



# NORTHOAKS PRIMARY SCHOOL

Ref : 76/2018 (AMENDED)

26 September 2018

Dear Parents

## Introduction

Currently, the school appoints school bus operators to help parents make transport arrangement for their children. The school will invite proposals from operators registered with the Government Electronic Business Centre (Gebiz) and select the operators who can deliver the services required and have submitted the most competitive prices in term of base fare. Parents will then engage the appointed bus operators to agree on the actual bus fare, taking into account the distance, route and other factors such as the seating capacity of the bus. The contract period is normally about 2-3 years. When the contract expires, the school will go through the procurement process again.

## Enhanced Process

2. We have enhanced the process under the MOE School Bus Service Pilot Project which will take effect from January 2019 as follows:

- a. The school will extend the invitation for proposals for bus services to all interested bus operators so as to attract more competitive offers. To achieve this, the school will advertise the invitation at the Information Notice Board for School Bus Services (IBSB) website developed by MOE HQ.
- b. Interested bus operators will be required to submit the 'Not-To-Exceed" (i.e. the maximum) fare for each distance benchmark (i.e. 2km, 4km and 6km). These fares will help parents negotiate with the appointed school bus operators, if there is a need to do so. The bus fares will not go beyond the NTE during the service period. For students staying beyond the maximum distance range, parents will negotiate fares with the bus operator.
- c. The annual bus fares will be payable over 9 months in a school academic year. The collection months are January, February, March, April, May, July, August,

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September and October. There will be no collections for the months of June, November and December. Please refer to the illustration in Appendix A.

- d. The school will publish the fares quoted by the appointed bus operators in the IBSB website at <https://schadmsvc.moe.gov.sg/moeibsb/> for viewing by parents. Parents can also access the IBSB website through the 'Info for School Bus Services' button in MOE Internet Homepage (at <http://www.moe.gov.sg/>).

## School Bus Operator for 2019

3. We are pleased to inform you that the school has appointed **Aedge Holdings Pte Ltd** for the period of 2 years from January 2019 to December 2020 to provide the following services:

- a. Daily School Bus Services (i.e. for sending pupils from home to school and vice versa); and
- b. Bus Services for after school activities (i.e. sending pupils home from school after CCA).

4. Parents who are interested in taking up the school bus services in 2019 are to complete the attached request form and forward it to the bus operator by 15 November 2018.

Name of Bus Operator /Liaison officer: Aedge Bus Holdings / Ms Annie Yoo  
Tel No/ Hand phone No: 64587645 / 81284018  
Email address : info@premiumbus.com.sg

## School Bus Fares

5. Parents may discuss their requirements directly with the bus operators to agree on the actual bus fares based on the 'Not-to-Exceed' Price.

6. The tables below show the 'Not-to-Exceed' Prices for both the daily school bus services and services for after school activities:





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## A. Daily School Bus Services (i.e. for sending pupils from home to school and vice versa)

Distance	Up to 15 seaters		>15-30 seaters		>30 seaters	
	1 way	2 way	1 way	2 way	1 way	2 way
Up to 2km	\$110	\$157	\$110	\$157	\$110	\$157
>2 – 4km	\$141	\$188	\$141	\$188	\$141	\$188
>4 – 6km	\$165	\$220	\$165	\$220	\$165	\$220

*Note: Charges for small buses (15 and below seater type) are generally higher for the host of benefits of mandatory installation of seat belts, one-to-one seating, easier access to pick up points and shorter journey time.*

## B. Bus Services for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA).

Distance	Up to 15 seaters	>15-30 seaters	>30 seaters
Up to 2km	\$6	\$6	\$6
>2 – 4km	\$6	\$6	\$6
>4 – 6km	\$6	\$6	\$6

7. For students staying beyond the maximum distance range, parents may approach the bus operator directly for negotiation of bus fares.

### Other Information

8. We would like to highlight the following:

- a. It is the parent's responsibility to pay the monthly bus fare directly to the bus operator by 7<sup>th</sup> day of the month.
- b. The annual bus fares will be collected over 9 months in January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December. School services will still be provided on every school day in the months of June, November and December.
- c. Parents are advised to take note of the operator's termination clause.





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## Feedback

9. The school will continue to seek feedback from parents periodically. Parents may also provide feedback directly to the school. The information gathered will help the school in assessing the appointed bus operators' performance and decide whether to renew their contracts or go through the proposal invitation process to appoint new operators.

10. For any feedback concerning the service standards and behaviour of the bus drivers/attendants, parents may contact the school's office at Tel : 67538835.

Thank you.

