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

1. Introduction

1.1 The Government of the Republic of Singapore, as represented by Qihua Primary School ("**the School**") invites interested vendors to submit a proposal to be appointed as a School Bus Operator to provide Services. The appointed School Bus Operator shall provide school bus services to ferry the students 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.

1.2 The closing date for the submission of proposals is 1.00pm on 19/11/2026.

1.3 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.

1.4 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 School for an Initial Service Period of two (2) years beginning from the Commencement Date, with an option for the School to extend the duration of the Services provided in the manner set out in Clause 16 of the Terms and Conditions for a further period of two (2) years.

3. School Profile

3.1 The School has approximately 1060 students, and based on past years' data, the expected number of students requiring the Services is 90.

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 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 as indicated in the table below;

(b) adhere to the departure time for After School Services as indicated in the table below; and

(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.

Day	Expected Arrival Time at School
Monday	7.00am
Tuesday	7.00am
Wednesday	7.00am
Thursday	7.00am
Friday	7.00am

Day	Expected Departure from School
Monday	1.45pm
Tuesday	1.45pm
Wednesday	1.45pm
Thursday	1.45pm
Friday	1.45pm

4.4 The appointed School Bus Operator shall provide Services where the Requested Distance is equal to or less than 4 km. Where the Requested Distance 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 the School is as per the table below:

Day	After School Activities	Expected Departure Time from the 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
Tues	CCAs Others (please specify)	4.00pm	80

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 the School's address, and

(b) a distance range of between 2km and 4km starting from the 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 School, the Not to Exceed Price for the Initial Service Period and Option Period (if any) shall remain as quoted by the vendor in the Information Required from Vendor (Annex A) and accepted by the School.

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. <u>Fuel Surcharge</u>

5.1 In Section 6 of the Information Required from Vendors (Annex A), each vendor shall quote the Fuel Surcharge Cap expressed as a percentage (X%) of the Not to Exceed Price. The appointed School Bus Operator may impose a fuel surcharge on the Not To Exceed Price, subject to the Fuel Surcharge Cap, in accordance with the fuel surcharge mechanism set out in the Information Required from Vendor (Annex A). The appointed School Bus Operator may impose a surcharge lower than the Fuel Surcharge Cap or waive it entirely. Should the prevailing diesel price fall below the Baseline Diesel Price, bus fares need not be reduced.

5.2 For the purposes of this Call for Proposal and the Agreement, the average prevailing diesel price used for the calculation of the fuel surcharge shall be based on the prevailing diesel price as published by SingStat.

6. Selection criteria for appointment of School Bus Operator to provide school bus Services

6.1 The School 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, NEA or other regulatory bodies 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 (30%)
- Track records (30%)
- Price assessment (40%)

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

7. Instructions to Vendors

7.1 Vendors shall submit their proposals **in a sealed envelope** to the following address by 1.00pm on 19/11/2026. The School will open the envelope after the closure of this Call For Proposal.

Contact person and designation: Ms Elizabeth Seah / Administration Manager
Address: 5, Woodlands Street 81, Singapore 738525
Contact No: 6269 6250

7.2 The following documents must be submitted:

a. A completed Information Required From Vendor (**ANNEX A)** form, which includes:

i. The Not to Exceed (NTE) 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) (inclusive of GST).

ii. The Fuel Surcharge Cap (see Table 6 in the Information Required From Vendor)

iii. The vendor's contact/ company's information;

iv. Vendor's track records;

v. Bus fleet details; and

b. 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.

7.3 Failure to submit any one of the above documents listed in Clause 7.2 of this Call for Proposal may render the proposal liable to be disqualified.

7.4 The proposals shall remain valid for acceptance for 1 calendar month upon the closing date of this Call for Proposal.

8. Appointment Process

8.1 All vendors will be officially notified of the outcome of their application by email and post.

8.2 Selected Bus Operator will receive a Letter of Acceptance (LOA) from the school and must acknowledge receipt by signing the LOA electronically and returning it to the school via email, while retaining a copy for their own records.

8.3 The School reserves the right to appoint more than 1 School Bus Operator to provide the Services.

8.4 The decision of the School on the appointment of the School Bus Operator shall be final.