACTORS

(a) If the Employer's Requirements or the Contract Documents provides that certain work (hereinafter referred to as "Named Subcontract Work") shall be executed by a specific person, who is to be employed by the Contractor as a subcontractor named in the Particular Conditions of Contract (hereinafter referred to as "Named Subcontractor"), the following provisions shall apply.

(b) Within 28 days after the date of Letter of Acceptance or such other time as the Employer's Representative may reasonably require, the Contractor shall enter into a subcontract with the Named Subcontractor and notify the Employer of the date of such subcontract.

(c) The price and all the terms and conditions agreed between the Employer and such Named Subcontractor prior to the signing of the Contract shall be incorporated into the subcontract to be entered between the Contractor and the Named Subcontractor under clause 3(b). The said price, terms and conditions shall be made known to the Contractor at the time of Tender.

(d) Once the Contractor has entered into a subcontract with a Named Subcontractor, the Contractor shall not determine or assign that subcontract without the agreement in Writing of the Employer, which consent shall not be unreasonably withheld. Where the Employer has agreed in Writing to the determination of the Subcontract, the Employer shall as soon as reasonably practicable either name a replacement subcontractor or direct the Contractor to complete the work or supply in question, with its own resources or by a subcontractor of its own choice approved in Writing by the Employer.

(e) The Contractor shall be fully responsible for all Named Subcontractors including any design work performed by Named Subcontractors and for any default or breach of contract on any Named Subcontractor's part, in the same way as the Contractor shall be responsible for the Contractor's own plant, materials, goods or work, or those of other subcontractors selected and engaged by itself, and the Employer shall in no circumstances be liable to the Contractor for the default of any Named Subcontractors.

3 Contractor's Right of Objections to Named Subcontractors

- (a) Notwithstanding clause 3(b), the Contractor shall be entitled to object to the employment of any Named Subcontractor on the following grounds:
 - i. That the financial standing or solvency or technical competence of the Named Subcontractor is not such that a prudent contractor, having regard to the nature and extent of the subcontract Plant, Materials, goods or work and their possible effect on the remainder of the Works would be
- (b) If the Contractor raises a valid objection to the employment of any Named Subcontractor under clause 4(a), the Employer may do one of the following:
 - i. Withdraw such Named Subcontractor and forthwith name an alternative subcontractor whereupon clause 4(a) shall apply to the new Named Subcontractor; or
 - ii. Require the Contractor itself to carry out or arrange to carry out or supply the work of such Named Subcontractor.
- (c) For the purpose of clause 4(b), a valid objection must be made before entering into the Contract.

**APPENDIX TO PUBLIC SECTOR STANDARD CONDITIONS OF CONTRACT FOR LITE CONSTRUCTION
WORKS (1ST EDITION, MARCH 2025)**

REF.	DESCRIPTION	CLAUSE	DETAILS
(i)	OPTION MODULE	1.1(c)	Not Applicable
(ii)	EMPLOYER	1.1(m)	Nanyang Academy Of Fine Arts
(iii)	LIMITATION ON THE AUTHORITY OF THE SUPERINTENDING OFFICER	2.1	Nil
(iv)	ORDER OF DRAWINGS (in descending order)	3.1	Nil
(v)	CONFIDENTIALITY OF INFORMATION SUPPLIED TO CONTRACTOR	4.8(1)	<p>All information that the Contractor has obtained, to which the Contractor has had access, owing to his position as a Contractor under the Contract, but does not include information that is:</p> <p>(a) or has become public knowledge otherwise than through breach of agreement or other legal obligation or through the default or negligence of the Contractor or any Authorised Recipient;</p> <p>(b) lawfully in the possession of the Contractor or already known to the Contractor on a non-confidential basis prior to the Contractor receiving or obtaining such information as a result of entering into the Contract, as evidenced by written records; or</p> <p>(c) independently developed by the Contractor</p>
(vi)	TIME FOR COMPLETION Whole of Works	14.1	Fourteen (14) weeks (delivery) + two (2) weeks installation from date of commencement as stated on Letter of Acceptance
(vii)	LIQUIDATED DAMAGES (The cumulative amount of liquidated damages payable by the Contractor for all occasions of delay under the Contract shall not exceed 10% of the Contract Sum.)	16.1	Dollars <u>One Thousand (\$1,000.00)</u> per calendar day for every day the Works remain incomplete
(viii)	DEFECTS LIABILITY PERIOD (Nil if none stated)	18.1	Nil
(ix)	LIMITATION ON EXTENT OF LIABILITY FOR ANY ONE ACCIDENT	27.1(1)(b)	Not Applicable

REF.	DESCRIPTION	CLAUSE	DETAILS
(x)	PERCENTAGE OF PROFESSIONAL FEES	28.1(1)	Not Applicable
(xi)	PERIOD FOR HONOURING CERTIFICATE (21 days if none stated)	32.6	21 days
(xii)	RATE OF INTEREST UPON UNPAID SUMS	32.6	Not Applicable
(xiii)	MEDIATION CENTRE*	35.6(1)	Singapore Mediation Centre

SPECIFICATIONS

NAFA EMPLOYER'S REQUIREMENT DESIGN BRIEF

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GENERAL REQUIREMENTS

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PART 19 – PROTECTION, ACCEPTANCE AND CLEANING

PART 20 – AS-BUILT DRAWINGS

1. GENERAL

- 1.1. All Work specified in the Specification shall comply with the requirements of the Contract Documents for the Main Building Works, namely the Drawings, Schedules and with all other Contract Documents.
- 1.2. General requirements specified herein shall apply in whole or in part throughout the Specification where applicable and shall be read in conjunction with the Specific Requirement of each section of the Specification.
- 1.3. All materials and components used in the work shall be in accordance with the Specification and shall be uniform in type, colour, texture and finish where applicable, and free from any defects that may impair the strength, function, durability, integrity or appearance of the work.
- 1.4. Substitutes for materials and components, subjected to the Architect's approval, shall be equivalent in quality and suitable for the work. The proposal for any substitution shall not be considered without ample notice given to the Architect.
- 1.5. The Contractor shall provide and do everything for the proper execution of the works according to the true intent and meaning of the drawings and specification taken together whether certain items may or may not have been particularly shown or described provide that these items may reasonably be inferred therefrom.
- 1.6. If there is any discrepancy between the specification of preliminaries and the requirements stated herein, the more stringent requirements shall take precedence.

2. REGULATORY REQUIREMENTS & QUALITY OF WORK

- 2.1. All materials, whether used singly or as part of an approved system, in the work shall be approved for use in Singapore and shall comply with the provisions of the latest version of the building regulations, by-laws, standards and code of practice issued by Singapore Authorities and any directions from such authorities which may be issued subsequent to the acceptance of the tender. It shall be incumbent upon the Contractor to provide proof of acceptance and approval of material by the Local Authorities having jurisdiction.
- 2.2. All work described in the Specification shall comply with the latest version of the regulatory requirements stipulated by the regulatory authorities having jurisdiction where applicable, namely
 - 2.2.1. Fire Safety & Shelter Department (FSSD)
 - 2.2.2. Urban Redevelopment Authority (URA)
 - 2.2.3. Building & Construction Authority (BCA)
 - 2.2.4. National Environment Agency (NEA)
 - 2.2.5. Public Utilities Board (PUB)
 - 2.2.6. National Environmental Agency (NEA)
 - 2.2.7. Spring Singapore (SPRING)

- 2.3. All reference to standards and code of practice shall refer to the latest version of local and international code of practice and include :-
 - 2.3.1. Singapore Standards (SS)
 - 2.3.2. British Standards (BS)
 - 2.3.3. Australian Standards (AS)
 - 2.3.4. American Society for Testing and Materials (ASTM)
- 2.4. The minimum acceptable standard for materials and components furnished shall be not less than the Singapore Standards (SS) or the British Standards (BS) for the respective section of the Specification and in the absence of a standard, the Singapore Standard, British Standard or appropriate standard or code of practice shall apply.
- 2.5. In the event of a conflict between the Singapore Standards and British Standards or between any two or more standards or code of practice, the more stringent standards and codes shall apply.
- 2.6. No part of any work shall be sub-contracted without the consent of the Architect.
- 2.7. The Contractor shall refer to the detailed list of standards and code of practice in "The Schedule of Standards and Code of Practice" for compliance and BCA's Good Industry Practices guidebooks.
- 2.8. Final acceptance of the applicable standard or code of practice shall be decided by the Architect and shall not relieve the Contractor of the responsibility on the strength, function, durability, integrity or appearance of the work.

3. SCHEDULE & CO-ORDINATION OF ALL WORK

- 3.1. The Contractor shall schedule and coordinate work of every trade and discipline and shall not proceed until other work and/or job conditions are in place.
- 3.2. The Contractor shall familiarise himself thoroughly with the Drawings and Specifications for all the trades and disciplines and fully understand all the provisions in each trade and discipline to co-ordinate the fabrication, delivery to site, installation and finishing of all related work for the proper completion of the whole work.
- 3.3. The Contractor shall coordinate fabrication schedules with progressive construction work including furnishing or obtaining, where applicable, drawings and templates to or from relevant trades and discipline for the proper installation of the work.
- 3.4. Delegation of co-ordination work by the Contractor does not absolve the Contractor from his full responsibility to ensure satisfactory completion of the whole work.
- 3.5. Where permits from all relevant authorities are required, they shall be secured in advance preceding the supply, fabrication and installation work.

4. SPECIALISED WORK

- 4.1. Specialised work shall be performed by Sub-Contractors who are specialists in their respective field of work. The term "Specialist" as used in the specification shall mean a firm of established reputation, which is regularly engaged in, and which maintains a regular work force of workmen skilled in the handling and application of the types of materials for that special scope of work.
- 4.2. Specialist Sub-Contractors seeking approval for carry out these work shall:-

- a. Submit evidence of being a bona fide Sub-Contractors specializing in that field of work and having been in the said business continuously, under their present name, for a period of three (3) years.
- b. Submit a list of at least three (3) projects of similar work the firm has completed within the past three (3) years, stating the project name, location, quantity supplied, project value, name of owner/developer, the commencement and completion dates of the work.

5. SHOP DRAWINGS

- 5.1. The Contractor shall, before commencing, fabrication or manufacture of any prefabricated or off site manufactured item, submit to the Architect Shop Drawings as specified in each section of the Specification showing details of typical installations and the relation to adjoining construction and structural support.
- 5.2. The Contractor shall ensure that all Shop Drawings required for work of various trades including those of the sub-contractors, shall be checked before submission by technically qualified employees of the Contractor for accuracy, completeness and compliance with contract requirements.
- 5.3. Shop Drawings shall be submitted in large scale sufficient in showing the methods of construction, installation, joining, dimensions, thicknesses, materials, finishes of materials and all other details as required to fully illustrate the work.
- 5.4. All Shop Drawings shall be endorsed by the respective manufacturer as being approved and in accordance with its recommendation and shall indicate the name of the manufacturer, material, finish, size, method of installation and fastening.
- 5.5. Shop Drawings of structural components shall be submitted with calculations and endorsed by a Professional Engineer registered in Singapore where required.
- 5.6. The Contractor shall not commence manufacture until the Shop Drawings have been approved and signed by the Architect. Any work carried out before the relevant Shop Drawings have been approved shall be at the Contractor's own risk.
- 5.7. The signing of such drawings by the Architect shall not relieve the Contractor of the responsibility for the correctness of all dimensions and the performance of the manufactured item and/or system.
- 5.8. Where Shop Drawings are required, Contractor shall supply one (1) set of hardcopy Shop Drawings to be circulated among relevant Consultants for comments. Subsequent Drawing revisions shall be attached with the previously commented Drawings for Architect's record. Contractor shall provide each set of final approved Shop Drawings in softcopy AutoCAD CD ROM format for Architect's record.

6. SITE MEASUREMENTS

- 6.1. The Contractor shall take accurate site measurements where necessary prior to the preparation of Shop Drawings and fabrication to ensure proper fit between the work and adjacent work. Delays caused by dimensional errors to subsequent parts of the work shall not be a basis for Extension-of-time claims.

7. SITE CONDITIONS

- 7.1. All work shall be carried out under the manufacturer's recommended environmental conditions where applicable.
- 7.2. All materials shall be free from moisture from any source prior to application and shall similarly not be applied on damp or wet surfaces.
- 7.3. All work shall be protected against concentrated loads and other loads or equipment that would subject the work to damage.
- 7.4. All work shall be executed by experienced tradesmen under satisfactory condition and in accordance with the Specification.
- 7.5. Work affected by inclement weather shall not be carried out without the provision of adequate protection.
- 7.6. Work to substrates shall not proceed until the conditions under which the work is to be installed are satisfactory.
- 7.7. Architectural work shall not be carried out until the building envelope is enclosed by perimeter walls, glass or any equivalent protective enclosure approved by the Architect.

8. SELECTION & APPROVAL

- 8.1. Where specified in the respective section of the Specification for the Architect to make periodic trips to the fabrication plant or selected quarry, the Contractor shall plan and schedule such trips in his construction programme.
- 8.2. The process for the selection, approval and examination of the materials or components including time for delivery shall be included in the Contractor's construction programme.
- 8.3. Failure by the Contractor to properly plan and schedule these trips for selection, approval or examination of material shall not entitle the Contractor to a claim for time and/or costs.

9. CONSTRUCTION PROCEDURES & METHODS

- 9.1. All work shall be carried out in the manner described in each section of the Specification.
- 9.2. The Contractor shall seek the approval of the Architect for any deviation, and such approval shall not be withheld, if in the opinion of the Architect, such deviation is reasonable.
- 9.3. The Contractor shall include construction procedures and method statement in his submission for alternative proposals, where applicable.

10. INSPECTION

- 10.1. The Contractor shall arrange for an inspection on site to be carried out by the Architect or his representative where such inspection is specified in the respective section of the Specification before proceeding with further work.

- 10.2. The Contractor shall allow inspection to be carried out for remedial works before covering up any of the remedial work.
- 10.3. Off-site fabrication of material or units of material shall be carefully inspected and checked by the manufacturer to ensure match and conformity with approved sample(s) or approved units(s) and compliance with specification before delivery to the site.
- 10.4. The Contractor shall arrange for the Architect to inspect the material or unit of material at the factory prior to any fabrication where necessary and requested for by the Architect.

11. ORDERING, DELIVERY, HANDLING & STORAGE OF MATERIALS

- 11.1. Ordering of Materials
 - a) The Contractor shall be solely responsible to order all materials and articles which will be required for this Contract to meet the completion of the works as programmed.
- 11.2. Delivery of Materials
 - a) All materials shall be delivered to the site in their original unopened packages with manufacturer's name, product brand name and labelled with the type, class, size, colour and pattern where applicable.
 - b) All materials shall be inspected upon delivery to site. Materials delivered shall not be warped, damaged or deformed.
 - c) Damaged, deteriorated or defective items shall be rejected and shall be replaced with new materials by the Contractor at no cost to the Employer.

11.3. Handling of Materials

- a) Handle materials with care to prevent breakage, cracking, chipping, spilling, soiling or damage to finished surfaces.
- b) Mixing of materials shall only be carried out at designated locations.
- c) All labels shall not be removed until the installation is complete. Storage of Materials
- a) All materials shall be neatly stored under cover, in dry spaces, well stacked to ensure proper ventilation and protection from the weather and moisture and stored in accordance with manufacturer's instruction at designated locations.
- b) All storage areas shall be kept neat and clean at all times and all materials carefully stored and fully protected from external conditions and/or contamination.
- c) Flammable and volatile materials shall be stored in well-ventilated storage areas with prominent warning signs displayed at the area.
- d) Containers with flammable material shall not be left exposed at the end of each day's work. Reseal all containers after each use.
- e) The Contractor shall take all precautions to prevent outbreak of fire at these storage areas.

12. PRODUCT TECHNICAL DATA

- 12.1. Unless otherwise stated in the respective Section of the Specification submit three (3) sets of printed technical data with descriptive information, manufacturer's installation instruction for specified materials and components prior to delivery and in accordance with the requirements in each section of the Specification.
- 12.2. All technical literature submitted shall include technical specification of the material and/or component, method statement, standard drawing and detail and reference to standards and code of practice, where applicable.
- 12.3. Acceptance by the Contractor to use products specified does not relieve the Contractor of his responsibility for the quality, function, durability, integrity, appearance and performance of the work.
- 12.4. Approval by the Architect for alternative products proposed by the Contractor similarly does not relieve the Contractor of his responsibility for the quality, function, durability, integrity, appearance and performance of the work.

13. SAMPLES

- 13.1. Unless otherwise stated in the respective section of the Specification, the Contractor shall provide three (3) samples of all materials and finishes in accordance with the dimensions specified in each section of the Specification prior to the commencement of any order of materials.
- 13.2. Sample submissions shall include three (3) identical pieces of each sample required. Sample submission shall be of adequate size, showing the quality, complete range of colour, pattern, finish, texture and other characteristics where required by the Architect with labels or tags which shall include :-

- a) Name of Project,
- b) Architect's name
- c) Name of Contractor, Sub-Contractor, Manufacturer, Supplier, Fabricator or Processor,
- d) Date of submittal,
- e) Trade name, grade and quality of the material or product,
- f) Type of sample
- g) Country of origin,
- h) Manufacturer's test certificate and test data,
- i) Reference number of the section in the Specification
- j) Reference to any standards or code of practice, where applicable,
- k) Adequate space for the Architect's comments or endorsement after review.

13.3. The samples submitted shall be representative of the workmanship and finishes of the respective work to be incorporated in the mock-up or completed Project.

13.4. A set of sample will be returned with the Architect's comment or approval, where applicable and approved samples shall be available on site, with the labels or tags stated herein, until the completion of the Project to facilitate the coordination of the construction and finishes of other trades.

13.5. Submission of samples including any resubmission shall comply with the Schedule of Sample Submission until suitable samples are approved.

13.6. The approved samples shall be used for the purpose of comparison and any work not equal to the approved sample may be rejected.

13.7. Any materials or products delivered or erected without obtaining any approval for the sample first may be subject to rejection. Any materials or products from a source different from the source of the sample may also be subject to rejection.

13.8. The Contractor shall allow for lead time in the delivery of non-portable samples.

13.9. All samples shall be submitted to the Architect's office unless otherwise directed by the Architect.

13.10. All costs in connection with the submission of samples including resubmission shall be borne by the Contractor.

14. SAMPLE PANELS

14.1. The Contractor shall provide sample panels as specified in the respective section of the Specification for review at locations selected by the Architect prior to the commencement of the actual work.

14.2. Sample panels shall be of the size stipulated in the respective section of the Specification.

14.3. Approved sample panels shall be maintained in the original condition and remain in place as reference for the duration of the contract as the standard of acceptable quality. They shall not be removed without the approval of the Architect.

- 14.4. Approved sample panels may become part of the completed work of the Project and serve as prototypes.
- 14.5. Rejected sample panels shall be demolished and removed immediately, with new sample panels provided, at the Contractor's own expenses and costs, until approval is obtained.
- 14.6. The Contractor shall allow for all costs associated with the provision of sample panels which includes fabrication, delivery to site, installation, finishing, cleaning, removal and reinstatement where required.

