

<b>FORM OF PRE-QUALIFICATION</b>
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## **PRE-QUALIFICATION NOTICE**

Singapore American School (SAS) intend to pre-qualify contractors for the following works –

Additions and Alteration Works, Interior Fitting Out Works, Upgrading and Improvement of Facilities, Classrooms and Corporate Offices including general building works, plumbing, mechanical and electrical works.

The estimate value for the each project from S\$50,000.00 up to \$2,000,000.00

Contractors with the following BCA Grading are invited to register their interest with SAS:

- CW01, general building works with C2 \$1.3M and above
- CR06, interior decoration and finishing works with L2 \$1.3M and above
- CR09, repair and decoration with L2 \$1.3M and above
- BizSAFE certification Level 3 and above
- Including ME01, mechanical works with L2 \$1.3M and above
- ME05, electrical works with L1 \$0.65M and above
- ME12, plumbing and sanitary works with L1 \$0.65M and above
- SY05, electrical & amp, electronic materials, products & components with L2 \$1.4M and above

Five contractors will be short-listed to participate in the tender exercise.

Interested parties are required to submit a completed pre-qualification document by 11th December 2018, Tuesday before 12.00 noon.

Central Administration - Reception  
Singapore American School  
SAS Facilities and Services  
40 Woodlands St 41  
Singapore 738547

SAS reserves the right to select or reject any of the qualification applications without giving reasons or justification for its decision. Only selected contractors will be notified.

All expenses incurred by applicants in the submission of this pre-qualification shall be borne entirely by the applicants.

## **FORM OF PRE-QUALIFICATION**

ADDITIONS AND ALTERATIONS WORKS, INTERIOR FITTING OUT WORKS, UPGRADING AND IMPROVEMENT OF FACILITIES, CLASSROOMS AND CORPORATE OFFICES INCLUDING GENERAL BUILDING WORKS, PLUMBING, MECHANICAL AND ELECTRICAL WORKS

Singapore American School (SAS) intend to pre-qualify contractors for “Additions and Alteration Works, Interior Fitting Out Works, Upgrading and Improvement of Facilities, Classrooms and Corporate Offices including general building works, plumbing, mechanical and electrical works.”

The contractors shall submit in their pre-qualification application along with all supporting relevant documents.

### APPLICATION FORM

1. Form Of Pre-Qualification - Declarations
2. Particulars of Contractors / Vendors – Business Profile
3. Particulars of Partners Company Directors
4. Financial Capacity – Partnership, Limited Company
5. Tracks Records And Performance in the same capacity of schools, educational institutions
6. Current Commitments
7. Registration With Relevant Government Authorities – Work head / Title, Grade and Tendering Limits, Management and Development, Licensing of Builders – ISO, OHSAS and BizSAFE.
8. Client Reference Form – Forms to be fill-up, sign, chopped and sealed by client representatives, minimum of 3 client references.
9. Conflict of Interest - Declarations

## FORM OF PRE-QUALIFICATION

THE WORKS :

ADDITIONS AND ALTERATION WORKS, INTERIOR FITTING OUT WORKS, UPGRADING AND IMPROVEMENT OF FACILITIES, CLASSROOMS AND CORPORATE OFFICES INCLUDING GENERAL BUILDING WORKS, PLUMBING, MECHANICAL AND ELECTRICAL WORKS.

TO : SINGAPORE AMERICAN SCHOOL  
SAS FACILITIES AND SERVICES  
40 WOODLANDS STREET 41  
SINGAPORE 738547

ATTENTION: MR ANTHONY WONG

Sirs,

1. I/We declare that the Information contained is to the best of our knowledge and belief in all respects true in substance and fact and should there be any false statement, I/We understand that I/We will be disqualified.
2. I/We agree to maintain the confidentiality of all the data and information provided for in this Form and we shall not knowingly divulge such data and information to any third party without the prior written consent of **SINGAPORE AMERICAN SCHOOL** until such data and information becomes public knowledge.
3. I/We would like to express my/our interest to register for the following work:-

Signed By : \_\_\_\_\_  
(Name of Authorized Signatory)

Designation : \_\_\_\_\_

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR

#### 1. Business Profile (Company)

(1) Registration No. :

(2) Company Name :

(3) Incorporation Date :

(4) Company Type :  
(Please Tick accordingly.)

