



Date : 20 Feb 24

M/s Atlas Maintenance Pte Ltd
16 Woodlands Industrial Park E1
Singapore 757737

Please Quote

Requisition No: **SW 1555**
In Future Correspondence

BY POST
BY EMAIL: atlas_mpl@yahoo.com.sg

Dear Sirs

**REROOFING OF 43 BLOCKS AT SEMBAWANG WEST DIVISION
(CONTRACT REF: RFG-23-013-SB)**

We are pleased to inform you that your tender dated 08 December 2023 amounting to \$2,968,000 has been accepted by the Sembawang Town Council.

The contract period shall be from 1 Apr 24 to 30 Sep 25 (18 months).

In accordance with the Conditions of Contract, you are required to provide the following by 19 Mar 24:

- (a) A Tender Fee of \$5,450 (inclusive of 9% GST) by cheque made payable to the Town Council in accordance with Clause 1(i) of the Conditions of Tendering.
- (b) The utility charges of \$49,213.50 (inclusive of 9% GST) by cheque made payable to the Town Council in accordance with Clause 11 of the Supplementary Specifications.
- #(c) A security deposit of \$200,000 payable in the form of Performance Bond in accordance with the *Appendix III – COC, together with the receipt for the premium paid.
- #(d) Two insurance policies, namely:
 - (i) Company-based "Work Injury Compensation" policy in compliance with the Work Injury Compensation Act 2019; and
 - (ii) "Contractor's All Risks" policy covering "Public Risks" (maximum S\$2,000,000 per claim) and the "Works" (Original Contract Sum)

in the joint and several names of the Town Council and your company as the insured together with the receipts for the premium paid. The *Appendix V - COC is to be included in the respective Insurance Policy.

- #(e) A financial bond for the sum of \$296,800 being security for the first 5 years of the 10-year warranty for Special Roof Treatment Works in accordance with *Appendix I to Supplementary Specifications.
- #(f) A 10-year Deed of Joint Warranty for Special Roof Treatment Works in accordance with *Appendix II – Technical Specifications.
- #(g) A Risk Management Implementation Plan. Table of Contents shall be in accordance with the attached format (Appendix II).
- #(h) An Undertaking to Safeguard Information in accordance with the attached format (Appendix III).
- #(i) An Environmental Aspects & Impacts Assessment Register in accordance with Appendix X to Supplementary Specifications.
- #(j) A set of “Before” photos to capture the existing site condition corresponding to the Works, prior to the commencement of Contract.

* *Appendices mentioned can be found in the Tender Document purchased by tenderers.*

Items (c) to (j) shall be submitted to Ms Irene Yap (Admin Executive) of E M Services Pte Ltd, our Managing Agent, at Block 201 Kim Tian Road #03-400, Singapore 160201. You may contact Ms Irene Yap at email: iayap@emservices.com.sg for any clarifications.

We are in the process of preparing the contract documents. We will inform you once they are ready for execution.

Thank you.

Yours faithfully



Tan Tian Chun
General Manager

Copy to : GM (CPM) / PM (TKY) / AE (Irene)

Company Letterhead

RISKS MANAGEMENT IMPLEMENTATION PLAN

Project Title : _____

Submitted by : _____ * Designation : _____ MD / GM

Signature : _____ Date : _____

Table of Contents

1. Company's Workplace Safety & Health (WSH) Policy
2. Site Safety Organisation Chart & Responsibilities of Designated WSH Personnel
(To attach certificates of WSH personnel)
3. Risks Assessment
(A detailed assessment of all work activities required for the project to be prepared by a trained Risks Assessment Leader. To attach certificate of RA Leader.)
4. Permit-To-Work System & Safe Work Procedures
(For hazardous works identified in the Risks Assessment)
5. Site Communication Plan
 - 5.1 Site Safety & Health Meetings *(format & person in-charge)*
 - 5.2 Tool Box Meetings *(format & person in-charge)*
6. Record Keeping & Review *(format & person in-charge)*
7. Emergency Preparedness & Response Plan

* Note : *The Risks Management Implementation Plan shall be submitted and endorsed by the Company's top management.*

UNDERTAKING TO SAFEGUARD INFORMATION

Date : _____

To : The Chairman
 _____ Town Council

“~PROJECT TITLE~”

We understand and agree that all information acquired by us, in the course of our appointment or employment under the Project with the _____ **Town Council**, is of a strictly secret and confidential nature, and is not to be published or communicated by us to any other person in any format whatsoever except in the course and for the purpose of the Project, whether during or after the completion of the Project.

We undertake to safeguard all information and personal data acquired by us, and only use the information in good faith for the purpose of which it was provided. We will return or destroy any such information after (i) the purpose for which it was provided is accomplished, (ii) we cease to provide services to the Town Council, or (iii) we are ordered to do so by the Town Council.

Signed by:

Witnessed By:

Signature of Declarant

Signature of Witness

Full Name

Full Name

Designation

Designation

NRIC/Passport No.
(last 3 digits & alphabet)

NRIC/Passport No.
(last 3 digits & alphabet)