

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

1. Introduction

1.1 Yuhua 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

1.2 The closing date for the submission of proposals is 7 September 2018.

2. Duration of Services Required

2.1 A period of two (2) years from 01 January 2019 to 31 December 2020 with an option to extend the services for a further one (1) year from 01 January 2021 to 31 December 2021.

3. School Profile

3.1 The School is a single session school with approximately 1,100 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 to Friday	7.00am	1.30pm

4.2 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**.

- 4.3 The appointed school bus operator shall offer competitive bus fares which are determined by distance or/and routes as specified by the School.
- 4.4 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 straight line distance range (i.e. Up to 2km, >2 - 4km, >4 - 6km 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.
- 4.5 Where the straight line distance from the requested pick-up or drop-off address of a student to the School is more than 6km, 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.
- 4.6 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 (50%)
- Capability assessment (30%)

- Price assessment (20%)

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 7 September 2018.

Ms Tan Kiat Joo
Admin Manager
Yuhua Primary School
158 Jurong East Street 24
Singapore 609558
Contact No: 6560 5062

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 straight line distance range (i.e. Up to 2km, >2 - 4km, >4 - 6km 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.

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.