- ☐ Sole Proprietorship  
☐ Partnership  
☐ Private Limited Company  
☐ Public Limited Company  
☐ Joint-Venture  
☐ Others (Please Specify)

(5) Status :

(6) Principal Activities :

(7) Registered Office Address :

(8) Telephone No. :

(9) Facsimile No. :

(10) E-Mail Address :

(11) GST Registration No. :  
(if applicable)

## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR (Cont'd)

#### 2. Particulars of Partner(s)/Company Director(s)

(1) (a) Name :

\_\_\_\_\_

(b) Nationality :

\_\_\_\_\_

(c) Identification No. :

\_\_\_\_\_

(d) Position :

(e) Number of Shares :  
(in Percentage)

\_\_\_\_\_ %

(2) (a) Name :

\_\_\_\_\_

(b) Nationality :

\_\_\_\_\_

(c) Identification No. :

(d) Position :

(e) Number of Shares :  
(in Percentage)

\_\_\_\_\_ %

(3) (a) Name :

\_\_\_\_\_

(b) Nationality :

\_\_\_\_\_

(c) Identification No. :

(d) Position :

(e) Number of Shares :  
(in Percentage)

\_\_\_\_\_ %

## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR (Cont'd)

#### 3. Financial Capacity

(1) For Partnership or Sole Proprietorship

(a) Capital Set Aside : S\$ \_\_\_\_\_

(2) For Limited Company

(a) Authorized Capital : S\$ \_\_\_\_\_

(b) Pay-Up Capital : S\$ \_\_\_\_\_

(3) Annual Turnover  
(For Latest three Years)

(a) Year Ending \_\_\_\_ 2017 : S\$ \_\_\_\_\_  
(State Month)

(b) Year Ending \_\_\_\_ 2016 : S\$ \_\_\_\_\_  
(State Month)

(c) Year Ending \_\_\_\_ 2015 : S\$ \_\_\_\_\_  
(State Month)

## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR (Cont'd)

#### 4. Track Records and Performance\*

(During Past Three Years of Similar Nature)

- (1) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) "CONQUAS" Score/Award :  
(e) "Buildability" Score/Award : \_\_\_\_\_  
(f) "Green Mark" Grading :  
Obtained
- (2) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) "CONQUAS" Score/Award :  
(e) "Buildability" Score/Award : \_\_\_\_\_  
(f) "Green Mark" Grading :  
Obtained
- (3) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) "CONQUAS" Score/Award :  
(e) "Buildability" Score/Award : \_\_\_\_\_  
(f) "Green Mark" Grading :  
Obtained

\* Note: Contractor may attach the said records separately with his Tender Submission, if necessary.

## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR (Cont'd)

#### 5. Current Commitments\*

- (1) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) Project Duration :  
(e) Completion Date :
- (2) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) Project Duration :  
(e) Completion Date :
- (3) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) Project Duration :  
(e) Completion Date :
- (4) (a) Project Title :  
(b) Project Value : S\$  
(c) Name of Architect/Engineer :  
(d) Project Duration :  
(e) Completion Date :

\* Note: Contractor may attach the said records separately with his Tender Submission, if necessary.



### PARTICULARS OF CONTRACTOR (Cont'd)

(e.g. Building Construction and Authority(BCA), and the like.)

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## FORM OF PRE-QUALIFICATION

### PARTICULARS OF CONTRACTOR (Cont'd)

#### 7. **Financial Statement**

(Please submit copies of audited/certified Profit and Loss Account and Balance Sheet together with the notes to the accounts for the past latest three years.)

(1) Balance Sheet, as at Year	:			
(a) Total Assets	:	S\$		
(b) Current Assets	:	S\$		
(c) Total Liability	:	S\$		
(d) Current Liability	:	S\$		
(e) Networth (a) – (c)	:	S\$		
(f) Working Capital (b) – (d)	:	S\$		

#### 8. **Litigation**

- (1) The Contractor shall declares if the company is currently involved (or been involved in the past five years) in any Arbitration, Litigation, etc., and/or any pending Arbitration, Litigation, etc., relating to claims and/or disputes of any sort on any Contract.

(Insert "√" where appropriate)

Yes

☐

No

☐

- (2) If yes, the Contractor shall provide below a brief description of the nature of disputes, the amount under disputes and the parties involved:

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**Note:** If the space provided is insufficient, please continue on an extension page setting out the required data in a similar manner.

