

## Announcement of the bidding Contract for the employment of instructors for Singapore Korean International School Orchestra for the academic year 2018 through a third-party company

### 1. Outline of Bidding

#### A. Bidding Name and Opening of Bidding

|                                                    |                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Name                                       | The employment of instructors for Singapore Korean International School Orchestra for the academic year 2018 through a third-party company                                                                                                                                                                                                                                |
| Service Details                                    | Refer to Work Instruction Sheet                                                                                                                                                                                                                                                                                                                                           |
| Basic price<br>(Before GST)                        | S\$59,040<br>(3 hours of lessons per week × 32 weeks in a year × 8 instructors)<br>※ Can be changed according to the number of days of classes                                                                                                                                                                                                                            |
| Conditions of<br>deciding the<br>successful bidder | Screening through contract bidding                                                                                                                                                                                                                                                                                                                                        |
| Submission period<br>and place of bid              | 21 Mar 2018 10am to 26 Mar 2018 10am (SKIS Admin Office)<br>※ Application by post or FAX is not allowed. If a proxy is submitting the application, a copy of the proxy's identification card as well as a proof of employment and a power of attorney (POA) should be submitted as well. If the necessary documents are incomplete, the application will not be accepted. |
| Contract<br>Implementation<br>Period               | 9 Apr 2018 to 28 Feb 2019<br>※ Can be changed according to the school's circumstances                                                                                                                                                                                                                                                                                     |
| Evaluation and<br>Company Selection                | 26 Mar 2018 11am onwards, SKIS Admin Office                                                                                                                                                                                                                                                                                                                               |

### 2. Bidding Method

- A. This Bidding type is Bid for qualifying examination. However, the qualification examination differs from the Korean regulations only partially.
- B. This Bidding is a bidding system based in an area limited to Singapore.

### 3. Bidding Participation Qualifications

- A. The instructors must possess the necessary qualifications for teaching the musical instruments requested by the school and their HQ must be in Singapore
- ※ The registered date of the business must be earlier than this advertisement and must be valid until the date of the contract.

### 4. On-site Orientation

- A. There is no on-site orientation. Therefore bidder have to check attached document( Specification). If bidders have question, please contact to Singapore Korean International School Admin Office Finance Team.

### 5. Submission of Bidding Participation Paper

- A. Submit Paper : Bid Application Form, Memorandum of Bidding Deposit Payment, Bizfile
- B. Bidding submission period : 21 Mar 2018 10:00 ~ 26 Mar 2018 10:00
- C. Bidding submission Place : Singapore Korean International School Admin Office
  - ※ The submitted Bidding Paper cannot be modified or cancelled.
  - ※ Before submitting Bidding Participation Paper, the company has to visit school and check the statement of paper.

#### **6. Invalidity of Bidding**

- A. Bidding Paper submitted by businesses that do not fit the criteria will not be taken into account.

#### **8. Determine of successful bidder**

- A. The school's selection committee will evaluate and select qualified companies and determine the successful bidder from among these companies.
- B. Date : 26 Mar 2018 11:00
- C. Place : Singapore Korean International School Admin Office

#### **9. Bid Deposit Payment**

- A. Bid Deposit Payment replace Memorandum of Bidding Deposit Payment
- B. If successful bidder do not contract within 10 day from opening bidding day, The successful bidder have to pay bid deposit that is 5/100 of bid amount.

#### **10. Permission of Bidding Documents**

- A. The associator who is attending the bidding must refer to and read thoroughly the bidding resolution [laws associated with bidding (E.g. The law that are made for contract when the Nation is associated with the contract), this advertisement, special contract conditions etc]. The school shall not be held responsible should the bidder did not read or understand the bidding resolution carefully.

#### **11. Others**

- A. For further questions, please contact the Admin Office (+ 65-6741-0778).

2018. 3. 20.

**Singapore Korean International School**

# Work Instruction Sheet

|                      |                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Service Name         | The employment of instructors for Singapore Korean International School Orchestra for the academic year 2018 through a third-party company |
| Organizing Institute | Singapore Korean International School                                                                                                      |

March 2018

| Classification | Affiliation                           | Person-in-charge | Contact No.   |
|----------------|---------------------------------------|------------------|---------------|
| Service Name   | Singapore Korean International School | Kim Kyung Tae    | +65-6741-0778 |
| Tender         | Singapore Korean International School | Kang Sejoong     |               |

## 1. Project Overview

- A. Project name: The employment of instructors for Singapore Korean International School Orchestra for the academic year 2018 through a third-party company.
- B. Purpose of project
- 1) To foster the growth of creative talents by providing a creative education experience.
  - 2) To provide and operate various after-school programs that meets the needs of the students and their parents.
  - 3) To ease the gap in education and reduce the cost of private expenditure for education.
- C. Period: 9 April 2018 to February 2019 (11 months)
- D. Budget for project (Before GST) : S\$59,040 (Can be varied according to the number of class days)
- Chief instructor : \$90 per hour  $\times$  3 hours of lessons per week  $\times$  32 weeks in a year  $\times$  1 person
  - General instructor : \$75 per hour  $\times$  3 hours of lessons per week  $\times$  32 weeks in a year  $\times$  7 Person
- E. Method of contract: Screening through contract bidding
- F. Project schedule: To follow the schedule announced

