

CALL FOR PROPOSAL FOR APPOINTMENT OF SCHOOL BUS OPERATOR TO PROVIDE SCHOOL BUS SERVICES

1. Introduction

1.1 Casuarina Primary School (“**the School**”) invites interested persons to submit a proposal to be appointed as a school bus operator to provide school bus services to ferry the students of the School as follows:

- a. To and from the School and their home on all the days that the Ministry of Education (“MOE”) determines to be part of the School Term (“School Days”); and
- b. From the School to their home after supplementary lessons/enrichment programmes or Co-Curricular Activities on specific School Days.

1.2 The closing date for the submission of proposals is **16/05/2023**.

2. Duration of Services Required

2.1 A period of one (1) year seven (7) months from 04 June 2023 to 31 December 2024 with an option to extend the services for a further two (2) years from 1 January 2025 to 31 December 2026.

3. School Profile

3.1 The School is a single session school with approximately 1060 students. Based on past years’ data the expected number of students requiring school bus services is 150.

4. Details of the School’s Requirements

4.1 The appointed school bus operator shall provide school bus services to students to and from the School and their home on every School Day. The appointed school bus operator shall adhere to the general arrival and departure times indicated below, as well as the specific departure and arrival times as agreed upon between the appointed school bus operator and each individual Parent:

| Day | Arrival Time at School | Departure Time from School |
|-----------|------------------------|----------------------------|
| Monday | 6.45 am to 7.00 am | 1.40 pm |
| Tuesday | 6.45 am to 7.00 am | 1.50 pm |
| Wednesday | 6.45 am to 7.00 am | 1.40 pm |
| Thursday | 6.45 am to 7.00 am | 1.40 pm |
| Friday | 6.45 am to 7.00 am | 1.40 pm |

- 4.2 The appointed school bus operator shall also provide school bus services after Co-Curricular Activities on the specific days and at the specified times below:

| Day | Activity | Departure Time from School |
|--------------------|----------|----------------------------|
| Tuesday and Friday | CCAs | 5.10pm |

The expected number of students requiring this service based on previous year is 50.

- 4.3 The appointed school bus operator shall be able to meet the requirement specifications found in Clause 31 of the sample Agreement for the Appointment of School Bus Operator to Provide School Bus Services (“**the School Bus Agreement**”) found at **ANNEX B**.
- 4.4 The appointed school bus operator shall offer competitive bus fares which are determined by distance or/and routes as specified by the School.
- 4.5 The appointed school bus operator shall work with parents on the actual bus fares based on the agreed ‘Not to Exceed Price’ (i.e., maximum prices) for each distance range (i.e., up to 2km, >2 - 4km, etc). Unless agreed to between the appointed school bus operator and the School, the ‘Not to Exceed Price’ shall not be increased throughout the period referred to in Clause 2.1 above.
- 4.6 Where the distance from the requested pick-up or drop-off address of a student to the School is more than 4km, the appointed school bus operator shall consider a request for school bus services by a Parent. In considering such a request, the appointed school bus operator shall take into account any other requests made by other parents whose pick-up and drop-off addresses are within a reasonable distance from the pick-up or drop-off address of the first mentioned parent. Having considered the request, the appointed school bus operator shall endeavour, on a best efforts basis, to agree with the parent on an acceptable bus fare.
- 4.7 In respect of all the services provided under the Contract in a given year, the appointed school bus operator shall only collect bus fares from Parents in respect of the months of January, February, March, April, May, July, August, September and October. For the avoidance of doubt, no Parent shall be required to pay bus fares in respect of school bus services provided on every School Day in the months of June, November and December.

5. Selection criteria for appointment of school bus operator to provide school bus services

- 5.1 The School will evaluate the proposals for the appointment of school bus operator based on the following criteria:

Critical Evaluation Criteria

- Bidders must not be debarred
- Bidders must meet the statutory requirements set by LTA which include:
 - Insurance policy – In compliance with the requirement of the Motor Vehicles (Third-Party Risks and Compensation) Act, 189
 - Maintenance – Periodically inspections to ensure buses are maintained regularly and in roadworthy condition
 - Safety measures – Seatbelts for small buses, licensed attendant in each bus which has more than 30 seating capacity, installation of automatic activated hazard lights and reflective triangular “Children Crossing” sign, licensed drivers etc.

Other Evaluation Criteria

- Past track records (30%)
- Capability assessment (30%)
- Price assessment (40%)

5.2 The School shall be under no obligation to accept the lowest or any proposal.

6. Instructions to Applicants

6.1 Applicants shall submit their proposals **in a sealed envelope** to the following address by 16/05/2023. The school will open the envelope after the closure of bids.

Contact person and designation: Mdm Lee Chee Yen (Administration Manager)
 Address: 30 Pasir Ris Street 41 Singapore 518935
 Contact No: 65837132

6.2 The following documents are to be submitted:

- a. Completed **ANNEX A** – Information required from vendor includes:
 - i. Price Schedule for school buses. Please note that proposed bus fares should be quoted as ‘Not to Exceed’ price (i.e. maximum price) for each distance range (i.e. Up to 2km, >2 - 4km, etc). The vendor may propose alternative fare-structure options for the school bus services for consideration;
 - ii. The vendor’s contact/ company’s information; and
 - iii. Bus fleet details.
- b. List of safety measures or safety Standard Operating Procedures for students.

- c. Procedures and response time during breakdowns of buses.
- 6.3 Failure to submit the above documents may render the bid submission to be disqualified.
- 6.4 The bids shall remain valid for acceptance for 30 days upon the closing date of this Call for Proposal.

7. Appointment Process

- 7.1 All applicants will be officially notified of the outcome of their application by email and post. The appointed school bus operator shall be required to sign a School Bus Agreement with the School. A sample of the School Bus Agreement can be found in **ANNEX B**.
- 7.2 The School reserves the right to appoint more than 1 school bus operator.
- 7.3 The decision of the School on the appointment shall be final.