**REQUIREMENT SPECIFICATIONS**

Renovation of Students’ Toilets at Boon Lay Garden Primary School

We are pleased to invite you to submit an offer for the requirements stated as follows:

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| **Section A: Contact Details** | | |
| **Contact information 1** | Name: Ms Jasmine Neo  Designation: Administration Manager  Contact No: 6316 0998  Email: neo\_seow\_yen@schools.gov.sg | |
| **Contact information 2** | Name: Mr Ronny Bong  Designation: Operations Manager  Contact No: 6316 0998  Email: ronny\_bong@schools.gov.sg | |
| **Section B: Requirement Specifications** | | |
| **Description** | | To conceptualize, design and renovate 3 female student’s toilets (approximately 5.5m by 3.7m) and 3 male student’s toilets ((approximately 5.4m by 3.8m). |
| **Objectives & Outcomes** | | Revamp of existing student’s toilet for improved sanitation and overall aesthetics. |
| **Expected Date of Delivery** | | Start date: 30 May 2022 or after the issuance of LOA in Gebiz, whichever is later.  End date: 22 Jun 2022 or adjusted according to the actual start date |
| **Scope of Requirements** | | 1. The Contractor shall conceptualize, design and renovate the student’s toilets (items a and b) at the locations stated below: 2. Level 3   B3-04 (Male)  C3-01 (Female)  D3-03 (Male)   1. Level 4   B4-04 (Female)  C4-01 (Male)  D4-02 (Female)     1. The Female toilets comprise 3 wash basins and 5 toilet cubicles while the Male toilets comprise 3 wash basins, 3 toilet cubicles and 2 urinals.   **Main Door/ Entrance to Toilets**   1. To dismantle the main doors and frame. 2. To supply and install solid timber doors and frame and indicate “Girls” and “Boys” accordingly.   **Tiling and Finishes**   1. Main Quote 2. To dismantle existing wall and floor tiles. 3. To supply and install new ceramic tiles. 4. The floor tiles shall be designed with a slip resistant finish suitable for toilets. 5. Contractor shall provide the school sample tiles to choose from upon award. 6. Alternate Quote 1 7. Overlay of new tiles over existing ones. 8. Alternate Quote 2 9. Laying of satin stone flakes epoxy on existing tiles.   **Hand Wash Basin**   1. To dismantle existing basins including vanity top. 2. To supply and install vanity top and 3 new ceramic basins. 3. To supply and install 3 delay closing push taps. 4. To supply and install wall-mounted liquid soap dispenser for each basin.   **Mirror**   1. To dismantle existing mirrors. 2. To supply and install mirror which aligns to the vanity top.   **Toilet Cubicle and Door**   1. To dismantle existing toilet cubicle doors and replace with new ones. 2. To dismantle existing water closets, squat toilets and urinal bowls and replace with new ones.  * Female Toilet: 4 water closets and 1 squat toilet * Male Toilet: 2 water closet, 1 squat toilet and 2 urinal bowls  1. To supply and install bidet sprayers for squat toilet.   **Re-painting Work**   1. The scope of works includes re-painting the toilets’ wall and ceiling. 2. Contractor shall provide the school colour palette to choose from upon award. |
| **Removal & Installation Work** | | The Contractor who is awarded the contract shall   1. Provide labour, tools, material and equipment necessary for the removal of the existing fixtures and fittings, and the installation of the new fixtures and fittings. 2. Remove & dispose all debris off site. |
| **Design & Production Work** | | The Contractor who is awarded the contract shall provide up to 3 design concepts, based on the requirements set out in this document and contents provided by authority, for selection.  Based on the final chosen design concept, the contractor shall develop the detailed design.  Contractor shall allow for up to 3 rounds of consolidated amendments to the detailed design before sign-off for production. |
| **Materials** | | The material used should be resistant to scratch, moisture, chemical, etc. It shall also be easy to clean and maintain. |
| **Mechanical & Electrical (M & E) Works** | | Contractor shall liaise with MOE’s appointed M&E Term Contractor for all electrical works required. |
| **Venue** | | Boon Lay Garden Primary School  20 Boon Lay Drive  Singapore 649930 |
| **Working Hours** | | Contractor must adhere to the following working hours:   * Mon to Fri: 8.00 am to 5.00 pm   Contractor is not allowed to work outside the stipulated working hours. |