15. MOCK-UPS

- 15.1. The Contractor shall provide full scale mock-ups for all shop manufactured items as specified in the respective section of the Specification for review and approval at locations selected by the Architect prior to the commencement of the actual work.
- 15.2. Mock-ups shall comply with all the requirements stipulated in the respective section of the Specification. Refer to Annex A for list of mock-ups required.
- 15.3. Approved mock-ups shall be maintained in the original condition and may serve as prototype for reference for the duration of the contract as the standard of acceptable quality. They shall not be removed without the approval of the Architect.
- 15.4. Approved mock-ups may become part of the completed work of the Project.
- 15.5. Approved mock-ups shall be representative of the workmanship and finishes of all work to be incorporated in the completed Project.
- 15.6. Rejected mock-ups shall be demolished and removed immediately with new mock-ups provided, at the Contractor's own expenses and costs, until approval is obtained.
- 15.7. The Contractor shall schedule and allow for all mock-ups to be completed and reviewed by the Architect in a timely manner so as not to affect the actual progress of the works.

16. TESTS, TEST RESULTS & TEST CERTIFICATES

- 16.1. The Contractor shall carry out or make arrangements to carry out at his own cost all instruction for testing of materials or workmanship deemed necessary by the Architect.
- 16.2. Where tests are required to be carried out on site, they shall be carried out in the presence of the Contractor, Architect and/or Employer or their representatives.
- 16.3. All samples submitted for testing shall be free of charge and all the costs arising from carrying out the test and subsequent re-testing arising from failure of the earlier test shall be borne by the Contractor.
- 16.4. Approved test certificates from relevant approving authority listed under the Regulatory Requirements where required for materials specified in the respective section of the Specification may be submitted as evidence in lieu of actual test.
- 16.5. The Contractor shall allow ample time for test and re-testing where applicable, to be carried out prior to the order of any material and fabrication.
- 16.6. All test results and approved test certificates shall be submitted to the Architect before proceeding with any order of material or fabrication.

- 16.7. In the event any test on the material or workmanship results in a failure, the material or work in question shall be removed and reinstated by the Contractor and all costs arising to the removal and reinstatement work shall be borne by the Contractor.
- 16.8. The Architect or his representatives may cause a sample to be taken from each consignment of materials to be tested, and the results of such testing must be accepted as final. If a sample does not conform to the required standard(s), the whole consignment will be rejected and must be removed from site at the Contractor's own expenses and costs.

17. INDEMNITY

- 17.1. The Contractor shall provide indemnities as specified in the respective section of the Specification. The indemnity shall commence from the completion date certified in the Completion Certificate issued by the Architect and made out in the joint names of the Contractor and Sub-Contractor and/or Supplier and shall jointly indemnify the Employer
- 17.2. The terms of the indemnity shall be identical to the specimen attached with the Schedule of Indemnity
- 17.3. If, in the opinion of the Contractor, the foregoing in the Specification is insufficient for him to provide the indemnity, then he shall allow in his tender for upgrading the Specification as necessary to enable him to so indemnify.
- 17.4. All indemnity shall be submitted within 3 months of the completion date certified in the Completion Certificate issued by the Architect.

18. WARRANTIES

- 18.1. Warranty cards for all appliances specified shall bear the brand name, model number, serial number and the Contractor's company stamp and endorsement.
- 18.2. The warranty period of the appliances shall commence from the completion date certified in the Completion Certificate issued by the Architect.
- 18.3. All warranty cards shall be properly marked to identify the location where each appliance has been installed before submitting to the Architect.
- 18.4. All warranty cards shall be submitted within 3 months of the completion date certified in the Completion Certificate issued by the Architect.

19. PROTECTION, ACCEPTANCE & CLEANING

19.1. Protection

- a) The Contractor shall protect all work from misuse or damage upon the completion of each section of the work.
- b) Special precaution shall be taken to protect work from damage by tradesmen of other trades.
- c) Any work damaged with marks or scratches during the progress of the work shall not be accepted and shall be replaced with new work and all costs arising from the replacement of such damaged work shall be borne by the Contractor.
- d) The Contractor shall not only protect his work at all times, but shall also protect all adjacent work and materials where necessary using suitable coverings or other suitable approved methods during the progress of his work.
- e) Upon the completion of the whole work and at such time as directed, all materials used in the protection of the work shall be removed and the exposed surfaces of all work checked for smears, scratches, and abrasions.
- f) Any damages to exposed finishes shall be repaired and make good and all costs arising from the repair and making good shall be borne by the Contractor.

19.2. Acceptance

- a) Acceptance of all works requires the installation to be sound, materials to be free from defects and workmanship to be of an acceptable standard.
- b) Defective, broken or damaged work shall be removed and replaced with new work of the same design and specification at no cost to the Employer.
- c) Touching-up of factory finish surfaces may be permitted when the Architect's prior agreement is obtained.
- d) Where the touch-up is deemed unsatisfactory by the Architect, the Contractor shall remove the damaged work and replace with new work and all costs arising from the removal and replacement shall be borne by the Contractor.
- e) All work requiring acceptance by the Architect shall be made ready for final inspection by the Architect prior to acceptance by the Architect.

19.3. Cleaning

- a) At regular intervals during the course of the work, remove all debris and excess material from the site and clean up the area including its surrounding where necessary.
- b) Upon completion of the whole work, remove all temporary protection from the work and clean all finished work and leave all items in a satisfactory condition.
- c) The contractor shall maintain exemplary housekeeping and ensure an organized worksite at all times.

19.4. Schedules

- a) All work described and itemized in the respective Schedule shall comply with all the requirements of the Specification
- b) In the event of an alternative proposal by the Contractor, he shall submit a revised schedule highlighting the new proposal.

- c) The revised schedule shall show the name of the manufacturer, brand name, type of material, profile, dimension, size, location, quantity and shall be submitted with technical data showing applicable standard and codes, where applicable.

19.5. Spare Stocks

- a) The Contractor shall provide for spare stocks in for all tiling and stoneworks amounting to 5% of total installed area. Spare stocks are to be provided for on top of construction wastage allowance.
- b) All spare stocks delivered in cartons shall remain kept in the manufacturer's carton. Loose items and rolls shall be kept in protective, non-staining paper or waterproofed protective covering where appropriate and fully labelled.
- c) All spare stocks shall be delivered to designated locations directed by the Architect for hand over to the Employer upon the completion of the work.

20 As-Built Drawings

- 20.1 The Contractor shall provide and maintain a complete set of " As-Built " drawings, up to date and marked with site changes, are to be on the construction site and available to the Architect for review at all times throughout the construction period.
- 20.2 Final "As-Built" drawings, complete with all changes made during construction, shall be submitted to the Architect in one (1) copy AutoCAD CD ROM format. Payment to the contractor shall not be made until these approvals are made in writing.

-END-

SUBMITTALS

INDEX TO ARTICLES

- 1.1 General**
- 1.2 List of Submittals**
- 1.3 Drawing Submittals**
- 1.4 Specific Requirements for Drawing Submittals**
- 1.5 Resubmission of Submittal**
- 1.6 Additional Submittal**

GENERAL

All submittals shall comply with the requirements of the Contract Documents and shall be provided as further defined herein.

The requirements herein describe the list of submittals required, definitions, general requirements, responsibilities and general procedures that are applicable to the Project.

All charges in connection with the delivery and/or distribution of the submittals and/or resubmission of the submittals to or from the Architect's office or where otherwise directed by the Architect shall be borne by the Contractor.

The Contractor shall forward submittals in sufficient time for proper review and approval by the Architect. Time submission to assure adequate lead time for procurement of contract(s). Any delays attributable to untimely and rejected submittals will not serve as a basis for extension of time claims.

Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of the Architect. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Architect assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

The responsibility for the submission of the Shop Drawings rest with the Contractor who shall ensure that the submission and any resubmission required is minimum six (6) weeks ahead of the Contractor's Construction Programme Schedule.

The Architect reserves the right to request for additional Shop Drawings where deemed necessary to meet the requirements of the Project. The cost in connection with additional Shop Drawings shall be borne by the Contractor.

LIST OF SUBMITTALS

The following is a general list of submittals to be submitted by the Contractor prior to or during the construction of the Project where appropriate :-

- Construction Programme
- Critical Path Method Schedule
- Shop Drawing / Sample Panel / Mock-Up Schedule
- Delivery Schedule
- Progress Reports & Photographs
- List of Sub-Contractors
- All other submittals as requested by the Architect

Drawing Submittals shall include the following which shall conform with the requirements stated herein :-

- Shop Drawings
- Coordinated Working Drawings
- Record Drawings
- “As-Built” Drawings

Other submittals described hereunder shall be submitted in accordance with the requirements of each section of the Specification :-

- Schedule
- Construction Procedure / Method Statement
- Track Record
- Sample / Mock-Up
- Product Technical Data
- Test Results and Test Certificates
- Indemnity / Warranty
- Reports / Meeting Minutes / Notifications
- Any other relevant data required

The Contractor shall coordinate all submittal requirements specified throughout the Contract Documents.

DRAWING SUBMITTALS

Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or any Sub-Contractor, manufacturer, supplier or distributor to illustrate some or all portion of the Work as required by the Architect.

Co-ordinated Working Drawings are drawings which show the inter-relationship of the work of the Contractor and/or various sub-contractors, and are required to clearly illustrate proper installation, clearances, appearance and accessibility to the works.

Record Drawings are drawings, diagrams, photographs or other data of those parts of the work which will become hidden due to the progress of the Work.

“As-Built” Drawings are drawings comprising the plans, sections, elevations and details to a scale of 1:500, 1:200, 1:100, 1:50 or 1:25 as may be appropriate to fully illustrate the completed work.

SPECIFIC REQUIREMENTS FOR DRAWING SUBMITTALS

To show specific location(s) and extent of the work covered.

To show the design, materials, dimensions including actual field dimensions, constraints, connections and other details necessary to ensure that they accurately interpret the design intent in the Contract Drawings and Specifications and are fully coordinated with any other work in other section of the Specification.

To show adjoining Work in such detail as may be required to provide proper connection with the same.

To show interfacing requirements with any related work provided for in other section of the Specification.

Shop Drawings:

The Contractor shall supply one (1) set of hardcopy Shop Drawings to be circulated among relevant Consultants for comments. Subsequent revisions shall be attached with previously commented Drawings for Architect's record. Contractor shall provide one (1) set of final approved Shop Drawings in softcopy AutoCAD CD ROM format for Architect's record.

Shop Drawings shall be submitted in ample time for checking and for resubmission of any amendments desired, so as not in any way to jeopardize the time for completion of the Work. At least two (2) weeks shall be allowed for the examination of each submission of Shop Drawings by the Architect. The Contractor shall allow at least two (2) cycles of submissions for each item requiring Shop Drawings.

Delays resulting from the failure by the Contractor to allow adequate time for examination shall not be a qualification for the grant of an extension of time for completion.

Co-ordinated Working Drawings:

The Contractor shall prepare four (4) sets of Co-ordinated Working Drawings combining all of the requirements of the Architect's and other Consultants' requirements including the requirements of the Specialist Contractors where applicable. These Drawings shall show clearly the work to be carried out and completed by means of co-ordinated layout drawings, large scale details with detailed dimensions and/or detailed sketches.

Co-ordinated Working Drawings shall be submitted progressively for each portion of the work and allow ample time for review and approval for the work to be carried out as scheduled in the approved Construction Programme.

Record Drawings:

The Contractor shall submit Record Drawings to be checked by the Architect while the work is open for inspection.

All records of alterations, changes, omissions and additions to the works shall be kept by the Contractor. The records shall be supplemented by dimensioned sketches where necessary and submitted to the Architect within two (2) weeks of completion of the item of work.

"As-Built" Drawings:

"As-Built" Drawings for architectural and structural works shall be submitted as soon as any part of the work is completed or as agreed by the Architect. "As-Built" Drawings in respect of all other Works shall be submitted within six (6) weeks of the date of issuance of the Completion Certificate.

The submission of "As-Built" Drawings shall comprise one (1) set of softcopy AutoCAD in CD ROM format.

For structural works, any amendment to the design drawing shall be recorded by the Contractor. It shall be amplified by the Contractor with supplementary dimensioned sketches and submitted to the Architect within four (4) weeks of the completion of that work. "As-Built" Drawings for structural works shall include steelwork Shop Drawings and the Contractor's design calculation for steelwork connections. Notwithstanding the foresaid, submission of "As-Built" Drawings for structural works shall be subjected to any other requirement as requested by Structural Engineer.

Architectural "As-Built" Drawings shall include (but not limited to) Key Plans/Sections/Elevations and all Shop Drawings.

RESUBMISSION OF SUBMITTALS

The Contractor shall amend all the submittals in accordance with the requirements of the Architect and shall resubmit all submittals for approval where required until the submittals are approved. All costs and time in connection with the resubmission shall be borne by the Contractor.

ADDITIONAL SUBMITTALS

The Architect retains the right to request for additional Submittals in hard or softcopy as deemed necessary to satisfy the required project requirements or the Employer's requirements, at no additional cost to the Employer.

-END-

VINYL FLOORING AND SPRUNG FLOOR PANEL SYSTEM

INDEX TO ARTICLES

PART 1 - GENERAL

- 1.1 Works Included
- 1.2 Quality Control
- 1.3 Submittals
- 1.4 Qualifications of Sub-Contractors
- 1.5 Site Inspection

PART 2 - PRODUCTS

- 2.1 Performance Requirements

PART 3 - EXECUTION

- 3.1 General
- 3.2 Subfloors
- 3.3 Defects, Repairs and Protection

1. GENERAL

1.1 Work Included

- 1.1.1 Supply and install proprietary vinyl sheet flooring and sprung floor system to all locations shown in Drawings.
- 1.1.2 Prepare and submit samples and material/component certificates/method statements.
- 1.1.3 Coordinate vinyl flooring works with interfacing works, trades and disciplines
- 1.1.4 Test and verify performance characteristics of materials
- 1.1.5 Carry out remedial works to facilitate performance of acoustic vinyl sheet flooring systems

1.2 Quality Control

- 1.2.1 Conform to EN ISO 10582 for Vinyl sheet flooring.

1.2.2 Warranty

Prior to commencement of works, the contractor shall provide to the Employer a ten (10) year indemnity and warranty from the Completion Date for all finished work fit for the purpose, including but not limited to defects in materials and workmanship, lack of fitness, water penetration. The Contractor will be required to remedy, repair and make good any defects or damage during the indemnity and warranty period.

1.3 Submittals

ALL SUBMITTALS REQUIRING APPROVAL ARE TO BE SUBMITTED TO THE ARCHITECT 4 WEEKS BEFORE COMMENCEMENT OF WORKS OF THIS SECTION.

1.3.1 Samples:

Submit the following samples to the Architect for approval:

a) Vinyl Flooring and Sprung Floor Component Samples

Submit the following samples for vinyl flooring system specified:

- i) 900 x 900mm sheet of Architect's approved colour, texture, pattern with necessary accessories, and underlayment (foam backing)

b) Vinyl Flooring and Sprung Floor System Mock-Up Samples

Submit the following mock-up samples of the floor system specified:

- i) 900 x 900mm showing flooring system

1.3.2 Method Statements:

Submit the following method statements to the Architect for approval:

- a) Methods of interfacing with adjoining materials.
- b) Preparation of Substrates, including:
 - i) Concrete and Masonry Bases
 - ii) Cement / Sand Substrates
 - iii) Bridging of Expansion / Control Joints
 - iv) Embedding Services
 - v) Laying of Screed
 - vi) Levelling of Screed
 - vii) Curing
- c) Acclimatization of Vinyl
- d) Installation of Vinyl Flooring Systems, including:
 - i) Application of Adhesive if any
 - ii) Determining of Starting Point
 - iii) Provision of Expansion Joints
- e) Remedial Works to Vinyl Flooring.
- f) Testing, including:
 - i) Substrate Tests:
 - 1) Flatness Test
 - 2) Moisture Content Test
 - ii) Wood Flooring Systems Tests
 - 1) Inspections
 - 2) Flatness Test

1.3.3 Certifications/ Tests:

Technical specifications and test reports complying with performance requirements to be submitted to Architect for Approval.

1.4 Qualifications of Sub-Contractors

1.4.1 Sub-Contractors

All work of this Section shall be performed by Sub-Contractors who are specialists in this field of work. The term 'Specialist' as used in the specification shall mean a firm of established reputation, which is regularly engaged in, and which maintains a regular force of workmen skilled in the handling and installation of vinyl flooring and related materials and components.

1.4.2 Qualifications of Sub-Contractors

Sub-Contractors, in order to obtain approval for doing work of this Section, shall:

- a) Submit evidence of being bona fide Sub-Contractors specializing in vinyl flooring.
- b) Submit evidence of having been in said business continuously, under their present name, for a period of five years.
- a) Submit a list of at least five projects of similar work the firm has completed within the past three years, giving the job location, name of owner, owner's telephone number, and dates on which the work started and completed.

1.5 Site Inspection

- 1.5.1 Prior to starting any work of this Section, the vinyl flooring specialist / manufacturer shall inspect all surfaces to be installed with vinyl flooring. Report to Owner or Main Contractor any conditions which prevent the proper installation of materials and components, and that requires corrective measures.
- 1.5.2 Commencement of vinyl flooring works shall imply acceptance of surfaces and site conditions by the vinyl flooring specialist / manufacturer. The work must be completed with an inspection. Ensure that the newly laid flooring is free from adhesive residues and that the bond is consistent with no bubbles.

2. PRODUCTS

2.1 Performance Requirements of Vinyl Sheet Flooring

- 2.1.1 The Performance Standards of the Vinyl sheet is required to match or surpass the following:

Permanent or Portable	Permanent
Roll Width	1.5m
Roll Length	10m,15m,18m,20m,25m,30m
Colours	Beige
Thickness	3mm
Weight	2.3kg/m ²
Fire Rating	ASTM E648, E662 – Class 1

2.2 Sprung Floor Panel system

2.2.1 Performance Requirements of Sprung Floor Panel System

- 2.2.1 The performance requirements of the Sprung Floor Panel System is required to match or surpass the following:

Permanent or Portable	Permanent
Floor Panel Size	1.125m x 2.250m

Dance Surface size	1.089m X 2.214m
Minimum Floor Thickness (before inclusion of chosen finish)	37mm
Minimum Floor Weight (before inclusion of chosen finish)	11.85kg/m ²
Testing Standards	BS EN 14904:2006
Average Shock Absorption	67%
Maximum point load (BS EN 1195)	1126kg
Rolling Load	1500N
Vertical Deformation	3.9mm

3. EXECUTION

3.1 General

Preparation, installation and finish shall be in accordance with current release of manufacturer's Guideline for the particular vinyl used or equivalent.

