30 JAN 2018

DEAR SIR/MDM,

**CORRIGENDUM FOR IMDA/FL/002/2017**
**REQUEST FOR PROPOSAL FOR THE INSTALLATION AND OPERATION OF FEDERATED LOCKERS IN THE HDB TOWN OF BUKIT PANJANG AND SELECTED MRT STATIONS**

1. We refer to IMDA/FL/002/2017 which was published on our IMDA website, www.imda.gov.sg, and in GeBiz on 15 Dec 2017. Please note that there are amendments to the RFP document.

2. Reference to Cover Letter of the RFP Documents, please note the following amendment:

| Action | Clause No | Clause |
|---|---|---|
| Replace Clause | 5 | This RFP comprises the following documents:<br>a. Covering Letter<br>b. Part I – Instructions to Proposers<br>c. Part II – Proposal Form<br>d. Part III – Evaluation Criteria<br>e. Part IV – Specifications<br>f. Annex A – Site Locations<br>g. Annex B – Illustration of Locker Station<br>h. Annex C – Locker Operator Appointment Agreement<br>i. Annex D1 – HDB Tenancy Agreements<br>j. Annex D2 – SBST DTL License Agreement<br>k. Annex D3 – SMRT Tenancy Agreements<br>l. Annex E – Project Schedule<br>m. Annex F – Data Interchange Specifications<br>n. Annex G – Electrical Services Technical Specification<br>(collectively referred to as the "**RFP Documents**")<br>The prescribed forms must be fully completed, signed and stamped before submission unless otherwise stated. |
| Replace Clause | 6 | You are required to submit your proposal in a sealed envelope containing a hardcopy and a soft copy in PDF format in a write once compact disc or DVD disc by depositing the sealed envelope in IMDA Tender Box No. 2 located at:<br>10 Pasir Panjang Road<br>#10-01 Mapletree Business City<br>Singapore 117438<br><br>not later than 4.00PM on 13 Feb 2018 or the latest Closing Date as notified by IMDA ("the RFP Closing Date"). |

3. Reference to Part I of the RFP Documents, Instructions to Proposers, please note the following amendment:

<table>
<tr><th>Action</th><th>Clause No</th><th>Clause</th></tr>
<tr><td>Replace Clause</td><td>2.8</td><td>
<table>
<tr><th>S/N</th><th>Information or document(s) in Proposal</th><th>Mode of Submission</th></tr>
<tr><td>1<br><br>2<br><br>3<br><br>4<br><br>5</td><td>Proposal Form (According to the format in Part II)<br><br>Proposals (One proposal to be submitted which may include any or all of the base proposal in Part II)<br><br>Other Forms (Annexes & Appendices if applicable)<br><br>Submission of the latest company ACRA, if available.<br><br>Submission of the latest Financial Statement, for the past 3 years, if available</td><td>Submit one (1) set of your proposal in a sealed envelope containing<br>i) a hardcopy of the complete set of Part II Proposal Form (Section A to J) and the compliance table to the requirements in Part IV<br>ii) a softcopy of the above in PDF format in write once CD or DVD and<br>iii) RFP Deposit (Banker's Guarantee or Cheque)<br><br>The hardcopy shall be marked "Original" while the softcopy shall be deemed to be the "Copy". In the event of any discrepancies between the proposal in the hardcopy and softcopy, the proposal in the hardcopy shall deemed to be the valid version.<br><br>The sealed envelope shall be delivered and deposited in the IMDA Tender Box No. 1 located at:<br><br>10 Pasir Panjang Road #10-01 Mapletree Business City Singapore 117438,<br><br>not later than 4.00PM on 13 Feb 2018 or the latest Closing Date as notified by IMDA.<br><br>The envelope shall indicate clearly on the left-hand corner:<br>a. RFP No.;<br>b. RFP Name;<br>c. Closing Date of the RFP;<br>d. Tender Box No.;<br>e. Name and address of the Proposer.</td></tr>
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| | | Proposers are to note that the opening on the Tender Box is 335mm x 95mm.<br><br>IMDA shall not be held responsible for putting Proposals received through the post into the correct Tender Box by the Closing Date and Time. The Authority will however convey Proposals received through the post into the Tender Box as soon as reasonably practicable. Postage must be pre-paid on all RFP Offers sent through the post. |
| Replace Clause | 2.9 | The Proposer shall submit only 1 (one) Proposal which may include any or all of the Base Proposals before 4.00PM on 13 Feb 2018 but in the event that multiple Proposals were submitted from the same Proposer, the Proposer shall be disqualified. |
| Insert new Clause | 19.2 | Proposers will be shortlisted based on the ranking of the combined Price & Quality scores. IMDA will shortlist and inform the top three (3) ranked Proposers to present their Proposal to IMDA, HDB and LTA within 2 weeks after the Closing Date. However, IMDA reserves the right to select more than 3 Proposers if it deemed necessary. |