| **Safety & Security** | | All Contractor’s workers are to report to the Security Guards (with their identification documents) for sign in and sign out daily.  All workers must always be in their company attire, and/or must always display the visitors’ passes when within the premises.  The Contractor shall ensure that all safety precautions have been taken to ensure a safe working environment for workers and occupants of the premises. Work area should be cordoned off or temporary hoarding installed where necessary. Any debris should be removed from work area upon completion of job. |
| **Mandatory Site Visit** | | Interested suppliers are to attend a mandatory site visit prior to submission of the bids.  Details of the site visit are:  Date: 12 Apr 2022  Time: 2pm  Reporting Venue: Please gather outside Boon Lay Garden Primary School General Office  Please contact the Administration Manager, Ms Jasmine to register for the site visit.   * Contact No: 6316 0998 * Email: neo\_seow\_yen@schools.gov.sg   Due to SMM, only 2 representatives from each company will be allowed to attend the site visit.  Please note that any requests for alternative dates for the site visit will not be entertained.  **Bidders who do not attend the site visit will not be considered.** |
| **Track Record** | | Suppliers should have at least 2 years of experience in providing similar service. Please provide a list of completed projects for the last 2 years. |
| **Submission of Documents** | | The following documents shall be submitted electronically via GeBIZ for evaluation.   1. Proposal   Supplier shall provide the school with a draft proposal, complete with layout plans & visual designs.  The proposal shall include detailed breakdown of the costing.   1. Price Schedule   Supplier shall quote separate line items for items 1a) and b) as per the *Scope of Requirements* above, with 2 alternate quotes on *Tiling and Finishes*, exclusive of GST, and indicate if GST is applicable for each item.  **The School reserves the right to award the quotes in whole or in part.**   1. Company Profile and Track Record   Supplier shall submit the company’s profile and track record, including portfolio (photos) of similar projects, testimonials, feedback, awards etc for at least the stated number of years in similar projects. |
| **Section C: Evaluation Criteria** | | |
| **Critical Evaluation Criteria** | | Bidders must have attended the mandatory site visit. |
| **Other Evaluation Criteria** | | |  |  |  | | --- | --- | --- | | Item | Criteria | Weightings | | 1 | Price | 40% | | 2 | Quality of Design Proposal   * Clarity of proposed design, relevance and alignment with School’s objectives and needs. | 50% | | 3 | Company profile and track record | 10% | |
| **Section D: Instructions to Suppliers** | | |
| **Closing date and time for the submission of proposals** | | The closing date and time are as stated at the Quotation Notice in GeBIZ. |
| **Validity period of proposals** | | The validity of a supplier’s proposal (including that supplier’s price proposal) is stated at the Quotation Notice in GeBIZ. |
| **Submission of Price Proposals** | | Supplier shall quote separate line items for items 1a) and b) as per the *Scope of Requirements* above, with 2 alternate quotes on *Tiling and Finishes*, exclusive of GST, and indicate if GST is applicable for each item.  Please submit your proposal through GeBIZ. Any proposal submitted after the closing date stated will not be considered. |
| **Payment Mode** | | 1. The supplier shall render a bill to the Authority only upon completion of all services to be provided under the Contract. 2. All vendors must submit e-Invoices via Vendors@gov or Nationwide E-invoicing Network.   The successful supplier must accept payment through Inter-Bank GIRO (IBG) and would be required to set up a vendor record online *at* [www.vendors.gov.sg](http://www.vendors.gov.sg) (Vendors@Gov) authorising MOE for payment to be made directly to the vendor's bank account upon receipt of Letter of Acceptance.  Payment for services rendered will be subject to withholding tax (if applicable) in accordance to Singapore tax law. Suppliers should declare if they are subject to withholding tax when submitting their proposals. |
| **For Enquiries** | | If you need further clarifications, you may contact the officers stated in Section A (Contact Details) above. |