- 3.1.1 Prior to laying, allow the material, adhesive and subfloor to reach room temperature. Relative air humidity should be 30-60%. Tolls must be stored indoors at least 24 hrs before installation, preferably 48 hours.
- 3.1.2 The vinyl sheet should be acclimated in the climate-controlled locations for 24 hours before starting installation.
- 3.1.3 The vinyl sheet should only be installed after the jobsite has been cleaned and cleared of debris that could potentially damage a finished plank installation.
- 3.1.4 The finished installation should be protected from exposure to direct sunlight.
- 3.1.5 If material from several rolls is used, they should have the same manufacturing serial numbers and be used in consecutive order.

3.2 Subfloors

- 3.2.1 Ensure proper preparation of the subfloor is a major part of a successful installation. Roughness or unevenness of the subfloor may telegraph through the new floor, resulting in an unsightly surface and cause excessive wear on high spots or indentation on low spots. All subfloor and underlayment patching must be done with a non-shrinking, water-resistant Portland cement patching compound.

- 3.2.2 Concrete subfloors must be dry, smooth and free from dust, solvent, paint, wax, grease, oil, asphalt sealing compounds and other extraneous materials. The surface must be hard and dense, and free from powder or flaking.
- 3.2.3 New concrete slabs must be thoroughly dry (at least six weeks) and completely cured. The final responsibility for determining if the concrete is dry enough for installation of the flooring lies with the floor covering installer.
- 3.2.4 Holes, grooves, expansion joints and other depressions must be filled with a latex underlayment, and trowelled smooth and feathered even with the surrounding surface.

3.3 Defects, Repairs and Protection

- 3.5.1 Method statements for repair works and trial repairs to test panel to be submitted for approval before any repair works are undertaken.
- 3.5.2 Protection from accidental damage and staining to commence immediately after completion.
- 3.5.3 Architect reserves right to order corrective and demolition works if deemed necessary, at no extra cost to the Employer.

-END-

TENDER DRAWINGS

Refer to Annex A for the Tender Drawings

SCHEDULE OF RATES

SCHEDULE OF RATES

Where the varied work cannot be fairly valued by reference to rates contained in the Contract, due to the work not being of a similar character, the value of such variation shall be ascertained by measurement and valuation in accordance with the latest edition of the BCA Schedule of Rates.

DAYWORK SCHEDULE

1. Where work cannot be measured or valued at the rates contained in the Schedule of Rates or rates analogous thereto, it may be executed by the Contractor under Daywork rates subject to the discretion and approval of the S.O. in writing.
2. The Tenderer shall insert the rates required for labour, special equipment etc. in the columns provided below. The rates so inserted by the Tenderer, subject to the S.O.'s agreement as to their reasonableness, shall form the basis of payment for Daywork in accordance with the Standard Conditions of Contract.
3. Where extra works executed under Daywork rates require the presence of labour or special equipment exceeding for more than eight (8) hours (excluding tea/lunch and traveling times) it shall be taken as one day; if four (4) hours (excluding tea/lunch and traveling times) it shall be taken as half day.
4. Working hours shall be calculated from the time reported at the place of work (i.e. excluding tea / lunch and traveling times) and recorded by the S.O.'s representative.
5. The details specifying the time daily spent upon the work and the materials and special construction plants employed in Daywork shall be submitted in the Daywork Record Form shown in Annex A. The Daywork Record Form shall be duly delivered to the S.O. daily in accordance with the terms of Standard Conditions of Contract.

BILLS OF QUANTITIES (BQ)

Preambles

1. General

- 1.1 The Preambles enclosed shall form the basis of pricing of items contained in the Breakdown of Works.
- 1.2 The Contractor shall note that the Preambles are to be read in conjunction with the Specification and other Contract Documents.
- 1.3 The Contractor shall be deemed to have included in its prices for all costs in connection therewith including labour in unloading, transferring, setting hoisting, fitting of equipment/materials/goods in position, including materials required for lapping, jointing and the like, and all costs in connection therewith such as conveyancing, duties and taxes, delivering, unloading, storing, returning packing, handling, hoisting and lowering; for all cutting and waste of materials; for all incidental materials such as nails, screws, spikes, plugs, putty, tow, solder, etc. whether or not specifically mentioned in the Schedule of Works for all establishment costs, overheads and profit.
- 1.4 The Contractor shall be deemed to have included for all costs in respect of all time delays caused by workmen as applicable, for annual and public holidays, rest days, travelling time, expenses, fares and transport, government levies, non-productive time and other incentive and bonus payments, Foreign Workers Levy, Central Provident Fund, Mosque Building Fund (if applicable) and any other costs or disbursement arising from employment of labour.
- 1.5 Unless otherwise stated, all items in the Breakdown of Works specifying materials, fittings etc. are to be read as implying that such materials, fittings are to be provided and fixed by the Contractor.
- 1.6 All the materials to be used in permanent works described in this Breakdown of Works shall be deemed new and fixed in position unless otherwise stated.
- 1.7 The term "making good" or "make good" shall mean the effective preparation of surfaces or components which are in the main sound, apart from minor blemishes or defects and shall be understood as including all labour and materials necessary to bring the disturbed area to the same face, colour, texture etc., in the same materials as the existing surrounding work, and shall include for decorating any new work to match the surrounding existing work to the entire satisfaction of the Superintending Officer. The term does not imply the replacement of components other than in cases where the Contractor has a stated or implied liability to make good damage, avoidable or unavoidable, arising from the works or acts of its Subcontractors and or workmen.
- 1.8 The method of measurement for variations or Variation Orders shall be addressed in accordance with the principles contained in the Standard Method of Measurement of Building Works (Second Edition) issued by the Singapore Institute of Surveyors & Valuers (SISV) and subject to the deviations noted in the Schedule of Works, if any.

2. Demolitions And Alterations

- 2.1 The Contractor shall visit the Site for the purpose of inspecting and pricing the demolitions and alterations work and the rates shall be deemed to include for all work in connection therewith as though pricing had been undertaken on Site.
- 2.2 All demolition and alteration works shall be deemed to allow for all labour and material necessary to bring the disturbed area to the same face, colour, texture etc., in the same materials as the existing surrounding work.
- 2.3 The rates for the demolition of walls or parts of walls or cutting openings in walls, shall include for all wedging and pinning up cutting to line remaining portions, cutting back reinforcement, making good any walling which collapses or is pulled down in excess of requirement, making good any finishings disturbed in the remaining portion and preparing surfaces of floor slabs under, ceilings over and abutting surfaces of columns or side walls to receive new finishes. The rates for bricking up or otherwise blocking existing openings shall include for the careful removal of any paving and finishings to jambs and heads of the openings.
- 2.4 The rates for removing existing joinery and metal fittings shall include cutting out all brackets, removing all screws, nails and other fixings, filling all holes etc. resulting in and preparing remaining surfaces for new finish or decoration.
- 2.5 The rates for hacking off existing paving, skirtings, wall and ceiling plaster, tiling and the like shall include for preparing the remaining surface to receive new finish, and make good the work which is hacked off or disturbed in excess of requirement.
- 2.6 The rates for taking down plumbers' pipework, drainpipes and sanitary fittings shall include for all cutting out of brackets and other fixings, removing sleeves, making good all disused holes or chases in or through floors, walls and the like and making good any other damage to existing surfaces. The rates for taking out tubing and pipes shall include for sealing off remaining ends.
- 2.7 The rates for items described as "setting aside for re-use" shall include for carefully removing, disconnecting etc., cleaning the items or materials and leaving safely stored on the Site or off-site storage, at the Contractors own risk, ready for subsequent re-use.
- 2.8 The rates for cutting and taking down concrete shall include the removal of all material arising from these operations and which shall become the property of the Contractor. Rates shall also include for any necessary propping, strutting and shoring required.
- 2.9 The rate for scraping off existing painting shall include for preparing remaining surface to receive new painting.
- 2.10 The rates for shoring are to include for obtaining licenses and paying fees and providing all necessary nails, wedges, cramps bolts and the like.
- 2.11 The rates for all demolition and alteration works are to include for:
 - a) Executing the work in such a way as to ensure the safety of, and cause as little inconvenience as possible to, adjoining properties and occupants, the public in general, passing vehicles and workmen;

- b) Provision of all shoring, needling, strutting or other supports necessary for the protection and safety of and upholding all portions of the building affected by the works including all necessary cutting away and making good after removal;
- c) Provision of all necessary scaffolding, ladders, trestles, cradles, boards drop, sheets, and wire mesh or matting protective screens and weatherproof screens that may be necessary for the works;
- d) Location, isolation and safe termination of existing services prior to commencing the work and giving due notice of proposed demolition to the Singapore Power and any other Public Utility Agencies/Authorities if their installations will be affected, and arranging for disconnection of services;
- e) Providing all necessary dust screens and similar and watering debris as necessary to reduce nuisance to minimum;
- f) All other work necessary or implied to complete the Demolitions, Alteration Works or Spot Works in a proper and workmanlike manner in accordance with the relevant Specification Clauses and Drawings; and
- g) Removal of all materials, rubbish and debris from site to the Site to be provided by the Contractor at its own expense and maintenance of the Site until the issuance of the Certificate of Substantial Completion and when Site is handed over to the Employer. Maintenance of site shall include but not limited to grass cutting, pest control, removal of unwanted materials, compliance with requirements from the relevant authorities to upkeep the Site and ensure no water-ponding on Site as a result of the Demolition works.

3. Concrete Work

3.1 In-Situ Concrete

- 3.1.1 Prices shall be held to include samples, trial mixes and testing as described in the Specification or as deemed necessary by the Superintending Officer.
- 3.1.2 Prices shall be held to include for forming a scratched finish on top surface of concrete slabs etc., cutting grooves, chases, mortices, holes, making good and any other sundry items of a like nature.
- 3.1.3 Prices shall be held to include allowance for any additional concrete required to conform with tolerances in excavated surfaces shown on the Contract Drawing or described in the Specification.
- 3.1.4 The Contractor shall allow in its prices for all construction/expansion joints or pour breaks not shown on the Contract Drawings, including all necessary water stops, angles and intersections.
- 3.1.5 All concrete is to be mixed, vibrated, tamped, placed and poured in accordance with the requirements of the Specification and the Contractor's prices for concrete shall include for complying with these requirements and labour and material for carrying out all tests as described.

- 3.1.6 Prices for concrete shall include for mixing, depositing, handling, hoisting into position, making good after removal of formwork, pouring breaks, roughening and preparing surfaces to receive new concrete and for all making good.
- 3.1.7 Prices for concrete slabs shall include for laying in bays and setting down or preparing as required to receive finishes including necessary formwork to the joints between bays. Should the surfaces become damaged in any way before finishes are laid, the Contractor shall make good at its own expense.
- 3.1.8 Prices for concrete shall include taking delivery of sleeves, flanges and other inserts for concrete from Named Subcontractors and casting them into the positions required. Prices shall include for casting all pipes, conduits etc. into concrete.
- 3.1.9 Prices for concrete work shall include for leaving any necessary temporary openings for services and other fittings and fixtures required for the Works and for any necessary concrete, reinforcement and formwork or other approved firestop material required to be installed upon completion of the installation of the relevant services, fittings or fixtures so as to ensure a proper fire compartment.
- 3.1.10 The prices for reinforcement shall include for checking, sorting, storing, cleaning free of rust, dust, mill scale, dirt, oil or any other substance, cutting to lengths, wastage, hook ends, bending, fixing in position and provision of all necessary hangers, spacers, stools, chair supports of any nature and magnitude, tying wire etc.
- 3.1.11 Prices for fabric reinforcement shall also include for the extra material in placing laps (minimum 200 mm laps) for the purpose of jointing sheets together, for notching around obstructions and bending of the fabric as necessary.

3.2 Formwork

- 3.2.1 Prices of formwork shall be held to include all chamfered and splayed edges, notching's, filleting, grooves, mortices and similar labours allowance for overlaps, and passings at angles, battens, strutting, bolting, wedging, easing, striking and removal.
- 3.2.2 Prices for formwork shall also include for the use of form release coating (mold oil) and for all clean out and pour openings, formation of chambers and temporary struts or shores required after the removal of forms.
- 3.2.3 Prices for formwork shall include strutting simultaneously as may floors as may be necessary for the continuous and expeditious progress of the Works to the satisfaction of the Superintending Officer.
- 3.2.4 Prices for 'Wrought' formwork shall be held to include for boards to be close jointed to produce a smooth finished appearance in the concrete surfaces, free from board marks, voids, holes and any other imperfections and any such marks are to be carefully rubbed down, and any holes filled with hard filler.

3.3 Pre-Stressed Concrete

- 3.3.1 The Contractor shall select a system, which will comply with the required design requirements and adjust or amend this according to the actual site conditions at its own expense.

- 3.3.2 The prices for ducts are to include for the provision of supports to the material used in the formation of the ducts and for forming and grouting air holes.
- 3.3.3 The prices for fixing each tendon are to include for greasing, straightening, cutting to lengths and assembling.
- 3.3.4 The prices for tensioning tendons are to include for cutting off ends of tendons.
- 3.3.5 All Specifications shall be read in conjunction with the relative Contract Drawings, and the pricing shall be deemed to include for all equipment, cables, anchorages, sheathings, couplings, grouting and the like necessary for the completion of the work to the entire satisfaction of the Superintending Officer.
- 3.3.6 The Contractor's particular attention is directed to the Specification section 'Prestressed Concrete' which fully described the requirements for the work.

3.4 Precast Concrete

- 3.4.1 Prices shall include for all reinforcement, molds and casings, formation of pockets and the like for anchorages and the filling of the same after execution, surface finishes, hoisting and erecting complete, multiple handling as required, holding in position during erection, all necessary temporary bracing, supports, propping up and levelling as required, all lifting holes, ferrules and lifting attachments, any additional reinforcement not specified and deemed by the Contractor as necessary for handling purposes, bedding and grouting in position and making good on completion.
- 3.4.2 Prices shall include for casting completed either on site or off site including all necessary transportation for delivery to site.

4. Structural Steelwork

- 6.1 Prices for structural steelwork shall include for but not limited to the following:
 - a) rolling margin;
 - b) all cuttings and waste of materials, jointing;
 - c) shop and site fabrication works including drilling and cutting, (holes and openings for other trades), notching, splicing, welding, machining ends and bearings;
 - d) shop and site welding including labour, material and consumables for welding and equipment;
 - e) marking and labelling;
 - f) conveyance delivery, unloading, landing, storing, returning packings, lowering, double handling, hoisting, erecting, fitting and fixing in position;
 - g) shop/fabrication priming including on-site touching and sealing required;

- h) shims, wedging and levelling of column bases and the like;
- i) temporary boxes, setting out, casting in of holding down bolts;
- j) nuts and any type of washer which may be required;
- k) temporary bracing and supports and the like required for erection;
- l) the testing and inspection of welds including the use of any special radio-graphic techniques;
- m) grouting under base plates; and
- n) wire wrappings to encased steelwork.
- o) delivery, unloading, handling, hoisting, fitting and fixing in position;
- p) shop priming; and
- q) preparation of design and shop drawings.

6.2 Prices for structural steel connection shall include for but not limited to the following:

- a) nuts, bolts and type of washer which may be required (but excluding anchor bolts and holding down bolts);
- b) rivets, welding, shear studs;
- c) ties, wedges, shims, grouting under bases or bearing plates;
- d) cleats, gusset plates, stiffeners, flange plates, bearing plates, base plates, butt plates, column caps, brackets, etc.;
- e) casting in of holding down or anchor bolts;
- f) shop and site fabrication including drilling, cutting, notching, splicing etc.;
- g) delivery, unloading, handling, hoisting, fitting and fixing in position;
- h) shop priming; and
- i) preparation of design and shop drawings.

5. Carpentry and joinery

5.1 Prices of carpentry shall be held to include for cutting, notching, boring, sinking, pelleting, fitting, trimming, mitering, halving, morticing, tenoning, dovetailing, scarfing and wedging and for all

ends, splayed edges, short lengths and temporary supports and any other sundry items of a like nature.

- 5.2 Prices of joinery shall be held to include for all cutting, notching, holes, housing ends, mitering, ends and shaped ends, angles, junctions, heading joints, short lengths and any other sundry items of a like nature.
- 5.3 Tongued angles splayed or rounded edges, chamfers, rebates, grooves and any other sundry items of alike nature shall be included in the Contractor's prices.
- 5.4 Labour to stops or cross grain shall be deemed to be included with the respective item.
- 5.5 All carpenter's and joiner's work shall include nails, screws, etc.
- 5.6 Prices for timbers are to include the fixings unless otherwise stated.
- 5.7 Where a door thickness is stated, such thickness is inclusive of any plastic, metal or other facings.
- 5.8 Prices of fixing shall be deemed to include for fixing to either concrete or brickwork/blockwork and prices with masonry anchors or with "raw plugs" or similar approved proprietary plugs shall include for drilling, as required.
- 5.9 Sawn timber must hold the full dimensions shown or specified.
- 5.10 All timber sizes are finished sizes unless otherwise stated. The Contractor should allow in its prices for the extra material required in planning for wrought faces.
- 5.11 The prices for sawn grounds, sawn partition and false ceiling framing and similar shall include for planning one or more faces if necessary to obtain a level fixing surface.
- 5.12 The prices for doors and windows shall include fitting and hanging.
- 5.13 The prices for laminated plastic sheeting shall include for fixing with adhesive.
- 5.14 The prices for plywood, soft-board, plastic sheeting etc. are deemed to include lining up joints, setting out and matching adjoining panels in accordance with the Superintending Officer's or the Employer's requirements.
- 5.15 The prices for all joinery shall include punching all nail and pin heads, glass papering and leaving clean for polishing or clear finish where required.
- 5.16 The prices for drawers are deemed to include for the provision of stops, stop-dovetailed joints to fronts, dovetailed joints to back, grooving sides and front for bottoms and glueing together.
- 5.17 The prices for rockwool and fiberglass blankets are deemed to include cutting to sizes, stitching up edges, hanging and overlapping.

6. Floor Finishes

- 6.1 Prices of floor finishings shall be held to include for all rounded edges on in-situ paving, all arises and making good and any other sundry items of a like nature.

- 6.2 Prices of skirtings, risers, moulded or rounded edges, channels and the like shall be held to include for all short lengths, formed, cut and purpose-made angles, junctions, ends, etc. and making good and any other sundry items of a like nature.
- 6.3 All prices shall include for narrow widths, small quantities, all temporary rules and laying to patterns, for working or cutting and sealing around conduits, pipes, floor outlets, sanitary fittings and the like, circular cutting and for finishing paving's as required, leaving free from all joints and trowel marks and other imperfections and cleanings, covering and protecting all surfaces as described.
- 6.4 Where the thickness of screeds is shown to be 'average' they are required to be laid to falls and currents and the Contractor shall include this in its prices.
- 6.5 The prices for screeds to receive carpet tiles and the like shall be held to include for finishing smooth and even including adding neat cement to the surface and finishing with a steel trowel, or plywood and/or underlay.
- 6.6 Prices for all tiling shall be held to include for laying in colours and patterns as required and approved by the Superintending Officer.
- 6.7 Prices for coloured tiles etc. are deemed to be for tiles from the standard coloured range unless otherwise described.
- 6.8 Prices for tiles laid on all slabs [including basement floors] which are in direct contact with the ground shall be deemed to include the application of vapour barrier sealant SILOXANE or other approved vapour barrier sealant.

