

17 Nov 2023

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

Singapore 757737

Dear Sirs

**REROOFING WORKS TO 12 BLOCKS AT BLOCK 601 TO 605 WOODLANDS DRIVE 42,  
BLOCK 809, 810, 822, 823, 826, 827 & 836 WOODLANDS STREET 81/82/83/84 IN  
WOODLANDS DIVISION  
(Contract Ref: RFG-23-010-SB)**

We are pleased to inform you that your tender dated 15 Sep 2023 amounting to \$790,000.00 has been accepted by the Sembawang Town Council.

The contract period shall be from 02Jan 2024 to 01 Sep 2024 (8 months).

In accordance with the Conditions of Contract, you are required to provide the following by 15 Dec 23:

- (a) Tender Fee of \$2,160.00 (inclusive of 8% GST) by cheque made payable to the Town Council in accordance with Clause 1(i) of the Conditions of Tendering.
- (b) The utility charges for electricity and water at \$13,608.00 (inclusive of 8% GST) by cheque made payable to the Town Council in accordance with Clause 11 of the Supplementary Specifications.
- #(c) A security deposit of \$79,000.00 payable in the form of Performance Bond in accordance with the \*Appendix III – COC.
- #(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\$2,000,000.00 per claim) and the “Works” (Original Contract Sum)

in the joint and several names of the Town Council and/or yourselves as the insured together with the premium receipts. The \*Appendix V-COC is to be included in the respective Insurance Policy.

- #(e) A Financial Bond for the sum of \$79,000.00 being security for the First Five years of 10-year warranty for Special Roof Treatment Works in accordance with \*Appendix I – Supplementary Specifications.
- #(f) A Deed of 10-Year Joint Warranty for Special Roof Treatment Works in accordance with \*Appendix II – Technical Specifications.



BY POST  
BY FAX (6362 1616)

*Please Quote*

Requisition No: **SW 1510**  
In Future Correspondence

- #(g) A Risks Management Implementation Plan. Table of Contents shall be in accordance with attached format (Appendix II).
- #(h) A set of "Before" photos to capture the existing site condition corresponding to the new/ upgrading works, prior to commencement of Contract.
- #(i) An Undertaking to Safeguard Information in accordance to the attached format (Appendix III).

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

# *Items (c) to (i) shall be submitted to Ms Irene Yap (Admin Exec) of E M Services Pte Ltd, our Managing Agent, at Block 201 Kim Tian Road #03-400, Singapore 160201 for vetting before onwards transmission to the Town Council. You may contact Ms Irene Yap Tel No : 6277 8022 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  
Sembawang Town Council

Copy to : (i) GM (Procurement) / GM (CPM) / Irene  
(ii) PM (TKY)