

REQUIREMENT SPECIFICATIONS

1. BACKGROUND

- 1.1 Recreation Centres (RCs) serve as welcoming spaces for our Migrant Workers (MWs), to meet their daily social and recreational needs. In the event of a pandemic, RCs can also be repurposed to serve as testing and vaccination centres for MWs.
- 1.2 The Ministry of Manpower (MOM) intends to appoint external operators with strong operational expertise to operate the RCs. In order to increase the attractiveness of the RCs to our MWs and improve visitorship, operators are allowed to decide on the tenant mix as well as pilot innovative programmes at the RCs. In the event of a pandemic, the operators are expected to work with MOM to repurpose RCs to serve as testing and vaccination centres for MWs.
- 1.3 Therefore, MOM has issued a call for interested proposers to submit their Proposals to operate Kaki Bukit and/or Woodlands RCs for a period of three years. Proposers are to indicate in their Proposal their proposed yearly funding amount to be provided by MOM, to support the operations of the RCs.
- 1.4 Subject to the execution of the Funding Agreement and its terms:
 - a) For each funding year, MOM will disburse upfront, up to 75% (baseline funds) of the proposed funding amount. The remaining 25% (variable funds) will be subject to meeting visitorship targets set for each RC. Moreover, MOM will disburse bonus funds if visitorship targets are exceeded, and visitorship thresholds for bonus funds are met. More details can be found in Clause 4.1 to Clause 4.11 and Annex E of the Funding Agreement.
 - b) MOM will also subsidise fully the rental cost of land and building of the RC for the duration of the Funding Agreement. The rental cost is based on fair market rental fees of the land and building of the RC. As such, Proposers should not include the land and building rentals in their proposed funding amount. More details can be found in Clause 3.1(c) of the Funding Agreement.
- 1.5 In addition, the Operator will be allowed to keep all commercial revenue collected from the RC during the three years. For avoidance of doubt, Proposers should factor the revenue collected when determining the proposed funding amount. More details can be found in clause 3B.5 of the Funding Agreement.
- 1.6 Lastly, the Operator will be subject to plough back requirements as stipulated in Clause 3B of the Funding Agreement.

2. SPECIFICATIONS

Part 2: Requirement Specifications

- 2.1 The Operator must perform all of its obligations as set out in the Funding Agreement. Proposers should take note, in particular, Clause 3.2 of the Funding Agreement.

3. SUBMISSION OF PROPOSAL

- 3.1 The Proposer shall submit a proposal and/or supporting documents which should minimally include, but not limited to, the following:
- a) A copy of the entity's registration with the relevant government agency¹;
 - b) Event declaration, with evidence and testimonials, of at least three instances where MW-centric programmes/initiatives were organised with an attendance of at least 200 MWs each from January 2020 till date;
 - c) A copy of bizSAFE level 1 certification or proof of registration for bizSAFE workshop;
 - d) Annex A – Proposal Form;
 - e) Annex B – undertaking to safeguard official information;
 - f) Annex C – cost attribute: Proposed Grant Amount;
 - g) Annex C – cost attribute: estimated operating cost breakdown;
 - h) Annex D – quality attribute of evaluation criteria (value proposition): proposal to drive MW visitorship and enhance vibrancy of the RCs (2,500-word limit);
 - i) Annex D – quality attribute of evaluation criteria (track record): Experience and track record in organising, at least 200 MWs per record, MW-centric programmes for MWs from January 2020 till date and substantiated by supporting documents;
 - j) Annex D – quality attribute of evaluation criteria (track record): Experience and track record in managing facilities/premises of similar scale from January 2020 till date and substantiated by supporting documents; and
 - k) the annexures and/or other supporting documents set out in Paragraph 2 of the Covering Letter.

¹ Proposers submitting as a Consortium, kindly refer to Clause 21 – Consortium of Part 1: Instructions for Proposals on additional documents required for submission.