

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

1. Introduction

1.1 Fernvale 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 to and from School on School Days, including from School after supplementary lessons/enrichment programmes or Co-Curricular Activities on specific School Days, in the manner set out in this Call for Proposal.

1.2 The closing date for the submission of proposals is 4 Dec 2023.

1.3 Defined terms in this Call for Proposal shall have the meanings ascribed to them in Clause 1A of the Agreement for Appointment of School Bus Operators to Provide School Bus Services (“**Main Agreement**”) found in **ANNEX B**.

2. Duration of Services Required

2.1 An initial period of two (2) years from 1 Jan 2024 to 31 Dec 2025 with an option for the School to extend the contract in the manner set out in Clause 10 of the Main Agreement for a further 2 years.

3. School Profile

3.1 The School is a single session school with approximately 1,500 students. Based on past years’ data the expected number of students requiring the Services is 140.

4. Details of the School’s Requirements

4.1 The appointed school bus operator shall consider the pick-up and drop-off locations stated in the Parent’s Request for Services, and shall confirm with the Parent whether it is able to provide the Services from the pickup location and drop-off location indicated in the Request for Services, or propose an alternative address (the “**Location**”).

4.2 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	6.45am to 7.00am	1.45pm – 2.15pm
Tuesday	6.45am to 7.00am	1.45pm – 2.15pm
Wednesday	6.45am to 7.00am	1.45pm – 2.15pm
Thursday	6.45am to 7.00am	1.45pm – 2.15pm
Friday	6.45am to 7.00am	1.45pm – 2.15pm

4.3 The appointed school bus operator shall provide Services where the Distance from the Pickup Address and Drop-off Address to the School is equal to or less than 4 km. Where the Distance from the requested pick-up or drop-off address of a student to the School is more than 4 km, the appointed school bus operator shall consider on a best-efforts basis whether it can provide the Services and agree with the Parent on an acceptable bus fare. 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.

4.4 The appointed school bus operator shall also provide Services after supplementary lessons /enrichment programmes and Co-Curricular Activities on the specific days and at the specified times below, provided the students are scheduled to depart from the School's premises no later than 4.30pm:

Day	Activity	Departure Time from School
Monday - Friday	Supplementary classes and CCAs	4.30pm

The expected number of students requiring this service based on the previous year is 10.

Where the supplementary lessons/enrichment programmes and Co-Curricular Activities end later than 4.30 pm, the appointed school bus operator shall consider on a best-efforts basis whether it can provide the Services and agree with the Parent on an acceptable bus fare. 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.

- 4.5 The appointed school bus operator shall meet the requirements set out in the Main Agreement.
- 4.6 The appointed school bus operator shall offer competitive bus fares which are determined by distance as specified by the School.
- 4.7 The appointed school bus operator shall agree with parents on the actual bus fares provided that the fare shall not exceed the 'Not to Exceed Price' (i.e. maximum prices) for the relevant distance range (i.e. Up to 2km and >2 - 4km). Unless agreed to between the appointed school bus operator and the School, the 'Not to Exceed Price' for the Initial Contract Period and Option Period (if any) shall not be increased throughout the respective Initial Contract Period and Option Period.
- 4.8 In respect of all the services provided under the Contract in a calendar 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 4 Dec 2023. The school will open the envelope after the closure of bids.

Contact person and designation: Ms Diane Tiu
Address: 1, Fernvale Lane, Singapore 797701
Contact No: 63153051

- 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 and >2 - 4km). 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 1 calendar month 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.

INFORMATION REQUIRED FROM VENDOR**1. Vendor's contact information**

Name of Bus Operator/Company (to appear on the contract)	
Business Registration No/ NRIC:	
Registered Address:	
Contact number:	
Email:	
Fax:	

2. Vendor's Past Track records

No. of years serving MOE schools and other institutions in providing daily school bus service:	
Name of schools/institutions being served /last served: <i>(Bus operators to attach letters from parents/schools as references)</i>	Name of school: Period: Name of school: Period:

3. Bus Fleet Details

Number of buses registered under the company	Up to 15 seaters : >15 seaters :
Age of these buses	<input type="checkbox"/> Below 3 years <input type="checkbox"/> 3 - 10 years <input type="checkbox"/> > 10 years
Number of buses you intend to deploy to serve the school	Up to 15 seaters : >15 seaters :
Insurance Policy coverage for each bus	Yes/ No*
Vehicle Inspection Frequency	Quarterly/ half yearly/ annually
Specific maintenance plan for each vehicle	Yes/No*

4. Maximum Bus Fare Prices Schedule for Bus Services by Distance

Notes:

- The unit bus fare price for all categories of bus seating capacity should be quoted as '**Not to Exceed**' price (i.e. maximum price) for each distance range (i.e. Up to 2km and >2 - 4km).
- Please quote the bus fares on the basis that in respect of all the services provided under the Contract in a calendar 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.

A. Daily School Bus Services **based on Not to Exceed Price** (i.e. for sending students from home to school and vice versa)

Initial Contract Period

Distance	Up to 15-seater		>15-seater	
	1 way	2 way	1 way	2 way
Up to 2km				
>2 – 4km				

Option Period

Distance	Up to 15-seater		>15-seater	
	1 way	2 way	1 way	2 way
Up to 2km				
>2 – 4km				

B. Bus Services for after school activities (i.e. sending students home from school after supplementary lessons /enrichment programmes and Co-Curricular Activities) departing before 4.30 pm

Initial Contract Period

Distance	Up to 15 seater	>15 seater
Up to 2km		
>2 – 4km		

Option Period

Distance	Up to 15 seater	>15 seater
Up to 2km		
>2 – 4km		

5. Actual Bus Fare Prices

For 2-way trips, if there is any difference in the Distance of each leg of the trip (same location for pick-up and drop-off), the School Bus Operator shall use the shorter Distance to determine the price of the bus fare.

For the avoidance of doubt, “Actual Bus Fare Prices” refers to the actual bus fares charged by the School Bus Operator to Parents under the Terms and Conditions Governing Request for Services.

* Pls refer to **Para 6.2 of the “Call for Proposal”** for the list of documents to be submitted.