4. Reference to Part IV of the RFP Documents, Specifications, please note the following amendments:

| Action | Clause No | Clause |
|---|---|---|
| Replace Clause | 4.4 | Upon completion of the Installation Works, the Operator shall promptly notify (a) IMDA and HDB if the relevant Site located is located within a HDB housing estate; and/or (b) IMDA and LTA if the relevant Site is located within an MRT Station, in writing, that the Locker Stations are available for inspection by the relevant stakeholders at a date and time to be agreed between the Parties, on which date, the Operator shall permit the relevant stakeholders to inspect the Locker Stations at the respective Sites. The Operator shall take note of any defects and/or deficiencies which the stakeholders may highlight to the Operator and promptly rectify such defects and/or deficiencies. Once such defects and/or deficiencies have been rectified by the Operator, and there are no further comments from the stakeholders, whether pursuant to further inspection(s) or otherwise, the Operator shall promptly issue a certificate for each Site in the form set out in **Annex C of the Agreement** ("**Completion Certificate**"), stating that all |

<table>
<tr><td></td><td></td><td>Installation Works are complete and the Locker Stations are ready for use.</td></tr>
<tr><td>Replace Clause</td><td>7.1(d)(A)(4)</td><td><table><tr><th>A</th><th>Location Requirements</th></tr><tr><td>4.</td><td>Locker Stations shall be located at least three (3) metres from opening of exit staircase, except Bukit Panjang MRT Station Site.</td></tr></table></td></tr>
<tr><td>Replace Clause</td><td>7.1(e)</td><td>Additional Locker Stations requirements at HDB housing estates and MRT Stations<br><br><table><tr><th></th><th>Additional Requirements for HDB Locker Stations</th></tr><tr><td>1.</td><td>Every HDB block shall have at least a locker station located within 250 meters distance from any lift or staircase landing point of the block.</td></tr><tr><td>2.</td><td>The lockers stations should be sited at locations that are convenient and easy for HDB residents to access on a daily basis. The proposed locations must include the recommended sites listed in the Annex A. Additional sites can be proposed near social-communal facilities e.g. Resident Committee Centres, Child Care Centres, etc. or at HDB void decks, in order to fulfil the criterion for every HDB block to be served by one or more locker stations within a 250 metres radius.</td></tr></table><br><table><tr><th>No.</th><th>Additional Requirements for MRT Locker Stations</th></tr><tr><td>1.</td><td>The Operator shall provide a dedicated 13A pad-lockable Switch Socket Outlet (SSO) complete with 30mA Residual Current Circuit Breaker (RCCB) for the power supply of the federated locker in each of the MRT stations, next to the federated locker. IP65 SSO shall be provided at areas exposed to weather.</td></tr></table></td></tr>
<tr><td>Insert Clause Items</td><td>7.1(f)(B) Items 3</td><td><table><tr><th>No</th><th>Miscellaneous</th></tr><tr><td>3.</td><td>The Operator is to incorporate the wordings “Federated Lockers & Collection Points” in their locker design and display on the locker stations. The detailed requirements, including the exact wordings, font type, font size and colour shall be provided to the Operator within 2 weeks after the award</td></tr></table></td></tr>
<tr><td>Replace Clause</td><td>7.1 (i)</td><td>Service Level Requirements<br><br><table><tr><th>S/No.</th><th>Service Level Items</th><th>Agreed Service Level</th></tr><tr><td>8.</td><td>Turnaround time for exchanging information with Inter-Operable Platform:<br><br>Measured from the time a request to exchange information has been received by the Locker Management System up to the time the</td><td>Less than 1 second</td></tr></table></td></tr>
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| | | | response has been returned to the Inter-Operable Platform. | |

