

CALL FOR PROPOSAL FOR APPOINTMENT OF SCHOOL BUS OPERATOR TO PROVIDE SCHOOL BUS SERVICES FOR A GROUP OF SCHOOLS

1. Introduction

1.1 This Call for Proposal invites interested vendors to provide school bus services for the Group of Schools listed below in Clause 1.2 (each school within the Group of Schools is a “**School**”). The grouping will allow vendors to benefit from a higher student ridership, and the opportunity to aggregate riders from more than one School in order to optimise the deployment of its drivers, and to run its routes more efficiently. While vendors may still deploy their buses to serve individual Schools, they are expected to tap on software for resource and route optimisation, and to aggregate riders for at least 1 bus route to serve at least 2 Schools for 1 trip per day (i.e. to use a common bus to ferry students from at least 2 Schools for at least one route per day, such as for the morning pick-up from either the Pick-up Address or Common Location).

1.2 The Schools that will be participating in this Call for Proposal are:

- (a) Woodlands Primary School
- (b) Qihua Primary School
- (c) Admiralty Primary School

(collectively, the “**Group of Schools**”).

All the Schools are owned by the Government of Singapore.

1.3 The Government of the Republic of Singapore, as represented by [School A], invites interested vendors to submit a proposal to be appointed as a School Bus Operator to provide Services for the Group of Schools. The appointed School Bus Operator shall provide school bus services to ferry the students of each School to and from School on School Days, including After School Services for students who take part in After School Activities on specific School Days, in the manner as set out in this Call for Proposal.

1.4 The closing date for the submission of proposals is 5.00pm on 29 July 2024.

1.5 The Call for Proposal consists of the following documents:

- (a) this Call for Proposal;
- (b) Information Required From Vendor listed as Annex A;
- (c) Terms and Conditions for School Bus Operator to Provide School Bus Services listed as Annex B (“**Terms and Conditions**”); and
- (d) a sample Request for School Bus Services and the Terms and Conditions Governing the Requests for Services attached as Annex A1.

- 1.6 All defined terms in this Call for Proposal shall have the same meaning ascribed to them in Clause 1A of the Terms and Conditions.

2. Duration of Services Required

- 2.1 The appointed School Bus Operator shall provide the Services to the Group of Schools for an Initial Service Period of two (2) years beginning from the Commencement Date, with an option for the Government to extend the duration of the Services provided in the manner set out in Clause 12 of the Terms and Conditions for a further period of two (2) years.

3. School Profile

- 3.1 Based on past years' data, the ridership details of each School are listed in the table below.

School	Approximate student population	Expected number of students requiring the Services
Woodlands Primary School	1265	55
Qihua Primary School	1200	150
Admiralty Primary School	1265	37

For the avoidance of doubt, this historical data is only presented for vendors' information and shall not be taken as a guarantee of ridership.

4. Details of the Group of School's Requirements

- 4.1 The appointed School Bus Operator shall provide the Services in accordance with the Agreement.
- 4.2 The appointed School Bus Operator shall consider the pickup or drop-off address (as the case may be) as stated in a Parent's Request for Services, and shall confirm with the Parent whether it is able to provide the Services from the said addresses, or if it is unable to do so, shall propose a Common Location.
- 4.3 The appointed School Bus Operator shall:
- (a) adhere to the arrival and departure times for each School as indicated in the table below;
 - (b) adhere to the departure time for After School Services for each School as indicated in the table below;
 - (c) adhere to the pick-up and drop-off times as agreed upon between the appointed School Bus Operator and a Parent pursuant to the Parent Agreement; and

(d) ensure that the duration of a bus trip for each student shall not exceed 45 minutes.

Day	Expected Arrival Time at Woodlands Primary School	Expected Arrival Time at Qihua Primary School	Expected Arrival Time at Admiralty Primary School
Monday	7:00AM	7:00AM	6:45AM
Tuesday	7:00AM	7:00AM	6:45AM
Wednesday	7:00AM	7:00AM	6:45AM
Thursday	7:00AM	7:00AM	6:45AM
Friday	7:00AM	7:00AM	6:45AM

Day	Expected Departure Time from Woodlands Primary School	Expected Departure Time from Qihua Primary School	Expected Departure Time from Admiralty Primary School
Monday	1:45PM	1:45PM	2:20PM
Tuesday	1:45PM	<p><u>CCA Days</u> <u>(about 30 times a year)</u></p> <p>P1 & P2: 1.45PM P3 to P6: Will take the "After School Services" bus trip</p> <p>*****</p> <p><u>Non-CCA Days</u> <u>(about 10 times a year)</u></p> <p>P1 to P6: 2.10pm</p> <p>Note: P3-P6 timetable ends at 2pm every Tuesday, regardless of whether there is CCA or not.</p>	2:20PM
Wednesday	1:45PM	1:45PM	2:20PM
Thursday	1:45PM	1:45PM	2:20PM
Friday	1:45PM	1:45PM	2:20PM

- 4.4 The appointed School Bus Operator shall provide Services where the Requested Distance to each School is equal to or less than 4 km. Where the Requested Distance to any of the Schools 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 Requested Distance

is within a reasonable distance from the Requested Distance of the first mentioned Parent.