## **FORM OF PRE-QUALIFICATION**

### **PARTICULARS OF CONTRACTOR (Cont'd)**

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#### **9. Demonstrating Environmental and Social Merit**

The Contractor that can demonstrate the environmental and social merits of their company, products, and services will be at an advantage when submitting tenders or proposals to SAS.

SAS will accept the following as evidence of environmental and social merit.

##### **1.0 Proof of product certification**

- 1.1. The certification must be related to environmental and social stewardship. Examples include Water Efficiency Labeling Scheme (WELS), Green Label Singapore; Energy Star; Electronic Product Environmental Assessment Tool (EPEAT); Forest Stewardship Council (FSC); and Fair Trade.
- 1.2. The certification must be administered by the relevant domestic or international governing body. For the above examples, their respective governing bodies are PUB Singapore; the Singapore Environment Council; the US Environmental Protection Agency and Department of Energy; the US-based Green Electronics Council; the Forest Stewardship Council based in Germany; and FLO-CERT, also based in Germany.
- 1.3. The certificate must be current.
- 1.4. The certificate must be for the specific product being proposed to SAS.

##### **2.0 Product life cycle assessment**

- 2.1 The life cycle assessment must be conducted or verified by an independent, qualified third party.
- 2.2 The life cycle assessment must be current.
- 2.2 The life cycle assessment must be for the specific product being proposed to SAS.

##### **3.0 Annual corporate environment and social responsibility reports**

- 3.1 Reports that have been conducted, verified, or assured by an independent, qualified third party are preferred.
- 3.2 Reports must present the organization's environmental impacts, quantitatively where ever possible.
- 3.3 Reports must quantitatively and qualitatively present social responsibility initiatives, such as those related to workplace safety and health; work-life balance; diversity and inclusiveness; community engagement; volunteerism; and corporate philanthropy.

## **FORM OF PRE-QUALIFICATION**

### **PARTICULARS OF CONTRACTOR (Cont'd)**

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- 3.4 The report for the latest year is required. However, reports for previous years can also be submitted to supplement the latest report and to show long-term commitment.

#### **4.0 Others**

- 4.1.0 Official ingredient or component lists or labels that show:
- 4.1.1 Reduction or elimination of chemicals that are hazardous to health and the environment
  - 4.1.2 Significant use of post-consumer recycled content
  - 4.1.3 Local or regional manufacture, or manufacture in a country known for advancing worker's rights
  - 4.1.4 Local or regional sourcing, or sourcing from countries where trade in that particular material is legal and not marked by conflict or violence
  - 4.1.5 Sustainable harvesting, extraction, or synthesis of raw materials
  - 4.1.6 Low power rating
  - 4.1.7 Use of renewable energy
  - 4.1.8 Other relevant facts about the product, e.g. cultural significance, charities and research initiatives supported

### **PLANNING FOR ENVIRONMENTAL SUSTAINABILITY IN RENOVATIONS, NEW CONSTRUCTION PROJECTS, OR CHANGES TO CAMPUS OPERATIONS**

1. How will the renovation, new construction, or change to campus operations change the space's energy consumption?
  - a. Is there an opportunity to reduce artificial lighting, in favor of effective natural lighting?
    - a. If artificial lighting cannot be reduced, will the space still adhere to Singapore Standard lighting power budgets? (The maximum is 15 watts/m<sup>2</sup> for offices and classrooms; and 10 watts/m<sup>2</sup> for lobbies, stairs and corridors.)
  - b. Is there an opportunity to reduce or eliminate air-conditioning, in favor of effective natural or non-air-con mechanical ventilation?
    - a. If air-con use cannot be reduced or eliminated, will the space require an increase of air-conditioning tonnage? (E.g. new heat-emitting fixtures or equipment; more people occupying the space e.g. office converted into classroom; larger windows that may let in more sunlight and heat; etc.)
    - b. Will it require a change in air-conditioning hours? (E.g. storage of sensitive equipment or merchandise that requires 24/7 cooling or dehumidification)