5. Reference to Annex A – Site Locations, please note the following amendments:

| Action | Clause No | Clause |
|---|---|---|
| Insert new clause | Clause (F) under Relating to Installation of Locker Stations at MRT stations | **Relating to Installation of Locker Stations at MRT Stations**<br>(F) Electrical Works<br>1. The Operator shall design, supply, install, test and commission the Electrical systems to the federated locker in accordance to Technical Specifications for electrical Works under Annex G.<br>2. The 13A pad-lockable SSO shall be tapped from the nearest existing distribution board (DB) at the station. The indicative locations of existing DB will be provided to parties who have obtained the security clearance from LTA. In an event that the existing DB does not have spare circuit breaker, the Operator shall provide either new circuit breaker or tap off from other existing DB in the station. The Operator shall coordinate with the Public Transport Operator (ie. SBS Transit or SMRT) on the DB to be tapped from and submit to Authority for approval. All the cables and cable containment from the existing DB to the SSO are deemed included in this Contract.<br>3. The Operator shall provide a dedicated revenue kilowatt-hour meter for each of the federated locker electrical distribution circuit in each of the MRT stations.<br>4. Equipotential bonding of the federated locker shall be provided in accordance to CP5 and SS555.<br>5. To liaise and coordinate with the Public Transport Operator (ie. SBS Transit or SMRT) to conduct detailed site surveys, adhere to the rules and regulations established by the Public Transport Operator for Works within each of the MRT stations and shall comply strictly with these requirements and procedures for working within their premises which also includes submitting of "Permit-to-Work" for the Works. The Operator shall propose the cable routings from the existing Distribution Board (DB) in the MRT station to the federated locker, for the Authority's approval.<br>6. Prior to any execution of work at site, the Operator shall prepare the necessary documentations required for the Works affecting the existing services according to the Public Transport Operators' modification procedures. These shall include SMRT's Request for Modification (RFM), Application for Modification (AFM) and Completion of Modification (COM). As for SBST, the forms required are Change Request Form (CRF), |

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| | | Modification Implementation Form (MIF) and Modification Completion Form (MCF). Where Interfacing Parties are required to prepare the abovementioned documents, the Contractor shall coordinate and provide all necessary information to the Interfacing Parties.<br>7. The Operator shall be responsible for protecting all existing services in the working area and keep them in clean and good condition. The Operator shall make good any damage to the existing services.<br>8. The Operator shall provide new openings through the walls, floors, ceilings, etc. for the electrical Works, if required.<br>9. The Operator shall engage ceiling panel specialist (Public Transport Operator approved Contractor) for the opening of the ceiling panels in MRT stations for the electrical Works.<br>10. All Works shall not affect the operation of the MRT stations.<br>11. The Operator shall submit all the necessary design drawings, catalogues, shop drawings and design calculations including electrical load calculations and voltage drop calculations complete with endorsement by the respective Professional Engineer (PE) / Licensed Electrical Worker (LEW) for the Authority's acceptance prior to commencement of Works.<br>12. The Operator shall prepare and submit the method statement, cable routing drawings and installation details endorsed by respective Professional Engineer (PE) / Licensed Electrical Worker (LEW) for approval by the Authority prior to commencement of Work.<br>13. The Works shall comprise of all labour, equipment and all materials for the proper and safe execution of the Works. All Works (both direct and indirect) which are not explicitly mentioned but are necessary for the completion of the Works shall be deemed included in the Contract.<br>14. The Operator shall provide As-Constructed drawings including updating of the existing As-Built drawings complete with endorsement by the respective Professional Engineer (PE) / Licensed Electrical Worker (LEW). |