- 4.5 The appointed School Bus Operator shall provide After School Services for students who take part in After Schools Activities on the specific School Days listed in the table below. The expected departure time from each School is as per the table below:

Day	After School Activities	Expected Departure Time from Woodlands Primary School	Expected number of students based on previous year
Mon - Fri	Supplementary classes	4:00PM	10 or less
Mon - Fri	Enrichment Programme	4:00PM	10 or less
Mon - Fri	CCAs Others (please specify)	4:00PM	10 or less

Day	After School Activities	Expected Departure Time from Qihua Primary School	Expected number of students based on previous year
Wed, Thu, Fri	Supplementary classes	4:00PM	40
Mon, Wed, Thu, Fri	Enrichment Programme	4:00PM	40
Tue	CCAs Others (please specify)	4:00PM	80

Day	After School Activities	Expected Departure Time from Admiralty Primary School	Expected number of students based on previous year
N.A	Supplementary classes	N.A	N.A
N.A	Enrichment Programme	N.A	N.A
N.A	CCAs Others (please specify)	N.A	N.A

For the avoidance of doubt, the expected number of students based on previous years is provided for proposed vendors' information only and shall not be taken as a guarantee of ridership.

- 4.6 Where an After School Activity ends later than 4 pm, the appointed School Bus Operator shall consider on a best-efforts basis whether it can provide the After School 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 Requested Distance are within a reasonable distance from the Requested Distance of the first mentioned Parent.
- 4.7 In Section 5 of the Information Required from Vendors (Annex A), each vendor shall quote a Not To Exceed Price for each Distance Range Category. In total, there are 2 Distance Range Categories:
- (a) a distance range of up to 2km starting from each School's address, and
 - (b) a distance range of between 2km and 4km starting from each School's address.
- 4.8 The appointed School Bus Operator shall agree with each Parent on the Actual Bus Fare Price, provided that the Actual Bus Fare Price shall not exceed the Not to Exceed Price for the relevant Distance Range Category. Unless otherwise agreed to in writing between the appointed School Bus Operator and the Government, the Not to Exceed Price for the Initial Service Period and Option Period (if any) shall remain as quoted by the vendor in the submitted Information Required by Vendor (Annex A) and accepted by the Government.
- 4.9 In respect of all the Services provided under this Agreement in a calendar year, the appointed School Bus Operator shall only collect the Actual Bus Fare Price from Parents in respect of the months of January, February, March, April, May, July, August, September and October. For the avoidance of doubt, (i) Services are required for the months of June, November, and December only on School Days, and (ii) no Parent shall be required to pay any Actual Bus Fare Price for the Services provided for the months of June, November, and December.
5. Selection criteria for appointment of School Bus Operator to provide school bus Services
- 5.1 The Government will evaluate the proposals for the appointment of School Bus Operator based on the following criteria:

Critical Evaluation Criteria

- Vendors must not be debarred by the Government.
- Vendors 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 1960,

- Maintenance – Periodic inspections to ensure buses are maintained regularly and in roadworthy condition.
- Safety measures – Seatbelts for 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

- Capability assessment (45%)
- Track records (15%)
- Price assessment (40%)

5.2 The Government shall be under no obligation to accept the lowest proposal or any proposal at all.

6. Instructions to Vendors

6.1 Vendors shall submit their proposals **in a sealed envelope** to the following address by 29 July 2024. The Government will open the envelope after the closure of this Call For Proposal.

Contact person and designation:
Address:
Contact No:

6.2 The following documents must be submitted:

- a. A completed Information Required From Vendor (**ANNEX A**) form, which includes:
 - i. The Not to Exceed Fare Price Schedule for Bus Services by Distance Range Category (see Tables 5A and 5B in the Information Required From Vendor). Please note that proposed bus fares should be quoted as Not to Exceed Price for each Distance Range Category (i.e. up to 2km and >2 - 4km).
 - ii. The vendor's contact/ company's information;
 - iii. Vendor's track records;
 - iv. Bus fleet details; and
 - v. Workforce details
- b. Proposal to optimise the deployment of drivers, and to run bus routes more efficiently.

- c. List of safety measures or safety Standard Operating Procedures for students, including proposed procedures and response time during breakdowns of buses, vehicular accidents, or drivers on medical leave.
- 6.3 Failure to submit any one of the above documents listed in Clause 6.2 of this Call for Proposal may render the proposal liable to be disqualified.
- 6.4 The proposals shall remain valid for acceptance for 1 calendar month upon the closing date of this Call for Proposal.
- 7. Appointment Process
- 7.1 All vendors will be officially notified of the outcome of their application by email and post.
- 7.2 The Government reserves the right to appoint more than 1 School Bus Operator to provide Services to the Group of Schools.
- 7.3 The decision of the Government on the appointment of the School Bus Operator shall be final.