7. Materials And/or Goods from Named Suppliers

- 7.1 Notwithstanding that the Contractor is required to provide everything necessary for the proper execution of the Works, the Contractor shall be required to "Fix Only" the materials and/or goods supplied by the Named Suppliers.
- 7.2 "Fix Only" of materials and/or goods supplied by the Named Suppliers, shall be deemed to include for laying or fixing materials and/or goods, of various thicknesses and sizes, including borders, inserts, etc. to be selected by the Superintending Officer and finishing to its approval.
- 7.3 "Fix Only", materials and/or goods supplied by the Employer shall be deemed to include:
 - a) taking delivery of;
 - b) unloading, stock-checking including the accuracy of sizes and compliance with specifications, getting in, sorting, storing and stripping or removing protection;
 - c) taking from store, and placing in position including all handling and hoisting;
 - d) assembling, fitting and fixing materials, approved jointing materials and goods in position, adjusting, refixing and for cutting away;
 - e) returning all chargeable packings, carriage paid and recovering all appropriate credits; and

f) making good, levelling, packing, grouting, providing templates and plugged grounds, puttying and touching up,

all in accordance with the generally accepted requirements of the specified item, including safeguarding the work until the issue of the Certificate of Substantial Completion.

7.4 Profit, establishment charges or attendance constituent on the value of the said materials and/or goods shall be deemed included in the unit rates of the "Fix Only" items, and also the cost of safeguarding them until the issuance of the Certificate of Substantial Completion.

7.5 The amount payable by the Employer to the Contractor in respect of the Named supply items, shall be calculated in relation only to the actual goods incorporated in the finished works while breakages, losses etc., shall be matter for settlement between the Contractor and the Named Supplier concerned, neither of whom shall have any claims in respect of the same against the Employer.

8. Materials And/or Goods Supplied by The Employer

8.1 Notwithstanding that the Contractor is required to provide everything necessary for the proper execution of the Works, the Contractor shall be required to "Fix Only" the materials and/or goods supplied by the Employer.

8.2 "Fix Only" of materials and/or goods supplied by the Employer, shall be deemed to include for laying or fixing materials and/or goods, of various thicknesses and sizes, including borders, inserts, etc. to be selected by the Superintending Officer and finishing to its approval.

8.3 "Fix Only", materials and/or goods supplied by the Employer shall be deemed to include:

a) taking delivery of;

b) unloading, stock-checking including the accuracy of sizes and compliance with specifications, getting in, sorting, storing and stripping or removing protection;

c) taking from store, and placing in position including all handling and hoisting;

d) assembling, fitting and fixing materials, approved jointing materials and goods in position, adjusting, refixing and for cutting away;

e) returning all chargeable packings, carriage paid and recovering all appropriate credits; and

f) making good, levelling, packing, grouting, providing templates and plugged grounds, puttying and touching up,

all in accordance with the generally accepted requirements of the specified item, including safeguarding the work until the issue of the Certificate of Substantial Completion.

8.4 Profit, establishment charges or attendance constituent on the value of the said materials and/or goods shall be deemed included in the unit rates of the "Fix Only" items, and also the cost of safeguarding them until the issuance of the Certificate of Substantial Completion.

- 8.5 The Contractor on taking delivery of any materials and/or goods supplied by the Employer, must ensure that all records and delivery orders pertaining to such delivery are kept, and endorsed by the Resident Technical Officer, or Superintending Officer or its Representative. The Contractor shall forward the same to the Superintending Officer or its Representative, if so requested, for verification purpose.
- 8.6 Should any of the materials and/or goods delivered, found to be defective, damaged or broken, the Contractor shall immediately notify the Superintending Officer, otherwise the Contractor shall be held responsible for making good, and entire replacement, at its own cost. Any delay to the completion of the Works due to the replacement shall not be claimable.
- 8.7 The said materials and/or goods should have sufficiently allowed for normal wastage during construction. However, if the Contractor disputes the percentage allowed for wastage prior to incorporating such materials and/or goods into the Works, he will be required to notify the Superintending Officer and provide detailed calculation to verify the shortfalls. The Superintending Officer will be the arbitrator in deciding the reasonable percentage factor for wastage to be applied for the various materials and/or goods.
- 8.8 In the event if the Contractor has unduly incurred extra wastage, it will be its sole responsibility to secure and provide additional quantity of the same, entirely at its own cost. No claims will be entertained by the Employer for such cause(s), unless the conditions of work, method of constructions, etc. have been altered through the Superintending Officer's instructions.
- 8.9 The balance or unused materials and/or goods supplied by the Employer, will remain the property of the Employer. However, the Contractor shall be obliged to dispose these materials offsite, free of charge, if so requested by the Superintending Officer or Employer.
- 8.10 The Contractor may be further required to provide additional storage space for addition materials and/or goods procured by the Employer (other than those to be fixed by the Contractor), and the Contractor shall assume responsibility on these additional materials and/or goods.

PRELIMINARIES FOR THE WHOLE PROJECT

Notes:

The Contractor shall note that this section sets out the conditions and requirements in regard to Preliminaries for the Works. All pricing for preliminaries shall be priced in the table above - Preliminaries, and the cost for each item shall correspond with the items and description contained herein.

1. SCOPE OF WORKS

The extent of Works included in this Contract shall be as described in the Contract Documents or reasonably inferred therefrom.

The Contractor shall carefully study the Contract Documents, and satisfy itself as to the full extent, character and nature of the Works to be performed under this Contract. The Employer shall not entertain any claim arising from the Contractor's failure to study these Documents.

2. SPECIFICATIONS

- i) Under Clause 1.1 of the Conditions of Contract, the term "Specification" shall also include the 'BCA's National Productivity & Quality Specifications'.

The Contractor's attention is drawn to the fact that the specification does not purport to repeat any clause which has been specified or fully described in the Specification and Drawings.

The specification is to be read in conjunction with the aforesaid Specification that sets out generally the Employer's requirements as regards quality of materials and workmanship. The Contractor shall familiarise itself with the Specification and refer to clauses appearing under the relevant work sections.

3. CONDITIONS OF CONTRACT

The Conditions of Contract shall be the Public Sector Standard Conditions of Contract for Lite Construction Works, 1st Edition, March 2025 including the Appendix, any Option Modules, Particular Conditions and supplementary amendment thereto.

Further details or additional requirements in respect of some but not all of these Conditions are given herein solely for the guidance of the Contractor; notwithstanding this, the Contractor shall be fully responsible for taking all the implications of the Conditions of Contract into account.

1 Definitions and Interpretation

- 1.1 Definitions
- 1.2 Singular and Plural
- 1.3 Headings and Marginal Notes
- 1.4 Joint and Several Liability

2 Superintending Officer and Superintending Officer's Representative

- 2.1 Superintending Officer's Authority
- 2.2 Superintending Officer's Representative
- 2.3 Superintending Officer's Authority to Delegate
- 2.4 Appointment of Assistants
- 2.5 Instructions by Superintending Officer
- 2.6 Failure to Comply with Superintending Officer's Instructions
- 2.7 Urgent Repairs
- 2.8 No Obligation to Exercise Powers

3 Contract Documents

- 3.1 Contract Documents to be taken as Mutually Explanatory
- 3.2 Custody and Supply of Drawings and Documents
- 3.3 Drawings to be Kept on Site
- 3.4 Need for Further Information etc.
- 3.5 Further Supplementary Information etc. and Instructions.
- 3.6 Use of Contractor's proposal and Employer's Requirement
- 3.7 Confidentiality of Information Supplied to Contractor
- 3.8 Delay and Time

4 General Obligations of the Contractor

- 4.1 Contractor's General Responsibilities
- 4.2 Employment of Qualified Personnel
- 4.3 Responsibility for Identifying Ambiguities, Discrepancies, etc.
- 4.4 Security Deposit
- 4.5 Sufficiency of Tender
- 4.6 Patents, Trademarks, Copyrights, etc.
- 4.7 Design, Specifications and Other Information
- 4.8 Prior Written Acceptance

5 Sub-Surface and Ground Conditions

- 5.1 Inspection of Site and Geotechnical Information
- 5.2 Adverse Physical Conditions
- 5.3 Underground Services

6 Works Designed by the Contractor

- 6.1 Contractor's Warranty of Design
- 6.2 Submission of Documents prior to Commencement
- 6.3 Submission of Documents after Completion
- 6.4 Amendments and Modification of Accepted Design

7 Notices and Fees

- 7.1 Generally
- 7.2 Variations arising from Compliance
- 7.3 Cost of Compliance

8 Setting Out

- 8.1 Accurate Setting Out
- 8.2 Errors in Setting Out

The setting out of the Works shall be carried out by a registered surveyor. All survey marks and pegs shall be protected and maintained. If any of the survey marks and pegs is displaced, the Contractor shall reinstate it at its own expense.

The registered surveyor shall certify that works have been correctly set out in accordance with the Drawings. One set of tracings and four sets of prints and one soft-copy in CD-ROM of "as set-out drawings" as prepared and endorsed by the registered surveyor shall be submitted to the S.O. within two months after completion of the Works.

The Contractor shall note that employing a registered surveyor to set out works on its behalf does not relieve him of its responsibility under the Contract. Should any inaccuracy occur, the cost of any corrective measure and legal claim shall be borne by the Contractor. The Employer shall not entertain any claim for such costs or loss of time incurred as a result of inaccurate setting out.

The Contractor shall, as and when directed by the S.O., provide adequate surveying equipment on Site for use of the S.O. for checking purposes.

- 9 Programme for the Works
- 9.1 Programme to be Furnished
- 9.2 Revision of Programme
- 9.3 Acceptance of Programme
- 9.4 Failure to Submit Adequate Programme

Preliminary Tender Programme

The Contractor shall submit with its tender a preliminary programme showing how he intends to organise, carry out and complete the Works within the Contract Period. The programme shall identify the sequence of the main operations and the time limit within which the Contractor proposes that each operation shall commence and complete.

The programme shall not form part of the Contract unless specifically agreed to in writing before award of the Contract.

Programme for the Works

The Contractor shall submit its programme for the Works in accordance with the requirements of the Contract. The work programme shall include details of all trades to demonstrate phasing/ interfacing/ delivery time and methodology of carrying out the works. The proposed timeline and work schedule for the complete implementation of the development of the project will show the critical key-dates, and the program shall be in Gantt Chart Format, using Microsoft Project, or other approved equivalent software, clearly showing the critical path network.

The Contractor shall submit two copies of the programme to the S.O. A copy of the approved programme shall be retained on the Site.

Weekly Progress Report

The Contractor shall monitor the progress of the work and submit weekly reports to the S.O. showing the actual progress of the work compared with the scheduled progress in the programme.

The report shall include the progress status for each trade of work, number and types of workmen employed, materials delivered and construction equipment used, compared with the planned activities and resources. The contractor shall also include weekly photographs, material samples submission status, shop drawings submission status, mock up schedule, weekly forecast of works and manpower, safety reports, safety meeting minutes, variation claims update and summary, RFI log, etc. in all its weekly progress reports.

- 10 Quality in Construction
 - 10.1 Plant, Materials, Goods and Workmanship
 - 10.2 Contractor to Provide Everything Necessary for Testing
 - 10.3 Cost of Samples
 - 10.4 Cost of Test
 - 10.5 Examination and Measurement of Works before Covering Up
 - 10.6 Uncovering and Making Openings
 - 10.7 Defects during the Progress of the Works
 - 10.8 Default of Contractor in Compliance

- 11 Administration
 - 11.1 Days and Hours of Working
 - 11.2 Contractor's Representative
 - 11.3 Removal of Workmen and Other Personnel
 - 11.4 Access for Superintending Officer

Works Requiring "Standing" Supervision

Notwithstanding the provision in Clause 11, works which require "standing" supervision e.g. concreting, piling, mixing of cement and sand for plastering or screeding and mixing of paints and the like, etc., shall be carried out between 8.00AM and 6.00PM on Mondays to Fridays and, between 8.00AM. and 1.00PM. on Saturdays. The prior written permission of the S.O. will have to be obtained if, in the exigency of the case, such works are to be executed outside these hours.

No claim for loss or delay consequent upon the Contractor's failure to comply with this Clause will be entertained.

- 12 Possession of Site and Commencement of Work
 - 12.1 Commencement of Works
 - 12.2 Site Possession
 - 12.3 Failure to Give Possession
 - 12.4 Rights of Access etc.
 - 12.5 Other Contractors

- 13 Suspension
 - 13.1 Suspension of Work
 - 13.2 Suspension Lasting More than 90 days

- 14 Time for Completion
 - 14.1 Contractor to Complete on Time
 - 14.2 Extension of the Time for Completion
 - 14.3 Notice

Contract Period

The period of completion of the Works shall be deemed to include Sundays and Public Holidays.

Working Hours

All works can only be carried out between 8.00AM and 6.00PM daily (6 days [Monday to Saturday] per week). The prior written permission of the SO will have to be obtained if, in the exigency of the case, such works are to be executed outside these hours.

Compliance to NAFA's House Rules

The Contractor shall comply with all house rules, including but not limited to, site access, security, hot works and such approvals obtained from the relevant departments on a daily basis.

- 15 Expediting Progress of Works
 - 15.1 Notification to Expedite
 - 15.2 Work to Expedite Progress
- 16 Liquidated Damages
Refer to Appendix to PSSCOC.
 - 16.1 Payment by the Contractor
 - 16.2 Reduction of Liquidated Damages
 - 16.3 Employer's Common Law Rights for Damages
 - 16.4 Extension of Time during Delay Period
- 17 Substantial Completion
 - 17.1 Certificate of Substantial Completion
 - 17.2 Access to Remedial Work
 - 17.3 Completion of Phase or Part
- 18 Defects
 - 18.1 Completion of Outstanding Works and Remedy Defects
 - 18.2 Cost of Remedy Defects
 - 18.3 Diminution in Value of Works
 - 18.4 Contractor to Search
 - 18.5 Liability at Common Law
- 19 Variations to the Works
 - 19.1 Variations
 - 19.2 Power to Order Variations
 - 19.3 Submission of Quotations
 - 19.4 Alternative Proposals by Contractor

Variation Meetings

The Contractor (including its Named Sub-Contractors where requested), unless directed otherwise, shall attend regular variation meetings convened by the SO, to verify variations issued and to settle variation claims. The meetings shall be chaired by the SO.

The Contractor shall submit to the SO an up-to-date statement of its variation claims at the variation meetings and he shall ensure that the claims are made in accordance with the provisions of the Contract.

20 Valuation of Variations

- 20.1 Valuation Methods
- 20.2 Agreement on Valuation
- 20.3 Provisional Sum Items
- 20.4 Dayworks

Star Rates

Where the Contractor contends that work is not of a similar character or executed under similar conditions as priced in the Schedule of Rates, he shall give to the S.O. a written notice within seven days from the time of receipt of the instruction from the S.O. with regard to such work for the S.O.'s consideration. Unit rates for such items shall be termed 'Star Rates' and will be indicated thus ' * ', if so decided by the SO.

The Contractor shall declare on the prescribed form that the prices quoted in the supporting vouchers / invoices are nett of trade discounts. The SO. may request for documentary evidence of the amount paid by the Contractor to its suppliers and / or subcontractors.

21 Measurement

- 21.1 Contractor to Attend Measurement
- 21.2 Contractor to Provide Assistance
- 21.3 Record of Measurements
- 21.4 Failure to Agree Measurements

22 Claims for Loss and Expense

- 22.1 Reasons for Loss and Expense
- 22.2 Sufficiency of Loss and Expense

23 Procedure for Claims

- 23.1 Notice of Claims
- 23.2 Contemporary Records
- 23.3 Substantiation of Claims
- 23.4 Access to Contractor's Books and Documents
- 23.5 Payment of Claims
- 23.6 Failure to Comply

24 Construction Equipment, Temporary Works, Materials and Goods

- 24.1 Exclusive Use for the Works

- 24.2 Vesting
- 24.3 Employer Not Liable for Damage
- 24.4 Conditions for Hire of Construction Equipment
- 24.5 Revesting and Removal
- 24.6 Incorporation of Clause in Subcontracts

- 25 General Responsibilities
- 25.1 Care of the Works
- 25.2 Excepted Risks

- 26 Indemnity Provisions
- 26.1 Injury to Persons
- 26.2 Damage to Property
- 26.3 Contractor to Rectify Damage

- 27 Insurance for Personal Injury, Work Injury Compensation and Property Damage
- 27.1 The Policies
- 27.2 Damage to Property when Contractor Not Negligent
- 27.3 Default in Insuring

- 28 Insurance of the Works
- 28.1 Risks to be Insured
- 28.2 Application of Insurance Moneys

INSURANCE

- A. Without limiting the obligations and responsibilities of the Contractor under Clauses 27 and 28 of the Conditions of Contract, the Contractor shall effect a Work injury Compensation Policy and a Contractors' All Risk Policy with an insurance company or insurance companies approved by the Superintending Officer.
- B. The Contractor shall submit the proposed name of the insurance company or insurance companies for consideration of the Superintending Officer at the time of submission of this tender.
- C. Contractor shall submit evidence of insurance premium payment and cover note / policy schedule to the Superintending Officer prior to commencement of any works under the contract.
- D. All insurance policies shall be in the joint names of the Employer, Contractor and sub-contractors of any tier. Other than in respect of Work injury Compensation insurance, the insured Employer, Contractor and sub-contractors shall include their respective directors, officers and employees. The policies shall begin before commencement of any work under the Contract until 14 days after the Date of Substantial Completion certified by the Superintending Officer plus the twelve (12) months Defect Liability Period.
- E. The Contractors' All Risk policy shall include Consultants and their authorised representatives as insured parties in respect of their site activities only.
- F. The Work Injury Compensation policy shall cover the Contractor and/all sub-contractors (including designated or Named sub-contractors) of any tier for their legal liability, whether under the Work Injury Compensation Act or at common law, for death, illness or injury of employees arising in the course of their employment in connection with the carrying out of the Works. The Policy shall be extended to include an endorsement for waiver of subrogation. The policy shall also cover the Employer's vicarious liability for whether under the Work Injury Compensation Act or at common law, for death, illness or injury of employees of the Contractor and/or all sub-contractor of any tier arising in the course of their employment in connection with the carrying out of the Works.
- G. The Contractors' All Risk policy shall provide cover in respect of physical loss or damage to the Contract Works on an "all risks" basis and shall also cover the legal liability of the insured parties for accidental damage to third party property and/or accidental bodily injury to third parties arising from the carrying out of the Contract Works.
- H. The cover for loss or damages to the Contract Works shall be for the full replacement value thereof including all unfixed goods and materials delivered on or adjacent to the Site plus ten (10) percent to cover professional fees and five (5) percent for removal of debris and seven (7) percent for goods and services tax (GST).
- I. The cover for legal liability to third parties for accidental property damage and/or accidental bodily injury shall have a limit of liability of S\$5,000,000.00 any one occurrence with the number of occurrences being unlimited for the period of insurance.
- J. The cover under the Contractor's All Risks policy in respect of physical loss or damage shall be extended to include loss or damage to existing property of the Employer caused by the

carrying out of the Contract Works on a First Loss basis up to a sum insured of \$2,500,000.00

K. The cover for legal liability to third parties for accidental property damage and/or accidental bodily injury shall include a specific extension acknowledging that representative of the Building and Construction Authority who are on Site for purposes of conducting the assessment in connection with the Construction Quality Assessment System or CONQUAS and also inspectors, auditors and/or other persons exercising their respective duties, function and powers in compliance with the Workplace Safety and Health Act and/or its Regulations are regarded as third parties under the terms of the insurance policy.