6. Reference to Annex C – Locker Operator Appointment Agreement, please note the following amendments:

| Action | Clause No | Clause |
|---|---|---|
| Replace Definition | 1.1 | **Service Level Report** : has the meaning given to it in **Clause 7.1 (h)** |
| Replace Clause | 7.1(d)(A)(4) | A Location Requirements |

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| | | 4. Locker Stations shall be located at least three (3) metres from opening of exit staircase, except Bukit Panjang MRT Station Site. |
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| Replace | 7.1(e) | Additional Locker Stations requirements at HDB housing estates and MRT stations<br><br>**No. — Additional Requirements for HDB Locker Stations**<br>1. Every HDB block shall have at least a locker station located within 250 meters distance from any lift or staircase landing point of the block.<br><br>**No. — Additional Requirements for MRT Locker Stations**<br>1. The Operator shall provide a dedicated 13A pad-lockable Switch Socket Outlet (SSO) complete with 30mA Residual Current Circuit Breaker (RCCB) for the power supply of the federated locker in each of the MRT stations, next to the federated locker. IP65 SSO shall be provided at areas exposed to weather. |
| Insert Clause | 7.1(f)(B) Items 2 | **B — Miscellaneous**<br>2. The Operator is to incorporate the wordings "Federated Lockers & Collection Points" in their locker design and display on the locker stations. The detailed requirements, including the exact wordings, font type, font size and colour shall be provided to the Operator within 2 weeks after the award |
| Replace Clause | 7.1(i) | **No — Service Level Item — Agreed Service Level**<br>8. Turnaround time for exchanging information, including but not limited to query on locker availability, reservation of Locker Compartment, release of reserved Locker Compartment, access to Locker Compartment for delivery, access to Locker Compartment for collection, locking of Locker Compartment, notification on expiry of Locker Compartment reservation, and sending proof of delivery with Inter-Operable Platform, measured from the time a request to exchange information has been received by the Locker Management System up to the time the response has been returned to the Inter-Operable Platform — Less than 1 second |

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| Replace Clause | 14.5 | In event of termination by IMDA pursuant to **Clause 14.1(d)**, or where IMDA does not extend the Initial Pilot under **Clause 2.1**, IMDA may make ex gratia payments to the Operator at residual book value of Locker Stations after providing for depreciation over a five-year period, to be supported by invoices/supporting documents for all investments made by the Operator pursuant to this Agreement, or the average market value for Locker Stations and Locker Management System of similar design and age as determined by IMDA based on market survey, whichever is lower. |

7. Replace Annex D1 - HDB Tenancy Agreement.

8. Replace Annex D2 - SBST NEL Locker License w TOL Specimen with a new Annex D2 - SBST DTL License Agreement.

9. Insert a new Annex G Electrical Services Technical Specifications.

10. Please note that the closing date for the RFP has been extended to 13 February 2018, 4pm.

11. Please note that the list of enquiries received from the industry and the replies are also attached.

12. The slides for the briefing on 22 Dec 2017 are also attached.

13. Except for the changes stated in this Corrigendum, all other terms of the RFP remain unchanged.

14. You are advised to study the document related to the Corrigendum carefully before submitting your proposal as no claims arising out of lack of clarity or availability of information will be entertained.

15. Proposers are to treat this Corrigendum as part of the RFP that was issued on 15 December 2017.

Yours sincerely,

New Soon Tee
Director
Trade & Connectivity Cluster
Sectoral Transformation Group
Info-communications Media Development Authority of Singapore

Encls:

1. BP01. RFP Cover Letter - R1.4 Corrigendum
2. BP02. RFP Part I - Instructions – Corrigendum
3. BP05. RFP Part IV - Specifications - R1.4 Corrigendum
4. BP06. Annex A - Site Locations – Corrigendum
5. BP08. Annex C - Locker Operator Appointment Agreement R1.4 Corrigendum
6. BP09. Annex D1 HDB Tenancy Agreement R1.4 – Corrigendum
7. BP10 Annex D2 SBST DTL License Agreement
8. BP14. Annex G - Technical Specifications Corrigendum
9. Industry Clarifications – Corrigendum
10. RFP Briefing 20171222 Corrigendum