## **FORM OF PRE-QUALIFICATION**

### **PARTICULARS OF CONTRACTOR (Cont'd)**

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- c. Is there an opportunity to reduce the plug load, either by reducing the quantity of appliances/electronics/other equipment, or upgrading to more efficient alternatives?
      - a. If an increase in plug load is unavoidable, will the existing power supply be sufficient?
2. How will the renovation, new construction, or change to campus operations change the space's water consumption?
  - a. Will floors, furniture, etc. require more intensive and/or frequent cleaning or washing?
  - b. Will occupants or users engage in water-intensive activities such as showering; washing off paint, clay, or makeup; reconstituting powdered or dehydrated materials for art or cooking; frequent hand-washing; washing clothes; or making ice?
  - c. Are water fixtures (e.g. in toilets, pantries, or laboratories) certified "Very Good" (2 ticks) or "Excellent" (3 ticks) under PUB's Water Efficiency Labeling Scheme?  
<http://www.pub.gov.sg/wels/products/Pages/default.aspx>
  - d. Will there be anything else that requires additional water consumption? (E.g. water feature, fish tank)
3. How will the renovation, new construction, or change to campus operations change the space's indoor air quality (IAQ) and indoor environmental quality (IEQ)?
  - a. Are materials low in volatile organic compounds (VOCs)?
  - b. Will materials and design discourage accumulation of dust and bacteria, or occurrence of mold?
4. What materials will be used in the project?
  - a. Are there opportunities to use recycled, refurbished, or reclaimed materials?
  - b. Are there opportunities to use products that demonstrate environmental or social merit?
  - c. What is the Concrete Usage Index of the project?
5. Will the project create environmental learning opportunities for students?
  - a. Are there opportunities to showcase innovation in sustainable technology? (E.g. efficient fans, double- or triple-glazed windows, LED/T5 lights, motion sensors/photocells/timers for lighting controls)
  - b. Are there opportunities to showcase innovation in sustainable design?
6. How will resources and potential nuisances be managed during construction/installation?
  - a. What is the impact of construction/installation on electricity and water consumption at SAS? (E.g. temporary shutdown of supply, increased consumption, use of contractor's own generator)

## **FORM OF PRE-QUALIFICATION**

### **PARTICULARS OF CONTRACTOR (Cont'd)**

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- b. How will noise and light/glare be managed during the works?
- c. How will waste be managed at the site? Are there opportunities for repurposing, reusing, and recycling?
- d. What is the carbon footprint of the projects (Scope 1 and 2 preferred; Scope 3 optional)

### **IMPORTANT NOTES**

- (a) All items in these forms must be filled in. Any item not applicable should be so stated. Incomplete forms shall be disqualified.
- (b) These forms must be signed by person or persons legally empowered to act and sign on behalf of the firm.

## CLIENT'S REFERENCE FORM

Singapore American School (SAS) has send out an invitation for pre-qualification of contractors for various additions and alteration works.

As a client, we wish to seek your kind assistance to provide your feedback on below questionnaires:

**Project Name:**

**Client Name:**

**Completion Date:**

S/No.	Question	Pls select your answer by indicating with a [ X ].		
1	What was your experience working with the contractor?	<input type="checkbox"/> Bad	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
2	Was the contractor quick and responsive to your queries and requests?	<input type="checkbox"/> Non-responsive	<input type="checkbox"/> Within 1 week	<input type="checkbox"/> Within 3 working days
3	Did the contractor meet your expectations and the deliverables?	<input type="checkbox"/> No, contractor was unable to deliver as proposed.	<input type="checkbox"/> Yes, contractor provided as proposed.	<input type="checkbox"/> Yes, contractor exceeded what was proposed.
4	Would you recommend the contractor to other department or institution for similar job in future	<input type="checkbox"/> No	<input type="checkbox"/> Maybe	<input type="checkbox"/> Definitely
	<b>Ratings:</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Company Stamp

We sincerely hope you can assist us on the above questionnaire and give your feedbacks to SAS as our reference check, to do our evaluation of our candidates.

We may request that upon completion of this form, kindly sealed and secured.

Please do not hesitate to contact SAS at DID: 63606376 if you need any clarification.

## **CONFLICT OF INTEREST**

### **DECLARATION ON POTENTIAL CONFLICT OF INTEREST, ETC.**

I/We, the undersigned, do hereby declare that to the best of my/our knowledge and belief, my/our supply of the services required under this Invitation for Pre-Qualification does not/may involve us in any conflict of interest.

Set out below are the known circumstances which may lead to a conflict of interest. I/We also undertake to inform the authority of any conflict of interest that may arise in the course of my/our supply of the services.

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\_\_\_\_\_  
Signature and Stamp/Seal of Tenderer

\_\_\_\_\_  
Date