The Contractors' All Risks Policy shall be further extended to include the following endorsements:

Section I - MATERIAL DAMAGE TO THE WORKS

- i. Approved Adjusters
- ii. Strike, Riot and Civil Commotion
- iii. Time Adjustment Clause (72 hours)
- iv. Automatic Reinstatement
- v. Automatic Extension
- vi. Cessation of Work – minimum 90 days
- vii. Extra Charges for Overtime, Night work, Work on Public Holidays and Express Freight
- viii. Professional Fees
- ix. Escalation Automatic Increase Clause
- x. Removal of Debris
- xi. Inland Transit
- xii. Offsite Storage/Fabrication
- xiii. Airfreight
- xiv. Plans and Documents Clause
- xv. Public Authorities Clause
- xvi. Claims Preparation Costs
- xvii. Free Issues Materials
- xviii. Employees' Personal Effects and Tools
- xix. Designers Risks
- xx. Extended Maintenance
- xxi. Loss Payee
- xxii. Waiver of Subrogation

SECTION II – LIABILITY TO THIRD PARTY

- xxiii. Cross Liability
- xxiv. Jurisdiction Clause
- xxv. Non-Negligent Indemnity

29 Damage to Property of Employer or Government
29.1 Costs of Making Good Damage, Loss or Injury

30 Assignment and Subcontracting
30.1 Assignment by Contractor
30.2 Subcontractors

- 31 Termination by the Employer
 - 31.1 Termination for Default
 - 31.2 Effects of Termination for Default
 - 31.3 Liquidated Damages after Termination
 - 31.4 Termination without Default
- 32 Progress Payments and Final Account
 - 32.1 Payment Claims
 - 32.2 Payment Certificates
 - 32.3 Correction of Certificates
 - 32.4 Final Payment Claim
 - 32.5 Interim Final Account, Final Account and Final Account Certificate
 - 32.6 Period for Honouring Certificate
 - 32.7 Claim and Payment of Goods and Services Tax
 - 32.8 Delay in Certification
- 33 Fluctuations
 - 33.1 Schedule of Materials
 - 33.2 Payment
 - 33.3 Contractor in Delay
 - 33.4 Sub-Contract Work
- 34 Final Completion Certificate
 - 34.1 Time for Issue
 - 34.2 Certificate not Conclusive
- 35 Settlement of Disputes
 - 35.1 Reference to the Superintending Officer
 - 35.2 Reference to Arbitration
 - 35.3 Arbitration in Event of Termination
 - 35.4 Powers of the Arbitrator
 - 35.5 Reference to Adjudication
 - 35.6 Mediation
- 36 Recovery by the Employer
- 37 Governing Law & Notices
 - 37.1 Law
 - (1) The law governing this Contract and any arbitration commenced under these Conditions shall be the law of Singapore, and any such arbitration shall be held in Singapore. The application to this contract of the United Nations Convention on Contracts for International Sale of Goods is hereby expressly excluded.
 - (2) Unless otherwise expressly stated in this Contract, a person who is not a party to this Contract shall have no right under the Contracts (Rights of Third Parties) Act to enforce any of its terms.
 - (3) Where the Building and Construction Industry Security of Payment Act 2004 applies to this Contract, all provisions in this Contract shall be read to give effect to the provisions of the Act. For that purpose, the parties shall be entitled to such rights and be subject to such obligations as may be set out in the Building and Construction Industry Security of Payment Act 2004 including the latest revisions in force at the time.

37.2 Notices

4 PRELIMINARIES FOR THE WHOLE PROJECT

Each individual item in the Preliminaries for the Whole Project must be priced and written in ink. The Contractor may, however, insert INC. (included) in the money column where it is the accepted practice to include with other items the value of (a) items of a minor nature and/or (b) general clauses (the value of which can be included in the cost of several individual items). Items left blank or unpriced or inserted dash (-) shall be deemed to have been included in the tender price.

Payments towards items executed under "Preliminaries for the Whole Project" shall be made progressively in a manner to be agreed with the S.O.

Generally, a mixture of the following mode of payment for "Preliminaries" items shall be adopted:-

- a) Items where expenditure is according to time shall be based on a "time basis" provided always that the programme of the Works is according to the planned and agreed schedule.
- b) Items where expenditure is expended based on the value of works shall be paid in portion to value of works executed in relation to the cost of the Whole Contract.
- c) Items that cannot be valued based on method (a) and (b) above shall accordingly be broken down into its element costs and payment for the item made in accordance with the breakdown (for example: The item for temporary buildings could be broken down into elements of (i) erection (ii) maintenance and (iii) clearing away upon completion of contract. Upon erection, the cost of erection for the item shall be included in the progress payments). During evaluation of Tenders, the Contractor shall submit breakdown of such items for purposes of payment during the progress of the Works.

5 EARTH CONTROL MEASURES

Not in Use.

6 SITE INVESTIGATION

The Contractor is deemed to have visited the site prior to submission of its tender and to have informed itself and made due allowance in the Contract Sum for all conditions pertaining to the Site, its location, condition of existing buildings and structures on adjoining properties, accessibility, boundary conditions, storage space, restrictions for loading and off-loading materials, traffic restrictions, etc.

Notwithstanding the soil investigation provided by the Employer for the tenderer's information only, the Contractor shall be deemed to have acquainted itself with the ground conditions and type of soil to be excavated and to have made its own assessment of the ground/soil conditions. The ground conditions are the Contractors risk and therefore should the Tenderer not be satisfied with the Soil Investigation Report provided, then it should, at its own cost, carry out its

own survey.

7 CONTRACTOR'S SITE MANAGEMENT TEAM

The Contractor shall constantly keep on site a team of competent construction professionals as specified in the Specifications and required by Statute and/or Regulations, and as are necessary for the proper planning, co-ordination, execution, supervision and management of the Works. The site team shall be subject to S.O.'s approval and shall be stationed on site on a full-time basis for the duration of the Contract.

a) EMPLOYMENT OF PROJECT MANAGER

The Contractor shall employ one (1) Project Manager with at least ten (10) years of experience to manage the works throughout the duration of the Contract. The Contractor shall include the Project Manager in the pricing for preliminaries.

The Contractor is required to submit the name, documentary evidence of the educational qualification and track record showing the experiences of the Project Manager during the tender submission. In addition, prior any replacement of Project Manager during the project duration, the Contractor must seek Project SO's approval.

The Project Manager must have sufficient experience and knowledge to manage all the various types of works as set forth in the Contract Specification to assume all the duties and responsibilities as set forth in the Contract. The Contractor shall ensure that the Project Manager can be readily contact at any time (24 hours) for the issuance of verbal directives with regard to the works.

The Project Manager is fully responsible for the smooth operation of the whole work. Its duties shall include control of the workers, managing and co-ordinating all the sub-contractors to achieve a safe working environment, compliance with specifications, timely delivery and completion of works.

The provision of the Project Manager shall not be construed to limit the Contractor's responsibility and obligation in respect of adequate staffing, and in the event that additional Project Manager is required, the Contractor shall provide such staff at no extra cost to the Employer.

b) EMPLOYMENT OF SITE SUPERVISOR

The Contractor shall employ one (1) Supervisor, from the onset to coordinate and supervise the works including WSH requirements and site safety. The Supervisor shall be stationed at the site on a full-time basis for the duration of the Contract Period. The Contractor shall include the Supervisor in the pricing for preliminaries.

The Supervisor must have relevant tertiary qualification or trade certification which is awarded by Building Construction Authority (BCA).

The Contractor is required to submit the name, documentary evidence of the educational

qualification and track record showing the experiences of the Site Supervisor during the tender submission. In addition, prior any replacement of Site Supervisor during the project duration, the Contractor must seek Project SO's approval.

The duty of the Supervisor is responsible for the progress and coordination of the Works and to ensure that the work is carried out smoothly in accordance with the Contract Specification. Its duties shall not be limited to the above but any other duties in respect to the completion of the Project.

The provision of the Supervisor shall not be construed to limit the Contractor's responsibility and obligation in respect of adequate staffing, and in the event that any additional Supervisor(s) be considered necessary to properly and effectively supervise the execution of the Works, the Contractor shall provide such staff at no extra cost to the Employer.

8 TREASURE TROVE

Not in Use.

9 USE OF THE SITE

The Contractor shall use the site solely for the purpose of the Works. All activities occurring on the Site must be in connection with and exclusive to the Works. There must be no "spin-off" business activities and the Contractor shall not use the Site for other profit-making activities.

10 ACTS AND REGULATIONS

The Contractor shall comply with any current and written laws and bylaws, rules and regulations of any government ministry, statutory boards or other public authorities, which are applicable or relevant to the execution of the Works. These include, but are not limited, to the following: -

1. Requirements of the Ministry of the Environment and Water Resources relating to the proper provision, erection, and subsequent, disposal of toilet facilities; the proper disposal of trade effluent; the erection and operation of canteens; control of water pollution and drainage; control of air pollution, control of noise and erosion and silt control.
2. Requirements of the latest Workplace Safety and Health Act and Factories Act, including the subsidiary legislation gazetted under the Act. The provision shall deem to include consequential amendments made to other written laws, regulations, code of practice and guidelines gazette by the Government. The Contractor shall be responsible for the Emergency Response Plan of the site.
3. Requirements of the Ministry of Manpower forbidding the employment of illegal workers.
4. Requirements of the current "Building Control Act" and "Building Control Regulations".
5. Requirements of LTA (Land Transport Authority) and Road Works Act.
6. Requirements of Fire and Safety Shelter Bureau relating to compliance to the Fire

Safety Act and Code of Practice for Fire Precautions in Buildings.

7. Requirements of National Parks Board.
8. Requirements of PowerGrid.
9. Requirements of Public Utilities Board.
10. Requirements of Power Gas

11 ACCESS

The Contractor shall note that the Nanyang Academy Of Fine Arts shall remain open and in operation throughout the duration of the Works and therefore the Contractor is to pay special attention to the potential risks that working in close proximity to the public brings. The Contractors attention is drawn to the site boundary drawing showing the proposed line of the hoarding.

The Contractor will not have sole use of the access used for this development, as it will also be used by others. The Contractor is to ensure that it does not obstruct or dirty the access throughout the duration of the Contract including roads, ramps, crossing over drains and/or channels, platforms, footpaths etc.

At Substantial Completion, the Contractor shall clear away and make good all works disturbed to the satisfaction of the S.O. and any authority concerned, or pay charges for such making good as may be required by such authority.

12 HOARDINGS

The Contractor shall identify and demarcate its work within the Site by temporary metal hoardings. Gates, access doors and fastenings shall be included for the proper execution of the Works, for the protection of the public and occupants of adjoining premises and for meeting the requirements of the SO and the relevant authorities.

The Contractor shall maintain the temporary hoardings throughout the duration of the Contract. On Substantial Completion, he shall clear them away and make good all works disturbed to the satisfaction of the SO.

To refer to annex for the type of hoarding (smooth surface finishes) including its artwork to be provided throughout the contract to the satisfaction of the SO.

13 PROTECTIVE BARRIERS, SCREENS, ETC

The Contractor shall provide all necessary safety barricades, tarpaulins, screens, safety tape, reinforcement bar caps, etc. for the protection of the workpeople, occupants of adjoining property and the public, and shall alter, adapt and maintain them as necessary.

The Contractor shall ensure that the barricades being erected on site are not in any way obstructing the vision of road users.

The Contractor shall prior to the commencement of the Works, submit for the approval of the S.O., details on the position and type of barricades he proposes to use.

The Contractor shall not commence work until such approval by the S.O. is given.

14 BUILDING CONSTRUCTION AUTHORITY (BCA) SIGNBOARD

The Contractor shall erect and maintain on the Site, and where directed, **One (1)** No of BCA signboard per campus as approved by Building Construction Authority (BCA).

15 SITE OFFICES

Not in Use.

16 OTHER SITE BUILDINGS

No other site buildings shall be allowed within the project site without prior approval by the SO.

17 SCAFFOLDING FOR ALL TRADES

The Contractor shall provide all necessary temporary scaffolding, staging, planks, catwalks, gangways, ladders, etc. of whatever height for the proper execution and completion of the Works and pay all costs and charges in connection therewith. He shall alter, shift and adapt from time to time as necessary and remove the same on completion of the Works.

The Contractor shall only employ approved steel scaffolding for all works to the external surfaces of all structures.

The Contractor shall be fully responsible for the design and safety of scaffolding and must allow for obtaining approval from the relevant Authorities and for submitting design details if required

Should the Contractor strike any of its scaffolding before ascertaining whether it is required by any of its Sub-Contractor or by any Public Authority, he must re-erect it if so required at its own cost and expenses.

18 WATER FOR THE WORKS

The Contractor shall provide and maintain a temporary water supply and distribution system sufficient for the execution of the Works. The temporary water supply installation shall comply with the requirements of the Public Utilities Board. The Contractor shall alter, adapt, maintain as necessary and remove the installation upon completion of the Works, reinstate all works disturbed to the satisfaction of the S.O. and the Public Utilities Board and pay all costs, charges and fees in connection therewith.

Where Works are carried out in existing Nanyang Academy Of Fine Arts premises, the Contractor may be allowed, subject to S.O. approval, to tap water from sources within the buildings, i.e. from existing water points, etc. In such instances, the Contractor shall install separate meters

and take readings of water and electricity consumed at the end of each month and submit these readings to the SO for certification. The SO shall certify the accuracy of the readings, and the Contractor shall subsequently reimburse NAFA for the amount of water consumed at the prevailing rates charged by Public Utilities Board. All reimbursements shall be made to NAFA within fourteen (14) days of the SO's certification. All costs incurred for the installation and subsequent disconnection shall be borne by the Contractor. Nothing in the above shall be construed as an obligation of NAFA to provide sources of water to the Contractor.

19 TEMPORARY LIGHTING AND POWER

The Contractor shall provide all necessary temporary lighting and electrical power including temporary wiring and meters required for the Works including that for Named Sub-Contractors. The Contractor shall alter, adapt and maintain as necessary and shall pay all charges and clear away all on completion.

The Contractor is required to engage a Licensed Electrical Worker (LEW) to install and maintain such temporary lighting and electrical power on the Site, and to ensure that they are in accordance with Singapore Standard CP 5/I998 - Electrical Installations and Singapore Standard CP 88 - Temporary Electrical Installations for Construction and Building Sites.

All supplies of 60A and less shall incorporate a current operated Earth Leakage Circuit Breaker (E.L.C.B.) and direct tripping sensitivity of 20/30 mA and tripping time within 100msec.

Where Works are carried out in existing Nanyang Academy Of Fine Arts premises, and where spare capacities are available, the Contractor shall be required to tap electricity from sources within the buildings, i.e. from existing OG boxes, etc. In such instances, the Contractor shall install separate meters and take readings of electricity consumed at the end of each month and submit these readings to the SO for certification. The SO shall certify the accuracy of the readings, and the Contractor shall subsequently reimburse NAFA for the amount of electricity consumed at the prevailing rates of the Low Tension tariff charged by Singapore Power. All reimbursements shall be made to NAFA within fourteen (14) days of the SO's certification. All costs incurred for the installation and subsequent disconnection shall be borne by the Contractor. Nothing in the above shall be construed as an obligation of NAFA to provide sources of electricity to the Contractor.

In utilising such electricity from existing Nanyang Academy Of Fine Arts premises, the Contractor is to ensure that there will be no overloading of power and that the operations of the Nanyang Academy Of Fine Arts is not interfered with. The Contractor shall undertake to indemnify Nanyang Academy Of Fine Arts from all damages arising from the tapping of the electricity supply from the existing Nanyang Academy Of Fine Arts.

In addition, Contractor is to engage Nanyang Academy Of Fine Arts' LEW for the endorsement of CS/3 Form and obtain the appropriate Electrical Installation license before arrangements can be made for the Turn On of power to the contractor's design and built site.

The following are to be complied when tapping electrical supply from existing Nanyang Academy Of Fine Arts:

- c) The Contractor's LEW/PE shall propose the method and location for the tapping.
- d) The Contractor's LEW/PE shall submit the proposed single line diagrams including calculations for the new connected load, phase load and balancing.

- e) The Contractor shall install a proper surface mounted DB with IP55 rating and shall come complete with MCB and ELCB's protection.
- f) The trip setting shall also be more sensitive than the OG box from which the electricity is being tapped.

In instances where electricity cannot be obtained from the existing Nanyang Academy Of Fine Arts, the Contractor shall use generators for the provision of temporary power. The Contractor shall get the prior approval of the S.O. for the use of generators and shall ensure that pollution levels are kept to a minimum. If in the opinion of the S.O. that the generators are contributing to environmental pollution, the Contractor shall remove/replace the generators to the satisfaction of the S.O. and all costs incurred shall be borne by the Contractor. A valid Supply Installation license shall accompany the generators used throughout the period of the contract.

20 PROVISION OF BULKS BINS AND DUMPING OF DEBRIS AND WASTE, ETC

The Contractor shall not dump construction debris, rubbish and waste at the Site, vacant plot of land, roadside or drains as it may cause obstruction, pollution and chokes to the drains and water courses. All rubbish, construction debris and waste arising from the Contractor's occupation of the Site or Works must be collected, stored and removed off the Site in a manner as described below and in accordance with any relevant statutory acts, regulations, etc.

The Contractor shall provide proper bulk bins for these materials. For storage of all inorganic waste such as building debris, dust, litter, timber, boxes, the bulk bins shall be of size not less than one cubic metre each. Separate bins with tight lid covers shall be provided for the storage of organic waste such as waste from canteens.

The Contractor shall make all necessary arrangements for the collection and storage of such materials in the bins and remove them and all unwanted earth as often as necessary. The Contractor shall arrange for the disposal of:

- a) all non-combustible debris, rubbish, garbage, waste, etc. and unwanted earth to any approved location
- b) all combustible debris, rubbish, garbage, waste, etc. to Senoko, Tuas and Ulu Pandan Incineration Plants.

and shall pay all disposal fees in connection therewith.

No empty container or receptacle capable of collecting water and forming breeding places for mosquitoes shall be left in the open and the Contractor shall take all necessary steps to prevent the breeding of mosquitoes in the areas handed over to him during the period of the Contract.

21 PROTECTION OF EXPOSED EXCAVATED SURFACES

Not in Use.