## 2. Work Instructions

### A. Classification of operation fields

| No. | Instrument                                                                               |
|-----|------------------------------------------------------------------------------------------|
| 1   | Flute                                                                                    |
| 2   | Clarinet                                                                                 |
| 3   | Alto Saxophone, Tenor Saxophone                                                          |
| 4   | French Horn                                                                              |
| 5   | Trumpet                                                                                  |
| 6   | Trombone                                                                                 |
| 7   | Euphonium, Tuba                                                                          |
| 8   | Bass Drum, Snare Drum, Cymbal, Set Drum, Set Cymbals, Grand Piano, Glockenspiel, Timpani |

### B. Matters concerning the committed management of instructors and assistants

- 1) Instructor Management
  - A) Instructors should have the necessary qualifications for the relevant programs.
  - B) Instructors should always arrive 10 minutes before the designated time of class to sign in the attendance book and make the necessary preparations for the conducting of the class.

- C) After the end of a class, instructors should send off the students and arrange the classroom (back to order) and make sure to lock up the classroom and so on before leaving.
  - D) In the unfortunate event that a class is not able to be conducted on the designated day and time, the instructor will have to conduct a make-up lesson after discussing the date and time of the make-up lesson with the school as well as the students.
  - E) Instructors should teach for the period as stated on the contract. However, if an instructor has to stop teaching halfway due to unavoidable circumstances, he or she should notify the school of his or her intentions of leaving at least 30 days before his or her expected last day.
  - F) If any problems arise in the midst of activities, instructors should not try to resolve the matter on their own but should seek for advice instead.
- 2) Instructor qualifications: Instructors should possess proper values and should be able to guide their students as such.
  - 3) Request of the replacement of an instructor by the principal and the acceptance of this by the contract partner
    - The principal may request for a change of instructor to the contract partner if any instructor are found to have poor conduct and/or behavior, or if found to be inadequate as an instructor. In this case, the contract partner should proceed to replace said instructor immediately.

#### **C. Class timing**

- 1) Classes are to be carried out after school hours.
- 2) Class timing after school hours can be changed upon discussion with the school.

#### **D. Evaluation as well as recommendation on making changes**

- 1) School officials as well as officials from the Education Office may attend a class for observation and evaluation purposes.
- 2) The principal and the school management committee may recommend making changes to the contents and/or methods of education as long as it does not compromise the nature of the contract; if there is no special reasons for objection, the contract partner should accept this.

#### **E. Class location: To be confirmed**

### **3. Documents to Submit**

- A. A copy of the instructors' track record (actual teaching experience etc.)
- B. A copy of the instructors' resume
- C. A copy of the Certificate of Business Registration

## Bid Application Form

|                     |                           |  |
|---------------------|---------------------------|--|
| Bid Details<br>입찰내용 | Announcement No.          |  |
|                     | Bid Bate                  |  |
|                     | Bid Name                  |  |
|                     | Bid Amount                |  |
|                     | Completion(Delivery) Date |  |
| Bid Person<br>입찰자   | Company Name              |  |
|                     | Registration No.          |  |
|                     | Address                   |  |
|                     | Tel.                      |  |
|                     | Representative            |  |

I submit this bid application form in accordance with the announcement. If this bid application form accepted by SKIS, I confirm that the construction, product will finish or deliver until contract period.

Attachment : Memorandum of Bidding Deposit Payment 1 Copy.

2018. 3. .

Company :  
 Address :  
 Tel :  
 Representative :

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Stamp)

TO : SINGAPORE KOREAN INTERNATIONAL SCHOOL

## Memorandum of Bidding Deposit Payment

|                        |                                                                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bidding Name           |                                                                                                                                                                  |
| Bidding Amount         | S\$                                                                                                                                                              |
| Bidding Deposit        | S\$<br>* More than 5/100 of bidding amount                                                                                                                       |
| Bidding Deposit Period | 2018. 00. 00.( ) ~ 2018. 00. 00.( )<br>* Start Date : Prior to the bid submission deadline<br>* Expire Date : After 30 days from the next day after bid deadline |

I will be exempted from the bidding deposit pursuant to Article 37 (3) of the Enforcement Decree of the Act on Contracts with the State Parties in connection with the above bidding. In the event that you have a reason for belonging to your school in the future, I will commit to pay the amount of the above bidding deposit to your school without delay.

2018. 3. .

Company :  
Address :  
Tel :  
Representative :

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Stamp)

TO : SINGAPORE KOREAN INTERNATIONAL SCHOOL