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Mrs Theresa Hong  
Principal



**Northoaks Primary School  
Request for School Bus Services**

To:

Aedge Holdings Pte Ltd  
Blk 4009 Ang Mo Kio Ave 10  
Tech Place I, #04-33  
Singapore 569738  
Contact no : 6458 7645 / Hp : 8128 4018  
Contact person : Ms Annie Yoo  
Email address : info@premiumbus.com.sg

**NOTE:** The Terms and Conditions Governing this Request for School Bus Services are set out in **Annex A** of the Agreement for Appointment of School Bus Operator to Provide School Bus Services dated 7 September 2018 and are reproduced below. The parent/guardian is to submit this Request to the School Bus Operator **by 15 November 2018.**

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Name of Child: \_\_\_\_\_ Class (2018): \_\_\_/\_\_\_ \* AM/PM

Home Address: \_\_\_\_\_(S)\_\_\_\_\_

Contact Number: (Home) \_\_\_\_\_ (HP) \_\_\_\_\_ (HP) \_\_\_\_\_

Please tick accordingly:

- One-way (To school)                       Two-way  
 One-way (Back home)                       CCA (Wednesday)

If pick-up/drop-off addresses are different from the above address, please indicate:

Pick-up address: \_\_\_\_\_(S)\_\_\_\_\_

Drop-off address: \_\_\_\_\_(S)\_\_\_\_\_

I consent to the School Bus Operator using the abovementioned information for the purpose of providing School Bus Services and also consent to the School Bus Operator disclosing such information to the School.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

## **TERMS AND CONDITIONS GOVERNING THE REQUESTS FOR SERVICES**

### **DEFINITIONS**

1. All expressions in these Terms and Conditions shall, unless the context otherwise requires, have the same meaning as that in the Agreement for Appointment of School Bus Operator to Provide School Bus Services (the “**Main Agreement**”).

### **SERVICES TO BE PROVIDED BY THE SCHOOL BUS OPERATOR**

2. In consideration of the Parent paying the applicable bus fare in such manner and at such time as may be agreed between the School Bus Operator and that Parent, the School Bus Operator agrees to:
  - a. provide the Services that were raised in that Parent’s Request for Services; and
  - b. faithfully observe all the terms and conditions applicable to that Request for Services.
3. The School Bus Operator shall provide the Services with all reasonable care, skill and diligence.
4. The Services shall conform to the requirement specifications in the Main Agreement.
5. The bus fares charged by the School Bus Operator to Parents shall not exceed the maximum bus fare prices set out in **FORM A** attached to the Main Agreement.
6. In respect of all the Services provided under the Contract in a given year, the School Bus Operator shall only collect bus fares from Parents in respect of the months of January, February, March, April, May, July, August, September and October and the bus fares shall be paid on the 7<sup>th</sup> day of the said months. For the avoidance of doubt, no Parent shall be required to pay bus fares in respect of Services provided on every School Day in the months of June, November and December.
7. Save for the applicable bus fare, no additional fees or expenses shall be payable by the Parent to the School Bus Operator in respect of the Services.

### **RIGHTS OF THIRD PARTIES**

8. The School may enforce this Contract, including the recovery of substantial damages from the School Bus Operator, to the same extent as if it were a party to this Contract, PROVIDED ALWAYS that the School Bus Operator shall not be required to compensate both the School and the Parent in relation to the same losses for which the School Bus Operator is responsible.
9. Save for the rights of the School against the School Bus Operator under this Agreement, this Contract does not create any right under the Contracts (Rights of Third Parties) Act, which is enforceable by any person who is not a party to it.

## **SUBCONTRACTING AND ASSIGNMENT**

10. The School Bus Operator shall not sub-contract, transfer or assign this Contract or any part of this Contract without the prior written consent of the School. The School Bus Operator shall be responsible for the acts, defaults, neglects or omissions of any assignee or subcontractor, their agents, servants or workmen as fully as if they were the acts, defaults, neglects or omissions of the School Bus Operator.

## **TERMINATION OF CONTRACT**

11. This Contract may be terminated by the Parent at any time by giving the School Bus Operator at least one month's notice in writing.
12. A Parent may terminate this Agreement immediately if:
  - a. there is a breach by the School Bus Operator of the terms and conditions of the contract arising out of the Request for Services or if the Main Agreement has been terminated;
  - b. where the School Bus Operator is a company, a receiver, manager or liquidator has been appointed over the School Bus Operator, or a resolution for winding up the School Bus Operator has been passed, or the School Bus Operator is subject to a winding-up order of a court of competent jurisdiction;
  - c. where the School Bus Operator School Bus is a partnership, the partnership is dissolved or there is a bankruptcy order made against it;
  - d. where the School Bus Operator is an individual, the School Bus Operator commits an act of bankruptcy, is adjudged a bankrupt by a court of competent jurisdiction, or dies; or
  - e. the School Bus Operator enters into any composition or similar arrangement with its creditors or becomes insolvent.
13. The School Bus Operator may terminate this Agreement immediately if the Parent breaches any term of this Agreement that is not capable of remedy, or where it is a remediable breach, the Parent has failed to remedy the breach within 14 days from a receipt of a notice in writing by the School Bus Operator requiring the Parent to do so.

## **WAIVER AND VARIATION**

14. No waiver or variation of this Contract shall be of any force unless such waiver or variation is agreed upon in writing and signed by an authorised representative of each of the Parties.
15. Any waiver under this Contract shall be effective only in the instance and for the strict purpose for which it is given.

## **APPLICABLE LAW**

16. This Contract and all its subsequent variations shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose, and the Parties agree to submit to the exclusive jurisdiction of the Courts of the Republic of Singapore.

## **INDEMNIFICATION OF PARENT**

17. The School Bus Operator shall hold the Parent harmless and shall fully indemnify the Parent against all losses, damages, expenses and costs that the Parent may sustain or incur as a result, whether directly or indirectly, out of:
  - a. a breach of this Contract by the School Bus Operator; or
  - b. the provision of Services by the School Bus Operator.