22 PROTECTION OF EXISTING SERVICES, ETC

The Contractor shall maintain and protect all public drains, sewers, gas mains, water mains, electrical mains, telephone cables and the like in connection with the Works and shall make good

all damage to such utilities during the execution of the Works and shall indemnify the Employer against any claim arising therefrom.

The approximate positions of certain services etc. may have been indicated in the Contract Drawings for the guidance of the Contractor but such details are not to be taken as complete. The Contractor shall, at its own expense determine the existence of other services etc. which are not shown in the Drawings by either cutting trial trenches or by making enquiries with the relevant service departments/companies.

23 TESTING AND TESTING FACILITIES

The Contractor shall carry out or arrange to carry out all tests stipulated in the Specifications and arrange for submission of copies of test results to the S.O. as soon as they are available. All tests and checks on Site shall be carried out in the presence of the S.O.

All engineering testing services shall be carried out by testing laboratory approved by the S.O. The Contractor shall arrange and pay for all tests to be carried out as and when the S.O. may direct or at such intervals as the specifications so require.

The cost of all samples, transport and other expenses incidental to testing shall also be borne by the Contractor.

24 REIMBURSEMENT OF TESTING FEES TO CONTRACTOR

The Contractor shall also carry out any other tests not specifically mentioned in the Specification but requested or required by the S.O. The Contractor shall arrange and pay for the tests to be carried out at approved testing laboratory as and when the S.O. may direct. The Employer will reimburse the Contractor for the laboratory fees only if the test results show that the materials tested meet the Specifications.

The cost of all samples, transport and other expenses incidental to testing shall be borne by the Contractor.

25 ELECTRICAL POWER AND WATER CONSUMPTION OF M&E SERVICES DURING TESTING AND COMMISSIONING

The Contractor shall provide for all cost (including charges imposed by the Authorities) for the consumption of the necessary utilities for the testing and commissioning, and flushing of M&E systems and provide for the initial start-up, etc.

26 SURVEILLANCE

The Contractor shall provide for all necessary surveillance as may be required at all times and everything else necessary for the protection and security of the Works during the whole period of this Contract.

27 HOUSEKEEPING & FIRE SAFETY ON SITE

The Contractor shall maintain a high standard of housekeeping and ensure fire safety on Site for the duration of the Contract. He shall keep the Site of its operations in as clean, neat and safe a condition as possible.

All materials, particularly timber and other combustible materials, must be properly stored. Fire extinguishers shall be provided by the Contractor for all temporary buildings.

All rubbish, debris, etc. shall be cleared from time to time. In particular, the Contractor shall, at all times, keep all accesses free of debris, excavated materials and other obstructions.

28 CLEANING UP AND REINSTATEMENT OF WORKS ON COMPLETION

The Contractor shall leave every part of the Works included in this Contract in a clean, sound and perfect condition free from all flaws, cracks and settlement whatsoever at completion of the Works.

On completion, huts, sheds, etc. shall be removed and the area occupied by same and used by the Contractor shall be reinstated, all damages made good and left clean and in perfect condition to the satisfaction of the S.O.

All turf disturbed or destroyed by excavation, site huts, dumps of materials, lorries and the construction works, etc. shall be reinstated at completion and watered and rolled, etc. to the satisfaction of the S.O.

29 MATERIALS

All materials and fittings shall be in accordance with the latest revised B.S. or S.S. current at the time of tendering. Should no standard be quoted the materials or fittings shall be to the approval and satisfaction of the S.O.

30 ORDERING MATERIALS

The Contractor shall place its orders for specified materials at the earliest possible date after notification of acceptance of its tender or at such times as may be specifically stated elsewhere for any particular material. If, in the opinion of the S.O. the Contractor by its failure to order any specified material, or by its failure to deliver to the Site any specified material within the time stated for same, causes interruption or delay in the progress of the Works, then in either case, the S.O. may be at liberty to purchase such specified materials in whatever quantities he deems necessary and at the rates current in local markets at the time of purchase and all charges in connection therewith including delivery charges shall be borne by the Contractor and shall be deducted from money due or to become due to him under this Contract and neither profit nor extension of time shall be allowed to the Contractor in respect of such items.

31 CONTROL SAMPLES

Where materials and fittings are specified to be "approved", samples shall be submitted for approval at the earliest possible date after notification of acceptance of the Contractor's tender and before any order or bulk delivery to the Site is made. The Contractor shall provide the samples for approval by the S.O., and such approved samples shall be kept as a record of materials to be incorporated in the Works. The samples shall comprise materials in their final form. All samples which are approved will indicate the minimum standard to be maintained in the execution of the Works and shall be so marked and retained by the S.O.

In the case of rejection, further samples shall be submitted until they are approved. All samples shall be submitted free of cost. The S.O. may reject any material or workmanship which, in its opinion, is not up to the approved standard. No claim arising therefrom shall be entertained.

The S.O. may send the samples to laboratories for testing. The cost of all samples and transport for tests shall be borne by the Contractor. The Employer will pay for the laboratory fees only if the test results show that the materials tested meet the specified standards.

32 MOCK-UPS

The Contractor shall construct mock-ups for the purpose of pre-assessing the material and quality of works expected in the Contract.

The Contractor shall prior to manufacture of elements of the Works, construct (to the approval of the S.O.) full scale three-dimensional sections where described in this section or shown on the drawings, utilising final specified materials, but not necessarily final production techniques. As far as possible and in accordance with the Contractor's planning and programming, the mock-ups should be done on site and used as the actual work/final product (after approval). Timing of the mock-ups should be such that they are done before the scheduled time for the actual construction of the final product.

The mock-ups shall be completed before commencement of the architectural works and shall be executed to the satisfaction of the S.O. The Contractor shall allow a reasonable timeframe in the Contract Programme for preparation of mock-ups and for S.O.'s viewing and approval of the mock-ups. There should also be sufficient float time for S.O.'s rejection of the mock-ups and for the Contractor to rectify or re-do the mock-up to the S.O.'s satisfaction.

The S.O. may reject any mock-up which, in its opinion, is not up to the approved standard. If the mock-up is rejected, the Contractor shall undertake all necessary rectification and remedial works to the mock-up to achieve the quality and workmanship as specified. No time and cost claims arising therefrom shall be entertained.

All mock-ups approved by the S.O. shall be the minimum reference standard of workmanship the Contractor would have to provide in the execution of the works.

Refer to NAFA Employer's Requirement for mock-up requirements.

33 ITEM SPECIFIED BY NAME

Where a material, article, product or equipment is specified by trade name, brand, catalogue

reference or manufacturer's name, the Contractor shall use only such material, article, product or equipment as specified. Where a list of alternatives is given in the specification, the Contractor may use any of the listed alternatives.

Where the phrase "or equal and approved" appears after a material, article, product or equipment specified by trade name, brand, catalogue reference or manufacturer's name, the Contractor may propose substitutes for consideration in its tender submission, together with such drawings, specifications, samples, manufacturer's literature, performance data and test results, and cost proposal and other information as are necessary for the Employer to evaluate the proposed substitutes completely.

If the Contractor did not propose any substitute for the Consideration of Employer in its tender, then he shall be bound to provide the listed item. If a substitute proposed by the Contractor is not in compliance with the specifications, its tender may be rejected, unless in its tender submission, he has clearly confirmed that he would provide the listed item if the proposed substitute were found unacceptable.

34 SUBSTITUTIONS AFTER AWARD OF CONTRACT

After the award of the Contract, the Contractor shall not substitute any material, article, product, or equipment specified (hereinafter called the "specified item") in the Contract without the prior written approval of the S.O.

If the Contractor wishes to propose a substitution for a specified item, he shall make a timely written request to the S.O., stating the reasons (as supported by documentary evidence) for the request. He shall also provide such drawings, specifications, samples, manufacturer's literature, performance data and test results, and other information as is necessary for the S.O. to evaluate the proposed substitution completely. Any deviation from or non-compliance with the contract requirements shall be highlighted and brought to the attention of the S.O., failing which the Contractor shall be deemed to warrant that the proposed substitute will comply with the contract requirements.

The Contractor shall also submit details of the comparative prices for the specified item and the substitute to the S.O. and indicate the savings accruing to the Employer.

For the avoidance of doubt, the Contractor is bound to provide the specified item under the Contract. The decision whether or not to consider the request for substitution and to accept or reject it is entirely a matter of discretion for the S.O. and the Employer whose decision shall be final and binding. Any delay or alleged delay on the part of the S.O. or the Employer in considering the Contractor's request for substitution or in coming to a decision shall not entitle the Contractor to an extension of time or additional payment.

35 GUARANTEES

Prior to the issue of the Certificate of Substantial Completion the Contractor shall submit to the S.O all original guarantees, warranties, test and performance certificates etc. called for in the Contract Documents including manufacturer's operating manuals and instructions.

36 SAFETY REQUIREMENTS FOR BUILDING OPERATIONS AND WORKS OF ENGINEERING

CONSTRUCTION

Not in use

37 TRAFFIC CONTROL AND ROAD SAFETY

Not in Use.

38 USE OF ROADS AND HIGHWAYS

All operations necessary for the execution of the Works and the construction of any temporary works shall as far as practicable be carried out so as not to interfere unnecessarily or improperly with the use of public or private roads and footpaths, highways or bridges or property whether in the possession of the Employer or of any other person.

The Contractor shall use every reasonable means to prevent damage to existing roads, highways, footpaths, culverts, bridges, etc. caused by any traffic of the Contractor or any of its sub-contractors etc. He shall not subject any of the roads, highways or bridges communicating with or on the routes to the Site to extraordinary traffic and in particular shall select routes and use vehicles and restrict and distribute loads so that any such extraordinary traffic as will inevitably arise from the moving of plant and materials or manufactured or fabricated articles from and to the Site shall be limited as far as reasonably possible.

The Contractor shall make good all damage to existing roads, footpaths, culverts, bridges, etc. caused by or in any way attributable to its workpeople, it's or any vehicle or plant entering or leaving the Site, and shall at its own expense maintain, repair and reinstate the aforesaid to their original condition to the satisfaction of the S.O.

The Contractor shall take note that under the LTA's Code of Practice for Road-Opening Works, it is a requirement to engage a full-time supervisor to supervise the road openings, signing arrangement, reinstatement works and to receive directions from LTA. The supervisor shall possess a relevant certificate as issued and approved by BCA.

The Contractor shall verify with the authorities whether any restrictions exist as regards free passage at any time of vehicles or plant approaching or leaving the Site; and he shall provide against any limitation of such free passage.

The Contractor shall indemnify the Employer in respect of all claims, demands, proceedings, damages, costs, charges and expenses whatsoever arising out of or in relation to the aforesaid matters.

39 LIABILITY FOR NUISANCE, ETC

The Contractor shall bear all risks and responsibilities in carrying out the Works and shall be responsible during the progress of the Works for any damage or disturbance to existing or adjoining properties, or annoyance or nuisance to residents and users of these properties arising out of the execution of the Works.

The Contractor shall be responsible for restricting its workmen only to the Site of the Works and shall prevent trespass into adjoining properties and existing buildings.

The Contractor shall indemnify the Employer against all claims resulting from the above liabilities.

40 NUISANCE CAUSED BY THE LITTERING OF PUBLIC HIGHWAYS WITH EARTH, ETC

The Contractor shall not litter public highways with earth, mud, debris, etc. To prevent littering of the public highways by vehicles moving out of a muddy site, the Contractor shall provide facilities and labourers to wash off mud and earth before any vehicle leaves the Site.

The Contractor shall allow for any cost incurred in complying with this requirement. Should the Contractor fail to comply with this requirement, the S.O. may employ labourers and/or take whatever necessary actions to comply with the requirement and any cost incurred shall be deducted from any money due or to become due to the Contractor.

41 CONTROL OF CONSTRUCTION SITE NOISE

Upon the award of Contract and prior to commencement of the Works, the Contractor shall notify the Employer to forewarn them of any noisy construction activities that would be carried out. This is ensured that there are no disturbances to the Nanyang Academy Of Fine Arts visitors during events, concerts, etc held within the Nanyang Academy Of Fine Arts, besides promoting good public relations. The Employer shall not be under any liability to the Contractor for any loss to the Contractor due to lack of good public relation practices by him and/or lack of tolerance and understanding by aggrieved Nanyang Academy Of Fine Arts visitors arising from the Works.

42 PROGRESS PHOTOGRAPHS

The Contractor shall allow for the cost of taking photographs to show the progress of works as directed by the S.O.

- (a) The Report shall be typed, printed and bound. It shall be supported by graphics and photographs. The Photographs will be required each month and must be submitted together with the progress report.
- (b) Caption is required for each and every photograph.
- (c) Unless the SO directs otherwise, the Contractor's Report shall, at least comprise:
 - Introduction
 - Summary of Progress Report highlighting impact on critical paths
 - Fortnightly Progress Report and Photographs
 - Projected schedule for the Following Fortnight
 - Weekly Work Schedule
 - Performance Report (includes percentage of completion vs construction programme)
 - Cash Flow Projection Chart (Actual vs projected)
 - Variation Register
 - Project Submission Register (status of material sample / shop drawing submissions and approvals)
 - Project Query Register

- Status Report (on daily manpower, equipment deployed on site and on any specific trades.)
- Narrative Report

43 PHOTOGRAPHS OF COMPLETED PROJECT

Upon completion of the project, the Contractor is to compile all the monthly progress construction photographs in digitised format (with captions) and to submit to the S.O. 2 weeks after substantial completion of the project.

The ownership and copyrights of all photographs shall be vested in the Employer, and these shall not be used for any purpose whatsoever without the S.O.'s approval.

44 MAKING GOOD/REINSTATEMENT

The Contractor shall be responsible for making good and reinstatement of all existing works and properties disturbed in the course of, attributable to, or arising out of, its execution of the works to match, at its own cost and time to the satisfaction of the S.O. All making good and reinstatement are subjected to one (01) year defect liability period upon the certified completion of the contract.

45 MECHANISATION

The Contractor shall allow for the provision of all necessary plant, tools, hoists, materials, labour etc. for the duration of the Contract and shall allow for all labour and material in installing, operating, moving, adapting, maintaining same as necessary and subsequently removing on completion.

All mast derrick cranes, hoists, cranes etc. shall be erected in a manner so as not to affect progress of the Work or cause damage to the permanent works. The Contractor shall ensure that all plant, tackles equipment etc. shall be erected to conform to the requirements of the relevant Authorities and to the satisfaction of the S.O. All plant shall be periodically checked with an updated "Worthiness Certificate".

The cost of providing, erecting and maintaining all the plant and equipment etc., the paying of hire fees and the effecting of all necessary insurances pertaining thereto shall be borne by the Contractor.

The location of all major plant shall be submitted for the approval of the S.O. in the form of layout plans clearly indicating the levels, loads and attachments to structure at least two weeks prior to commencement of erection on Site

46 APPENDICES

Not applicable.

47 PRE-CONSTRUCTION CONDITION SURVEY AND CABLE DETECTION WORKS

Not in Use.

48 CO-ORDINATED SERVICES DRAWINGS FOR MECHANICAL, ELECTRICAL, PLUMBING AND SANITARY SERVICES, ETC

The Contractor shall bear all costs and shall be responsible to produce the necessary number of the co-ordinated services drawings for all Mechanical, Electrical, Plumbing and Sanitary Services, etc. as indicated below. The drawings shall include plans, elevations and sections showing locations and levels of all services. Prior to final drawings, all drawings shall first be submitted for approval:-

- a) 3 copies to the S.O.

The Contractor shall be responsible for the requirements of the architectural concept and not to change the details to meet the wrong designs, which all costs for rectification shall be borne by the Contractor.

The location of all major plant shall be submitted for the approval of the S.O. in the form of layout plans clearly indicating the levels, loads and attachments to structure at least two weeks prior to commencement of erection on Site.

49 SHOP DRAWINGS

Where shop drawings are required for Works, the Contractor shall provide complete and properly drawn copies of such drawings to the S.O. for approval. The Contractor shall allow a period of not less than fourteen (14) days for the S.O. to study the drawings for approval.

Unless otherwise stated elsewhere two sets of all shop drawings (in softcopy and hardcopy) shall be submitted to the S.O. for its approval. The drawings shall be drawn by fully qualified draughtsmen.

The drawings shall be drawn in AutoCAD, and shall be neat and clearly legible. Such drawing shall be submitted as soon as possible after award of the Contract and each of the Named Subcontracts and in any case in sufficient time to permit review and consideration by the S.O. so that any undue delay to the ordering, delivery, fabrication or installation of the works could be avoided. Where modifications are required of the shop drawings, the shop drawings once modified shall be resubmitted for further review by the S.O. Delay caused by late submission of such drawings or modifications thereto arising from repeated errors, unacceptable details, unclear or insufficient information will not be reasons for request for any extension of time.

No work shall be carried out until the relevant shop drawings have been submitted by the Contractor and approved by the S.O. Electronic AutoCAD drawings shall be issued by the Contractor as and when requested by the S.O.

It should be clearly understood that the approval of shop drawings by the S.O. does not constitute checking of detail measurements or acceptance of auxiliary units or materials.

Notwithstanding the review and approval by the S.O. the Contractor shall not be relieved of its primary responsibility and obligation under the Contract.

50 AS-BUILT DRAWINGS

During construction, the Contractor shall maintain accurate records of the Works. This information shall be entered by the Contractor on prints of drawings and supplied to the S.O. The drawings to be updated progressively shall show all deviations and changes due to site conditions, variations and other causes to record the Works as constructed or installed. The drawings shall be the as-built record of the Works as finally constructed.

Upon substantial completion of the Works and within one month, the Contractor shall submit in the latest version of AutoCAD compatible or a format to be approved by the S.O., three sets of the as-built drawings for verification. Upon verification by the S.O., the Contractor shall within two weeks thereof submit to the S.O. three sets of as-built tracings and CD-ROM(s) depicting all aspects of the Works including position of equipment, fittings, accessories, fuseboards, fitted together with wiring diagrams and distribution diagrams.

The as-built drawings shall include the name and address of the Contractor, date, scale, drawing numbers and titles. In addition, the following particulars (including the appropriate logos) shall be printed above the Contractor's name:-

i) Owner: Nanyang Academy Of Fine Arts

The Contractor shall submit the draft As-Build & O & M manual at least 1 month before the completion. The final and approved As-Built & O & M manual must be submitted upon Completion. The submission for draft shall consist of:

- 1 set of paper prints (Full scale Drawings & Manual)
- 1 set of CD ROM (Drawings & Manual)

The final submission shall consist of:

- 3 sets of paper prints (Full scale Drawings & Manual)
- 3 set of CD ROM (Drawings & Manual)

51 TEMPORARY OCCUPATION PERMIT (TOP)

The Contractor is required to programme and complete the Works in such a manner that the Temporary Occupation Permit (TOP) and Temporary Fire Permit (TFP) for the Building (if required) can be applied by the Contractor

All works to enable the various submissions to be made for obtaining TOP and TFP must be completed at a date not later than one (1) month prior to the Date of Substantial Completion of the Contract as programmed below:-

- a. Urban Redevelopment Authority
- b. Ministry of Environment and Water Resources
- c. Fire Safety and Shelter Bureau
- d. Building and Construction Authority
- e. Energy Market Authority
- f. Public Utilities Board
- g. National Parks Board
- h. Land Transport Authority

The Contractor shall allow here for all costs and expenses that he considers he may incur as a result of complying with the above requirements.

