ANNEX A

INFORMATION REQUIRED FROM VENDOR

All defined terms in this Information Required from Vendor shall have the same meaning ascribed to them in Clause 1A of the Terms and Conditions.

1. Vendor's contact information

Name of Bus Operator/Company (to appear on the contract)	
Business Registration No./ NRIC:	
Registered Address:	
Contact number:	
Email:	
Fax:	

2. Statutory requirements set by LTA

In compliance with the requirements under the Motor Vehicles (Third-Party Risks and Compensation) Act 1960	(Yes/ No)*
Periodic inspections to ensure buses are maintained regularly and in roadworthy condition.	(Yes/ No)*
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.	(Yes/ No)*

*delete where applicable

3. Bus fleet details

<table>
<tr><td>Number of buses registered under the company</td><td colspan="2">Up to 15-seaters :
>15-seaters :</td></tr>
<tr><td rowspan="3">Vehicle number and age of buses you intend to deploy to serve the School</td><td>Vehicle Number</td><td>Age of bus (years)</td></tr>
<tr><td>1. E.g. CB1111K</td><td>E.g. 5</td></tr>
<tr><td>2.</td><td></td></tr>
</table>

	3. | 4. | Please add additional lines, if required. |
Safety measures or safety Standard Operating Procedures for students and procedures & response time during breakdowns of buses, vehicular accidents, or drivers on medical leave.	To attach

4. Vendor's Track records

References – To attach letters from schools, testimonials, accreditations etc.	
No. of years serving MOE schools and other institutions in providing daily school bus service	
Name of schools/institutions being served /last served: (Bus operators to attach letters from parents/schools as references)	Name of school: Period: Name of school: Period:
Have you terminated or has the school/institution terminated any contracts for school bus services with you in the past 3 years? *(If yes, please provide the details in the rightmost column. If no, please leave the rightmost column blank.)*	Name of school: Year of Termination: Name of school: Year of Termination: [*Please provide details for each terminated contract*]

5. Not to Exceed (NTE) Price Schedule for Bus Services

- Vendors shall submit a Not to Exceed Price (inclusive of GST) expressed as a monthly rate for both 1-way and 2-way trip for each Distance Range Category and a Not to Exceed Price (inclusive of GST) expressed on a per trip basis for After School Services.

- In determining which Distance Range Category applies to a student, the School Bus Operator shall calculate the distance between the proposed Pickup Address, Drop-off Address or Common Location (as the case may be) from the School's address.

A. Not to Exceed Price for sending students from their Drop-off Address, Pickup Address or Common Location (as the case may be) to the School and vice versa. Please refer to Clause 4.3 of the Call for Proposal the expected arrival and departure time for the School.

Initial Service Period

Distance Range Category	Up to 15-seaters		>15-seaters	
	1-way	2-way	1-way	2-way
Up to 2km	$__/month	$__/month	$__/month	$__/month
>2 – 4km	$__/month	$__/month	$__/month	$__/month

Option Period

Distance Range Category	Up to 15-seaters		>15-seaters	
	1-way	2-way	1-way	2-way
Up to 2km	$__/month	$__/month	$__/month	$__/month
>2 – 4km	$__/month	$__/month	$__/month	$__/month

B. This section has been intentionally left blank.

6. Fuel Surcharge Mechanism

- 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 this Annex A. The Fuel Surcharge Cap is the maximum fuel surcharge the School Bus Operator may impose in the event a fuel surcharge is applicable.

- Vendors shall quote the Fuel Surcharge Cap expressed as a percentage of the Not to Exceed Price e.g. X%.

Fuel Surcharge Cap	**Proposed rate by School Bus Operator**
Per $0.50/litre band above Baseline Diesel Price ("Diesel Price Band")	_____%

How the Fuel Surcharge Works

(a) Pegging to fuel price changes

The fuel surcharge shall be pegged to changes in the average prevailing diesel price based on monthly data from the SingStat website. Changes in the average prevailing diesel price will be reviewed on a quarterly basis.

(b) Applying the surcharge

For every $0.50/litre increase in the average prevailing diesel price above the Baseline Diesel Price, the appointed School Bus Operator may apply a fuel surcharge of up to X% on the original Not to Exceed Price, where X% is the Fuel Surcharge Cap proposed by the School Bus Operator in their proposal. For the avoidance of doubt, if the increase in the average prevailing diesel price is less than $0.50/litre and there is no change in the applicable Diesel Price Band, the fuel surcharge shall not be applied.

The table below shows an example of how the fuel surcharge may be applied and the maximum permissible fare may vary with every $0.50/litre increase in the average prevailing diesel price above the Baseline Diesel Price.

Applicable Diesel Price Band/ Average prevailing diesel price	Maximum Permissible Fare (NTE Price of $200 + Surcharge)
$4.00/litre (Baseline Diesel Price)	N.A. ($200)
Up to $4.49/litre	No surcharge ($200)
$4.50 to $4.99/litre	Up to 5% on NTE Price ($210)
$5.00 to $5.49/litre	Up to 10% on NTE Price ($220)
$5.50 to $5.99/litre	Up to 15% on NTE Price ($230)

Figures are for illustration only.

(c) Baseline Diesel Price

The Baseline Diesel Price is the average prevailing diesel price per litre in the month the Call for Proposal (CFP) closes, based on the "Average Retail Prices of Selected Consumer Items" dataset on the SingStat website. The Baseline Diesel Price will be used throughout the contract period to determine whether a fuel surcharge may be imposed and which Diesel Price Band applies.

For example, if the CFP closes in October 2026, the Baseline Diesel Price will be the average prevailing diesel price for October 2026 as reflected in the SingStat dataset.

(d) Quarterly review and notification

The average prevailing diesel price will be reviewed quarterly by MOE referencing the SingStat website. Following this review, the School will notify the School Bus Operator of any applicable fuel surcharge.

School Notifies Operator By	Surcharge Effective Period*
Early Mar	Apr – Jun**
Early Jun	Jul – Sep
Early Sep	Oct – Dec**
Early Dec	Jan – Mar

* No surcharge for Jan to Mar 2027 will be applicable as the latest data from SingStat for Nov is not available in early Dec 2026.

**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 for the Services (including surcharge) provided for the months of June, November, and December.

Example of Fuel Surcharge Mechanism

The table below shows an example of how the fuel surcharge for a $0.70/litre increase in the average prevailing diesel price above the Baseline Diesel Price of $4.00/litre shall be calculated. In this example, the School Bus Operator has quoted a Not To Exceed Price of $200 and a Fuel Surcharge Cap of 5% in its proposal.

Date	**Average prevailing diesel price**	**NTE Price** *(+ fuel surcharge where applicable)*
16 Oct 2026 (date CFP closes)	$4.00/litre	$200
Mar 2027	$4.70/litre (January 2027 average diesel price, being the latest available data as at early March 2027)	$200
Q2 2027 (Apr to Jun)	-	$200 + (5% x $200) = $210
Jun 2027	$4.80/litre (April 2027 average diesel price, being the latest available data as at early June 2027)	
Q3 2027 (Jul to Sep)	-	$200 + (5% x $200) = $210

Figures are for illustration only.

Based on the above, if the latest average prevailing diesel price published by SingStat in early Mar 2027 is $4.70/litre, the operator may impose a fuel surcharge of up to $10 effective Apr to Jun 2027, bringing the maximum permissible bus fare to $210. While the latest average prevailing diesel price increased to $4.80/litre in early June 2027, there is no change in the fuel surcharge chargeable (and the maximum permissible bus fare) as there is no change in the applicable Diesel Price Band.