52 BUILDER'S CERTIFICATE OF COMPLETION OF THE BUILDING WORKS AND CERTIFICATES FOR AUTHORITIES

The Contractor will be required to submit a properly completed and signed Builder's Certificate of completion of the Building Works when requested by the S.O. The Contractor shall also submit all fully endorsed certificates as required of the Professional Engineer, Licensed Electrical Worker, Licensed Plumber, etc. for the purpose of obtaining TOP, CSC, FSC.

53 CONTRACT SUM INCLUSIONS

The Contractor shall include the cost implications of any requirements, conditions, stipulations and restrictions specified or intended or reasonably implied or inferred in the Employers Requirements.

54 ANY OTHER ITEM OR WORKS NOT INCLUDED ABOVE

The Contractor shall include for any works not covered by the foregoing items but are either indicated or implied on the Drawings or described in the Specification and/or not shown in the drawings or specified but are necessary for the proper execution and completion of the Works. If this item is left unpriced, it shall be deemed that the same have been included and allowed for in the overall price and no subsequent claims for extra payment arising from Works due to lack of knowledge or any omissions of incidental/ancillary/obvious works will be entertained.

55 WORKING WITHIN OPERATIONAL MRT PREMISES

The Works are to be carried out within an operational MRT station environment at Bencoolen MRT Station. The Contractor shall allow for all constraints associated with working within a live transport facility, including restricted access, controlled working hours, security requirements, noise and vibration limitations, and the need to maintain safe and uninterrupted MRT operations at all times. All works shall be planned, coordinated, and executed in accordance with the requirements of the MRT Operator, relevant authorities, and the SO, and shall not adversely affect station operations, passengers, or staff.

56 COORDINATION WITH STATION OPERATOR AND LTA

The Contractor shall coordinate all aspects of the Works with the MRT Station Operator, and the Land Transport Authority (LTA) as required. The Contractor shall allow for compliance with all relevant procedures, permits, approvals, inspections, and site regulations imposed by the Station Operator and LTA, and shall plan and sequence the Works to suit operational requirements. No works shall be carried out without the necessary clearances, and all activities shall be executed so as not to disrupt MRT operations, safety, or public use of the station.

57 COORDINATION WITH STATION OPERATOR AND LTA

The Contractor shall allow for restricted working hours and/or designated engineering hours as may be required for works within the MRT station. Working hours may be subject to approval by the MRT Station Operator and the Land Transport Authority (LTA). The Contractor shall plan and sequence the Works accordingly and shall make no claims for additional costs or time arising from such restrictions.

58 NIGHT WORKS, WEEKEND AND PH WORKS

The Contractor shall allow for night works, weekend works, and works on public holidays where required to suit MRT operational and site constraints. Such works shall be subject to approval by the MRT Station Operator and the Land Transport Authority (LTA). The Contractor shall include all associated costs within the Contract Sum and shall make no claims for additional payment arising from working during these periods.

59 ACCESS CONTROL, SECURITY CLEARANCE AND PASSES

Access to the Site shall be strictly controlled. The Contractor shall allow for all security requirements, including security clearances, passes, inductions, escorts, and access approvals as may be required by the MRT Station Operator and the Land Transport Authority (LTA). The Contractor shall ensure that only authorised personnel enter the Site and shall comply with all access control and security procedures at all times. No claims for additional cost or time arising from such requirements shall be entertained.

60 INTERFACE WITH STATION FIRE SAFETY SYSTEMS

The Contractor shall ensure that the Works do not interfere with, obstruct, or impair any existing station fire and life safety systems, including fire detection, alarm, suppression, evacuation routes, and emergency signage. Any temporary protection, isolation, or adjustment required to facilitate the Works shall be subject to prior approval by the MRT Station Operator and the Land Transport Authority (LTA), and all systems shall be fully reinstated to their original operational condition upon completion of the Works.

SUMMARY OF TENDER

S/N	Description	Unit	Amount S\$
1	Preliminaries	Sum	
2	Preparation of the Subfloor	Sum	
3	Supply and Installation of the Dance Mat and Sprung Floor	Sum	
4	Supply and Installation of the Portable Dance Bar (Double-Height)	Sum	
	TOTAL CARRIED FORWARD TO FORM OF TENDER		

BREAKDOWN COST FOR THE WORKS

General Notes

(1) The Tenderer shall study the Drawings and Specifications carefully and visit the site and satisfy itself thoroughly as to the nature, extent and content of work, suitability of access, and everything else necessary to ensure the true and proper execution and completion of work involved.

(2) This is a Lump Sum Contract. All items contained herein shall serve as a guide to the scope of works only. The cost of any other work not listed herein but nevertheless required to be carried out under the Contract is deemed to have been included in the Total Lump Sum.

(3) The Tenderer can submit other approved or equivalent materials to the specified in the tender. However, the Tenderer shall submit the alternative materials in its tender submission for consideration by the Employer. If the tenderer failed to submit any alternative materials as specified, it shall be deemed that they have priced accordingly as specified in the tender.

(4) The Breakdown Cost price shall be comprehensive as no claims for extras whatsoever arising from lack of investigations, understanding or impracticability of designs will be entertained.

(5) The Tenderer shall price for each and every item in the Breakdown Cost of Works of the various works and the total sum shall be deemed to have included for:

- i. The procurement, installation, construction, completion and maintenance of the whole Works;
- ii. The provision of all labour, materials, constructional plant, temporary works and everything, whether of a temporary or permanent nature;

- iii. The removal of all redundant material and debris from site, making good all works disturbed (including existing works) and matching up to existing works; and
- iv. Submission to and obtaining approvals from the relevant authorities, required for this Tender.

(6) The Tenderer shall provide a true and accurate breakdown cost of the works in the format given and transfer to the Summary of Tender.

(7) The Tenderer to allow for all costs related to Design, PE submissions, PE's appointed site supervision and all Authorities' submissions.

PRICING OF PRELIMINARIES FOR THE WHOLE PROJECT

The Contractor shall note that this Section contains the main headings for the preliminaries and is to facilitate the Contractor's pricing for these items. The Contractor is encouraged to price the items based on individual campuses, in case the selected items consist of a shared cost, the Contractor can insert the price in the "Total" column.

The conditions and requirements in regard to Preliminaries for the Works are set out below.

Item	Description	Total (S\$)
1	Scope Of Works	
2	Specifications	
3	Conditions Of Contract	
	<ul style="list-style-type: none"> i. Definitions and Interpretation ii. Superintending Officer and Superintending Officer's Representative iii. Contract Documents iv. General Obligations of the Contractor v. Sub-Surface and Ground Conditions vi. Works Designed by the Contractor vii. Notices and Fees viii. Setting Out ix. Programme for the Works x. Quality in Construction xi. Administration xii. Possession of Site and Commencement of Work xiii. Suspension xiv. Time for Completion xv. Expediting Progress of Works xvi. Liquidated Damages xvii. Substantial Completion xviii. Defects xix. Variations to the Works xx. Valuation of Variations 	
		c/f

Item	Description	Total (S\$)
	b/f xxi. Measurement xxii. Claims for Loss and Expense xxiii. Procedure for Claims xxiv. Construction Equipment, Temporary Works, Materials and Goods xxv. General Responsibilities xxvi. Indemnity Provisions xxvii. Insurance for Personal Injury, Workmen's Compensation and Property Damage xxviii. Insurance of the Works xxix. Damage to Property of Employer or Government xxx. Assignment and Subcontracting xxxi. Termination by the Employer xxxii. Progress Payments and Final Account xxxiii. Fluctuations xxxiv. Final Completion Certificate xxxv. Settlement of Disputes xxxvi. Recovery by the Employer xxxvii. Governing Law & Notices	
4	Preliminaries For The Whole Project	
5	Earth Control Measures	
6	Site Investigation	
7	Contractor's Site Management Team	
8	Treasure Trove	
9	Use Of The Site	
10	Acts And Regulations	
11	Access	
12	Hoardings	
		c/f
		b/f

Item	Description	Total (S\$)
13	Protective Barriers, Screens, etc.	
14	BCA Signboard	
15	Site Offices	
16	Other Site Buildings	
17	Scaffolding For All Trades	
18	Water For The Works	
19	Temporary Lighting And Power	
20	Provision Of Bulks Bins And Dumping Of Debris And Waste, etc.	
21	Protection Of Exposed Excavated Surfaces	
22	Protection Of Existing Services, etc.	
23	Testing And Testing Facilities	
24	Reimbursement of Testing Fees To Contractor	
25	Electrical Power And Water Consumption Of M&E Services During Testing And Commissioning	
26	Surveillance	
27	Housekeeping & Fire Safety On Site	
28	Cleaning Up And Reinstatement Of Works On Completion	
29	Materials	
30	Ordering Materials	
31	Control Samples	
32	Mock-Ups	
33	Item Specified By Name	
34	Substitutions After Award Of Contract	
35	Guarantees	
36	Safety Requirements For Building Operations And Works Of Engineering Construction	
	c/f	
	b/f	
35	Guarantees	

Item	Description	Total (S\$)
36	Safety Requirements For Building Operations And Works Of Engineering Construction	
37	Traffic Control And Road Safety	
38	Use Of Roads And Highways	
39	Liability For Nuisance, etc.	
40	Nuisance Caused By The Littering Of Public Highways With Earth, etc.	
41	Control Of Construction Site Noise	
42	Progress Photographs	
43	Photographs Of Completed Project	
44	Making Good/Reinstatement	
45	Mechanisation	
46	Appendices	
47	Pre-Construction Condition Survey and necessary cable detection works	
48	Co-Ordinated Services Drawings For Mechanical, Electrical, Plumbing And Sanitary Services, etc.	
49	Shop Drawings	
50	As-Built Drawings (Architectural, Structural and M&E Services)	
51	Temporary Occupation Permit (TOP)	
52	Builder's Certificate Of Completion Of The Building Works And Certificates For Authorities	
53	Contract Sum Inclusion	
54	Any other item or works not included above	
55	Working Within Operational MRT Premises	
56	Coordination with Station Operator and LTA	
		c/f
		b/f
57	Restricted Working Hours / Engineering Hours	
58	Night Works, Weekend and PH Works	

Item	Description	Total (S\$)
59	Access Control, Security Clearance and Passes	
60	Interface with Station Fire Safety Systems	
	Total Carried Forward To Summary Of Tender	

PRICING OF WORKS FOR THE PROJECT

This Tender is a Lump Sum Tender. The Contractor's price shall be deemed to include all labour, materials, plant, equipment, transport, supervision, coordination, temporary works, waste removal, testing, commissioning, and all other incidentals necessary for the full and proper completion of the Works in accordance with the Tender Documents.

The Lump Sum Price shall allow for the complete execution of the Works, including all demolition works and any incidental items or tasks required to carry out the Works, whether or not such items are specifically itemised in the Pricing Schedule.

All prices submitted in the Pricing Schedule shall be deemed to represent the Contractor's complete proposal for the Works, including design intent, materials, workmanship, construction methodology, coordination, and compliance with all statutory and regulatory requirements.

In the event that any item is left blank, marked as "N/A", "Nil", "-", or otherwise unpriced, such item shall be deemed to be included within the Tenderer's Lump Sum Price.

Contractors shall be deemed to have examined the site and reviewed all available drawings, layouts, specifications, renovation guidelines, and scope documents, and to have included all necessary allowances within their Tender accordingly.

The Contractor shall be deemed to have included for all preliminaries, attendance, compliance with authorities' requirements, coordination, protection, testing, warranties, handover documentation, and all obligations under the Contract, whether or not specifically itemised in this Schedule.

Final confirmation of the scope of Works shall be based on site inspection, drawings, and professional assessment. No claims shall be entertained on the basis of discrepancies, omissions, or misinterpretation of the Tender Documents.

The conditions and requirements in regard to Works are set out below.

Item	Description	Unit	Total (S\$)
1	Preparation of the Subfloor	sum	
a	The rate shall include all labour, materials, plant, tools, fixings, setting out, protection of existing finishes, making good to affected areas, cleaning upon completion, coordination within an operational MRT environment, and all works necessary for the full and proper completion of the Works.	sum	
2	Supply and installation of Dance Mat and Sprung Floor	sum	
a	Supply, delivery, installation, testing, and completion of a complete proprietary dance mat and sprung floor system in accordance with the drawings and specifications, including all structural and finishing layers, perimeter detailing, trims (if any), and the finished performance surface, fully installed and ready for use.	sum	
b	The rate shall include all labour, materials, plant, tools, fixings, setting out, protection of existing finishes, making good to affected areas, cleaning upon completion, coordination within an operational MRT environment, and all works necessary for the full and proper completion of the Works.	sum	
3	Supply and installation of Portable Dance Bars (Double Height)	sum	
a	Supply, delivery, installation, and completion of portable double-height dance bars in accordance with the drawings and specifications, including all components, accessories, and fittings required for safe and proper use.	sum	
b	The rate shall include all labour, materials, handling, protection of existing finishes, making good to affected areas (if any), and all works necessary for the full and proper completion of the Works.	sum	
	Total Carried Forward To Summary Of Tender		

A LABOUR

The following rates are to be based on the rates of wages and all emoluments and expenses paid to workmen actually on the work exclusive of all men employed in supervisory capacity.

Type of Workmen	Daywork rate per 8-hour day
General Labour	\$\$_____
Concreter	\$\$_____
Steel Bender	\$\$_____
Scaffolder	\$\$_____
Brick / Block Layer	\$\$_____
Pavior	\$\$_____
Tiler	\$\$_____
Mason	\$\$_____
Joiner	\$\$_____
Carpenter	\$\$_____
Ironmonger	\$\$_____
Plasterer	\$\$_____
Roofer	\$\$_____
Painter	\$\$_____
Glazier	\$\$_____
Steel Erector / Worker	\$\$_____
Welder	\$\$_____
Drainlayer	\$\$_____
Plumber	\$\$_____
Wiremen / Electrician	\$\$_____

B MATERIALS

Materials shall be charged at current rates (invoices to be produced) without allowing the Contractor any profit and overhead charges etc.

The Contractor shall produce to the S.O. such quotations, invoices and bills properly receipted, as may be necessary to show the actual details of the sums paid by the Contractor.

If so, directed, the Contractor is to obtain and submit to the S.O. for approval and before acceptance, competitive quotations for any materials ordered to be supplied for dayworks.

C CONSTRUCTION EQUIPMENT

Construction Equipment as mentioned in the Standard Conditions of Contract shall, for the purpose of valuing dayworks: be defined to cover petrol-driven portable pump sets, diesel-driven portable compressors, heavy breakers, diesel-driven concrete or mortar mixers, diesel-driven generators, diesel dumpers, diesel lorry tippers, mobile cranes, wheeled tractors-type hydraulic excavator, welding and cutting set, electric welding set and equipment of such like.

The fifteen percent allowed for the daywork rates for the use of all construction equipment shall include the cost of fuel, lubrication, maintenance, licenses, insurances, drivers and attendants, transportation to and off site, installation and erection, dismantling, operating and adapting etc.

D SPECIAL EQUIPMENT

The rates for special equipment, if any, shall be quoted by the Contractor. The rates so quoted shall include the cost of fuel, lubrication, maintenance, licenses, insurances, drivers and attendants, transportation to and off site, installation and erection, dismantling, operating and adapting etc.

Description of Special Equipment	Per Day S\$	Per Week S\$	Per Month S\$

I/We have read the provisions contained in the foregoing Daywork Schedule and I/We are satisfied as to the sufficiency of the rates inserted therein.

Tenderer

Witness

Date

Date

To: _____

For the attention of _____

Project Title _____

On _____, you have instructed us to carry out the following daywork
(Date)

The details of the hours of manpower and machinery consumed for this part of the work is shown in the breakdown attached.

Please confirm the above work done by signing and return a copy to us.

Yours Faithfully,

(Contractor's Name and Signature)

DAYWORK RECORD

PROJECT TITLE:

Recorded by Contractor's
Representative:

Verify by Site Supervisor:

Certified by Project
Superintending Officer /
SO's Rep / SO's designated
project officer:

(Signature)

(Signature)

(Signature)

(Name)

(Name)

(Name)

AGREEMENT

SPECIMEN OF AGREEMENT

THIS CONTRACT made on _____ between NANYANG ACADEMY OF FINE ARTS (hereinafter called the "Employer") of the one part and

(Company / Business Registration No: _____) and having its registered office / place of business at

_____ (hereinafter called the "Contractor") of the other part.

WHEREAS

The Employer requires the provision of Services as stated in the Employers Requirements, for a period of

[months/years] from _____ to _____ (both days inclusive); and
The Contractor desires to carry out such Services (including the provision of Goods where required) according to the terms of this Contract.

NOW IT IS HEREBY AGREED as follows:

1. In this Contract, except where the context otherwise requires, the words and expressions shall have the same meanings as are respectively assigned to them in the Instructions to Tenderers and General Conditions of Contract.
2. The following documents shall be deemed to form and be read and construed as part of this Contract:
 - (a) This Agreement
 - (b) Letter of Acceptance
 - (c) Particular Conditions of Contract
 - (d) Appendix to Public Sector Standard Conditions of Contract for Lite Construction Works (1st Edition March 2025)
 - (e) Public Sector Standard Conditions of Contract for Lite Construction Works (1st Edition March 2025);
 - (f) Corrigenda (if any)
 - (g) Employer's Requirements
 - (h) Contractors Proposals
3. In consideration of the payments to be made by the Employer to the Contractor in accordance with the Tender, the Contractor hereby agrees to provide the Services mentioned in the Contract in conformity in all respects with the provisions of this Contract.
4. In the event of any ambiguity, discrepancy, conflict, inconsistency or omission being found within the documents, precedence and priority shall be given to the documents in the order listed above. Should the discrepancy remain, even after considering the priority of documents, then the SO shall resolve it in accordance with Clause 4.3 of the Conditions of Contract.

IN WITNESS WHEREOF the parties herein have by their respective duly authorised representatives set their hands the day and year first above written.

Signed by

Name:
Designation:
for and on behalf of Nanyang Academy Of
Fine Arts

(Signature)

In the presence of

Witness

Name:
Designation:

(Signature)

Signed by

Name:
Designation:
for and on behalf of [name of Contractor]
Company Stamp/Seal:

(Signature)

In the presence of

Witness

Name:
Designation:

(Signature)

OTHER DOCUMENTS

DECLARATION BY TENDERER

The Contractor is required to submit one set of the following documents:

- PART 1: Particulars of Contractor
- PART 2: Track Record
- PART 3: Contractor's Approach
- PART 4: Declaration Form

PART 1: PARTICULARS OF CONTRACTOR

1.1 Name of Company: _____

1.2 Address: _____

1.3 Email Address: _____

1.4 Telephone No.: _____

1.5 Fax No.: _____

1.6 Major Shareholders and Percentage Owned

Name	Identity Card / Passport No.	Nationality	% of shares

1.7 Person Empowered to Act for the Company/Firm

Name	Identity Card / Passport No.	Designation	Specimen Signature

1.8 Establishment of Company/Firm:

Type: Private/Sole Proprietorship/Partnership/ Licensed Corp/Others: _____ *

Registration No.: _____ Date: _____ Country: _____

Work Head and Financial Category with BCA / EPPU *: _____

Quality management system and other awards: _____

1.9 Contractor's Personnel

Submit details of Project Manager, Design Engineer, Civil Engineers, Site supervisors and M&E co-ordinators where applicable.

Project Managers

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

Design Engineers

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

Civil Engineers

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

Site Supervisors

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

M&E Co-ordinators

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

* Delete as appropriate

Name of any other key personnel involved

Name	NRIC No.	Highest Qualification	Member of Professional Institution	Years of Experience

1.10 An organisation chart for the project, showing names, reporting lines and responsibilities of the Contractor's personnel shall be provided.

PART 2: TRACK RECORD OF COMPANY/FIRM

(A) Track Record and Experience in similar projects based on Tenderer's relevant experience in similar projects successfully completed within the past 3 years

Description of Project	Name and address of Client	Project Value	Date of Completion

(B) List of Current Projects (relevant ones)

Description of Project	Name and address of Client	Project Value	Expected Date of Completion

(C) Certificates/Awards issued by the relevant authorities for projects similar in nature to this tender (please attach)

(D) Safety Performance based on Ministry of Manpower Demerit Points System:

(E) Financial status of the firm and legal proceedings of the firm within the last 3 years (based on year 2023 to 2025)

Benchmark Performance	>3 years profitable	<input type="checkbox"/>
	1 to 2 years profitable	<input type="checkbox"/>
	Losses in the past 3 years	<input type="checkbox"/>
Involved in Legal Proceedings	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* Delete as necessary

PART 3: CONTRACTOR'S APPROACH

Contractor should provide at least a 2-pages write-up on its approach for the required works. In addition, he shall also provide the following to illustrate its understanding of the project requirements:

- i) Site Utilisation Plan
- ii) Site Organisation Chart
- iii) Programme of Works
- iv) Safety Management Programme
- v) Earth Control Measure Proposal

PART 4: DECLARATION FORM

The Director or partner of the Company/Firm has to certify and declare that the information and particulars provided in this Form are true and correct. In the event any of the information or particulars provided or stated are found to be false or incorrect, the Employer reserves the right to reject the Tender or rescind the Contract entered into pursuant to such a Tender, without the Employer being liable therefore in damages or compensation. The Contractor shall also be liable to be disqualified from future NAFA Tenders, which shall be administrative measure that is without prejudice to the Employer's right to seek damages for any loss suffered.

Declaration

I hereby certify and declare that to the best of my knowledge, the particulars given in this Form are true and correct. Nanyang Academy Of Fine Arts is authorised to make direct enquiries and references to any persons, firm, public officer or organisation named in the submission to verify information submitted herein or regarding the competence and general reputation of the Company/Firm.

Signature

Signature of Witness

For and on behalf of
Name of Firm & Stamp

Name of Firm & Stamp

Name

Name

NRIC No./Passport No.

NRIC No./Passport No.

Designation

Designation

Date

Date

UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

I declare that I am the authorised signatory of the Company/Entity stated below and I understand and agree that all official information acquired by me in the course of my work/duties with Nanyang Academy Of Fine Arts is strictly secret and confidential in nature, and is not to be disclosed, published or communicated by me to any other person in any form whatsoever at any time, during or after my service.

I undertake to

- a) ensure that any other person who is authorised by me to have access to any official information shall sign a similar undertaking to safeguard such confidential information;
- b) return any document received from Nanyang Academy Of Fine Arts, as well as any copies made or reproduced from such document or part thereof whenever required by Nanyang Academy Of Fine Arts; and
- c) delete or remove such documents from any database or document retrieval system into which it may have been placed.

I further understand and agree that in the event of any breach or threatened breach of any of the provisions of this Undertaking, damages shall not be an adequate remedy for Nanyang Academy Of Fine Arts and Nanyang Academy Of Fine Arts shall be entitled to injunctive and other equitable relief.

Full name (in block letters)	NRIC/Passport No.	Signature
Name of Company/Entity	Designation	Date

Full Name of Witness (in block letters)	NRIC/Passport No.	Signature
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SPECIMEN ONLY

DIRECTOR(S)' DECLARATION ON FINANCIAL SOLVENCY

(This Declaration must be printed on the company letterhead of the Tenderer)

Date:

To:

Director(s)' Declaration

I/We*, _____¹ NRIC No. _____², the Director(s) of _____³ with Company Registration No. _____⁴ ("Company") hereby confirm that the Company is not under any originating summons/order/petition/notice of demand/proceeding, for/in relation to, any type or stage of scheme of arrangement, judicial management, winding up, liquidation or bankruptcy and the company is not under any existing or impending insolvency whether voluntary or otherwise.

I/We* further confirm that I/we* have been authorised by the Company and my/our* fellow Directors to make this Declaration and so bind the Company.

On behalf of the Company and the Directors of the Company

Signature of Director

Name:

Signature of Director⁵

Name:

^{*} Delete as appropriate

¹ Name of Director of the Tenderer Company. If 2 or more Directors are making this Declaration as per the Tenderer company's directions, please list each Director's name

² NRIC No. of Director of the Tenderer company. If 2 or more Directors are making this Declaration as per the Tenderer company's directions, please list each Director's NRIC No.

³ Name of Tenderer company

⁴ Company Registration Number of Tenderer company

⁵ Please strike through if this Declaration is made by one Director

SPECIMEN OF PRODUCT GUARANTEE

GUARANTEE

To: Chief Executive Officer
NAFA

THIS DEED is made the _____ day of _____ Two Thousand _____ (20_____)

by

[Specialist]

of

[Address]

WHEREAS this Deed is supplemental to a Contract (hereinafter called "the Principal Contract") dated

the _____ day of _____ 20____ and made between

[Contractor]

of

[Address]

(hereinafter called "the Contractor") of the one part and the Nanyang Academy Of Fine Arts (hereinafter called "Employer") of the other part whereby the Contractor agreed and undertook to

[State Nature of Works and Contract No.]

(hereinafter called "the Works") for the sum of Dollars:

(\$_____).

AND WHEREAS it is provided, inter alia, by the Principal Contract that the Contractor shall execute the whole of the

works to the satisfaction of Superintending Officer that the Contractor warrants that the works shall be executed using good materials and with all due care and professional skill, and further warrants

(a)* against any decoration defects, fungus and other biological growth, uneven fading, peeling and discolouring in respect of the material and workmanship for external painting.

that is, against any defects whatsoever and howsoever arising for a period of ten (10)/five (5)* years from the date of substantial completion of the Works, that the Contractor shall make good all such defects appearing within the said period of ten (10)/five (5)* years from the date of substantial completion¹ of the Works at its own expense and to the satisfaction of the S.O., and that if the Contractor shall refuse, neglect or fail to do so for any reason whatsoever, within such time as may be specified at the complete discretion of the S.O. in a notice in writing from the S.O. to make good any such defect, the Employer shall be entitled to engage others to make good the same and charge the costs thereof to the Contractor.

AND WHEREAS it is further provided under the Principal Contract that the Contractor shall furnish to the Employer a written guarantee in respect of the Works used or applied in the Contract, valid for a period of ten (10)/five (5)* above years from the date of substantial completion of the Works, by a third party acceptable to the Employer, in the form and on the terms set out herein, for the due and faithful observance and performance of the aforesaid covenants and obligations on the Contractor's part to be observed and performed throughout the said period of ten (10)/five (5)* years.

AND WHEREAS the Contractor having been required to provide such a guarantee for the due and faithful observance and performance of the aforesaid covenants or obligations on its part to be observed and performed, we at the request of the Contractor have consented to guarantee and the Employer has accepted our guarantee in respect of the due observance and performance of the aforesaid covenants or obligations by the Contractor in the manner hereinafter appearing.

NOW THIS DEED WITNESSETH as follows:-

- 1 We hereby guarantee you that if the Contractor shall commit any breach of the aforesaid covenants or obligations on its part contained in the Principal Contract then we shall unconditionally and fully indemnify you against any or all losses, damages, costs, expenses or otherwise, direct or indirect, sustained by you as a result of or in consequence of the breach.
- 2 This Guarantee is subject to the following conditions:
 - (a) We shall be notified in writing of any non-performance or non-observance on the part of the Contractor of any of the aforesaid covenants or obligations contained in the Principal Contract and on its part to be performed and observed within thirty (30) days after such non-performance or non-observance shall have come to the knowledge of yourself or your representative having supervision of the Principal Contract and a registered letter posted to our aforesaid address shall be the notice required within the meaning of this Deed and you shall permit us to perform the aforesaid covenants or obligations contained in the Principal Contract which the Contractor shall have failed to perform or observe.
 - (b) We shall be released from this Guarantee if the works are in anyway tampered with either by your servants or agents or by any other person not being our or the Contractor's servant or agent.
 - (c) This Guarantee does not cover liability for damage to the works caused by fire, explosion, vibration, structural movement, lightning thunderbolt, earthquake, riot, civil commotion, strikes or labour disturbances.
 - (d) We shall not be discharged or released from this Guarantee by any arrangement made between yourself and the Contractor with or without our consent or by any alteration in the obligations undertaken by the Contractor or by any forbearance whether

* Delete as appropriate

¹ Substantial completion date plus period of guarantee

as to payment, time, performance or otherwise.

- 3 Any failure on your part to give the notice required in Clause 2(a) within the time period stated therein or at all shall not render this guarantee or any part thereof void or null in any way PROVIDED ALWAYS that we may recover from you compensation for such reasonable expenses as may actually be incurred by reason of your failure to give the required notice.
- 4 This Guarantee shall take effect immediately and shall continue in force until or to any further date to which it is extended by agreement between yourself and us.

As witness our hands the day and year first above written.

Signed, sealed and delivered by the

Above-named:

Name

Designation

Signature

In the presence of:

Name

Designation

Signature

Address

Signed, sealed and delivered by the

Above-named:

Name

Designation

Signature

In the presence of:

Name

Designation

Signature

Address

SPECIMEN

BANKER'S GUARANTEE/INSURANCE PERFORMANCE BOND FOR GOODS AND SERVICES AND CONSTRUCTION SERVICES

To: Chief Executive Officer and its successors in office for and on behalf of the Nanyang Academy Of Fine Arts (hereinafter called "the Employer").

Whereas on the _____ day of _____ an Agreement (hereinafter called "the Contract") was made between _____ (name of Contractor) of _____ (address) (hereinafter called "the Contractor") of the one part and the Employer of the other part whereby the Employer agreed to _____ (state nature of contract) for the sum of Singapore Dollars _____ (S\$ _____).

And Whereas the Contractor is required under the Contract to pay five per cent of the total value of the Contract as a Security Deposit for the performance of its obligations under the Contract.

Now in consideration of the Employer not insisting on the Contractor paying five per cent of the total value of the Contract as a security deposit for the said Contract, **we (at the request of the Contractor) hereby agree** as follows:

1 In the event of the Contractor failing to fulfil any of the terms and conditions of the said contract, we shall indemnify the Employer against all losses, damages, costs, expenses or otherwise sustained by the Employer thereby up to the sum of Singapore Dollars _____ (S\$ _____) ("the Guaranteed Sum") upon receiving your written notice of claim for payment made pursuant to Clause 5 hereof.

2 We shall not be discharged or released from this guarantee by any arrangement between yourself and the Contractor with or without our consent or by any alteration in the obligations undertaken by the Contractor or by any forbearance whether as to payment, time, performance or otherwise.

3 Our liability under this guarantee shall continue and this guarantee shall remain in full force and effect from *[insert effective date: _____]* until *[insert initial expiry date: _____]* provided always that the expiry date of this guarantee and our liability thereunder shall be automatically extended for successive periods of 120 days unless we give you 90 days' written notice prior to the expiry of our liability of our intention not to extend this guarantee in respect of any future extension and provided further that you shall be entitled, upon receiving such notice of our intention (and within the period specified in Clause 5 hereof), either to:

- (a) make a claim under this guarantee; or
- (b)* direct us to pay such amount (not exceeding the Guaranteed Sum) as you may specify into a suspense account to be governed and disbursed by us subject to the Association of Banks in Singapore's Guidelines for operation of a Suspense Account; or
- (c) direct us to extend the validity of this guarantee for a further period not exceeding 90 days (and this guarantee shall then expire at the end of such further period).

*Note: * Not applicable for Insurance Bond issued by insurance companies*

4 Without prejudice to any of your rights under the Contract and this Guarantee, our liability under this guarantee shall be reduced to 50% of the Guaranteed Sum upon the issuance of the Certificate of Substantial Completion for the Contract provided always that warranties, as-built drawings, M&E manuals and all other documents required to be submitted as specified under the Contract have been submitted and accepted by you. Save as otherwise stated above, all other terms and conditions in this guarantee shall remain the same.

5 This guarantee is conditional upon a claim or direction as specified herein being made by you by way of a notice in writing addressed to us and the same being received by us at [insert address of Bank's notification office: _____] within 90 days from the expiry of this guarantee. Thereafter this guarantee shall become null and void notwithstanding that this guarantee is not returned to us for cancellation except for any claim(s) or direction submitted to us in writing not later than 90 days from the expiry of this guarantee.

6 We shall be obliged to effect the payment required under such a claim or direction within 30 business days of our receipt thereof. We shall be under no duty to inquire into the reasons, circumstances or authenticity of the grounds for such claim or direction and shall be entitled to rely upon any written notice thereof received by us (within the period specified in Clause 5 hereof) as final and conclusive.

7 The Employer may make more than one claim on, or direction under, this guarantee so long as the claims or directions are made pursuant to Clause 5 hereof and within the period specified therein and the aggregate amount specified in all such claims and directions does not exceed the Guaranteed Sum.

8 This guarantee is issued subject to the laws of the Republic of Singapore and the jurisdiction of the Singapore courts.

Dated this _____ day of _____

AS WITNESS our hand

Signed by:

(Name of Officer)
for and on behalf of the

(Designation)

(Name of Bank) _____
(Signature)

in the presence of:

(Name of Witness) _____
(Designation)

(Signature)

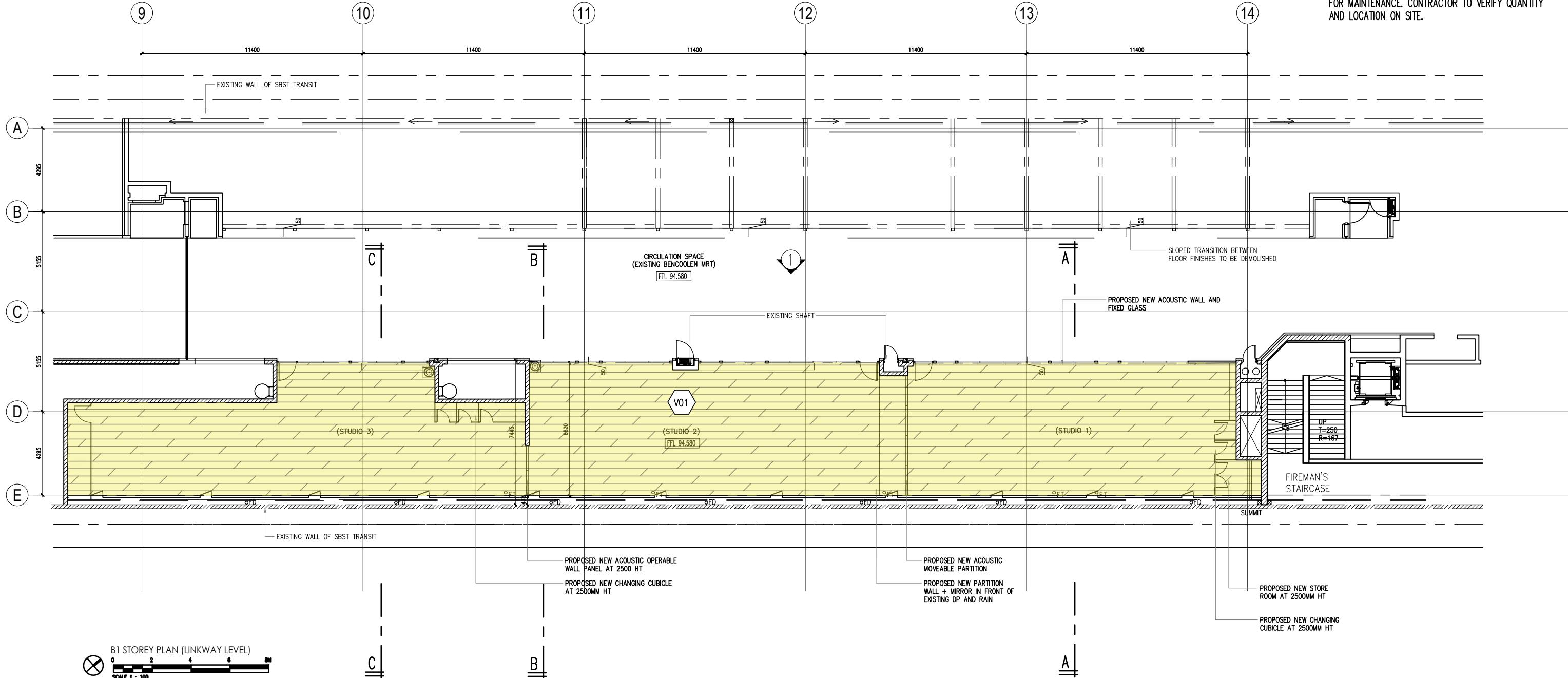
ANNEX A – TENDER DRAWINGS

LEGEND

FINISHES DESCRIPTION



* EXISTING NO. OF FLOOR TRAPS TO BE MADE ACCESSIBLE FOR MAINTENANCE. CONTRACTOR TO VERIFY QUANTITY AND LOCATION ON SITE.



REV	DATE	DESCRIPTION	CHECKED	PROJECT TITLE	DRAWING TITLE	PROJECT NO	1163	ARCHITECT:
				PROPOSED CHANGE OF USE AND INTERIOR WORKS TO THE EXISTING TRANSIT SPACE TO EDUCATIONAL USE AT BASEMENT 1 LINKWAY LEVEL OF THE EXISTING DOWNTOWN LINE UNDERGROUND MASS RAPID TRANSIT STATION AT 31 BENCOOLEN STREET, SINGAPORE 189658	FLOOR FINISHES SCHEDULE	DATE 23 JAN 2026	SCALE 1: 200	FORMWERK ARCHITECTS LLP
						DRAWN KM	CHECKED SP	38A MOSQUE STREET, SINGAPORE 05916 T: 6440 F 6220
						STAGE	DRAWING NO	REV
						TENDER	AR-0106	
								Enafa_bencoolen_street@formwerk...

LEGEND

*DOUBLE HEIGHT PORTABLE BALLET
BARRE IN STAINLESS STEEL AND POWDER
COATED BASE

