

HOUSE RULES FOR CONTRACTORS

The following rules are mandatory for all Contractors engaged to carry out works at Site or otherwise specified in the RFQ/RFP documents. They are to note and comply with the following rules. The term “Contractor” shall mean the person or firm whose offer has been accepted by the Site or otherwise stated in the RFQ/RFP document and include the Contractor’s workmen, sub-Contractor, suppliers and agents. If you have further questions, please ask your site contact

1. **RISK ASSESSMENT:**

The Contractor shall conduct a risk assessment in relation to the safety and health risks posed to any person who may be affected by the work for which is engaged by the Employer to do. The Contractor shall inform any person who may be affected by the work for which the contractor is engaged by the Employer to do of the nature of the risk involved in the work and any measure or safe work procedure which is implemented at the workplace. “Risk Assessment” here means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard, and determining the appropriate measure for risk control.

2. **ADEQUATE MEASURES AND EXPERIENCE**

The Contractor shall have the necessary expertise to carry out the work for which is engaged by the Employer to do. The Contractor shall ensure:

- a) adequate safety and health measures in respect of any machinery, equipment, plant, article or process used, or to be used,
- b) sufficient experience and training to carry out the required work; and
- c) any necessary licence, permit, certificate or any other document in order to carry out the work for which is engaged by the Employer to do.

3. **PPE:**

Appropriate PPE must be worn within the boundary of the Site or otherwise specified in the RFQ/RFP document.

4. **HOT WORK:**

No hot work shall be carried out without the prior written approval by the EHS Officer or the Fire Safety Officer. All flammable compounds are to be cleared away from the area. No Contractors are allowed to store chemicals in the vicinity of the Site or otherwise specified in the RFQ/RFP document.

5. **ELECTRICAL:**

The contractor shall employ only competent persons to take charge of all electrical works. Such installations shall be provided with earth leakage circuit breakers and be maintained in good and safe working order. All electrical installations shall comply with the requirements of the law and regulations.

6. **REPORTING OF ACCIDENTS:**

The Contractor shall report to the Site or otherwise specified in the RFQ/RFP document all accidents, including but not limited to those that do not involve injuries to person. The Contractor shall also report accidents to the Ministry of Manpower or any other appropriate authority as required by the laws and regulations of Singapore.

Report all accidents and incidents to your supervisor or site contact immediately for prompt follow up with the Security Office.

The Contractor shall observe the emergency evacuation procedures of the Site or otherwise specified in the RFQ/RFP document and acknowledges that it has read and understood the same.

7. **DISPOSAL OF DEBRIS:**

All waste or debris are to be disposed off site. Upon completion of the work, the contractor shall ensure that the work area is kept clean.

8. **LOCKOUT/TAGOUT AND MACHINE:**

All machine and equipment are to be operated by trained and authorised personnel only. All contractors are to comply with the Lock-Out/Tag-Out procedures as required by the Ministry of Manpower (MOM).

9. **REPORTING OF UNSAFE ACTS/CONDITIONS:**

Report all unsafe acts / conditions immediately to your supervisor or site contact.

Call for assistance immediately if you are splashed or come into contact with any chemicals or unknown materials.

10. **HOUSE RULES, CONDITIONS AND REQUIREMENTS:**

Contractors shall be given a copy of this “House Rules for Contractors” and the “Conditions and Requirements for Contractors’ Works in SITE OR OTHERWISE SPECIFIED IN THE RFQ/RFP DOCUMENT” at the Security Office or by site contact before commencing their works. The contractors or vendors have to brief their workers on the Site or otherwise specified in the RFQ/RFP document’s rules

before starting on their work.

11. **CONTACT NUMBERS:**

All contractors are to put down their contact numbers in case of emergency.

Note to Contractors:

You are required to acknowledge below prior to the commencement of your works. You are deemed to have understood the “Conditions and Requirements for Contractors’ Works In SITE OR OTHERWISE SPECIFIED IN THE RFQ/RFP DOCUMENT” and the “House Rules for Contractors” prior to the commencement of your works.

Company : _____

Name : _____

Signature : _____

Contact Number : Pgr:_____Hph:_____

Date : _____

CONDITIONS AND REQUIREMENTS FOR CONTRACTORS' WORKS IN SITE OR OTHERWISE SPECIFIED IN THE RFQ/RFP DOCUMENT

All Contractors engaged to carry out renovation works in the Site or otherwise specified in the RFQ/RFP document are to note and comply with the following conditions and requirements. The term "Contractor" shall mean the person or firm whose offer has been accepted by the Site or otherwise specified in the RFQ/RFP document and include the Contractor's workmen, sub-Contractors, suppliers and agents.

1. Access For Contractor

- 1.1 The Contractor must register at the Security Control Room at Level 1, Tower Block with the Notification of Works Form duly filled and signed together with the list of names and NRIC/worker's permit numbers of all workers before he is allowed to commence works.
- 1.2 The Contractor is required to register at the Security Control Room at the beginning of the day and book out at the end of the day on a daily basis. A 'Contractor Pass' will be issued to the Contractor which must be put on the front left breast pocket at all times in the Site or otherwise specified in the RFQ/RFP document.
- 1.3 The Contractor carrying out renovation works must abide by the conditions and requirements stated herein and/or any other instructions/directions issued by the Site or otherwise specified in the RFQ/RFP document or its security guards from time to time, failing which he may be denied entry to the site.

2. Working Hours

- 2.1 The Contractor shall have access to the site between the hours of 8.00am and 6.00pm daily. All noisy works which include any hacking, knocking, drilling, sawing etc. can only be carried out during the day and on weekdays from 8.00am to 6.00pm. Special arrangements can be considered for works that need to be carried out beyond this period and for any exigencies. The Contractor must commence and complete the works within the stipulated date and time. Any extension of working time must be approved by an authorised

staff of the Site or otherwise specified in the RFQ/RFP document and the Security Department must be informed accordingly.

3. Illegal Workers

- 3.1 As it is an offence to employ illegal foreign workers to carry out any renovation works, the Contractor is to ensure strict compliance with this statutory requirement, that is, no illegal foreign workers are employed in respect of such works and all foreign workers employed on the site shall have valid work permits from the relevant authorities. The Contractor shall be solely liable for any penalties, fines or any other orders imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers. The Contractor shall indemnify the Site or otherwise specified in the RFQ/RFP document from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Site or otherwise specified in the RFQ/RFP document relating to any employment by the Contractor of illegal foreign workers.

4. Use of Site or otherwise specified in the RFQ/RFP document's Water and Electricity

- 4.1 The water and electricity utilities are for the Site or otherwise specified in the RFQ/RFP document's usage and shall not be tapped or diverted for the renovation works unless permission has been granted by an authorised staff of the Site or otherwise specified in the RFQ/RFP document.
- 4.2 For any temporary power supply from the Site or otherwise specified in the RFQ/RFP document, the Contractor shall provide a temporary electrical board with a minimum of current operated earth leakage circuit breaker and miniature circuit breaker for overload protection. In certain cases, the Contractor is required to engage a mobile diesel generator for his power needs.
- 4.3 The Contractor is advised not to waste water during the renovation works.

5. Access for Removal of Debris and Transportation of Building Materials

- 5.1 The Contractor is not allowed to use the passenger lifts or access any other areas of the Site or otherwise specified in the RFQ/RFP document without the

written approval from the Site or otherwise specified in the RFQ/RFP document. The Site or otherwise specified in the RFQ/RFP document staff and vendors shall have priority of the use of the entrances, lifts and lift lobbies at all times. The Site or otherwise specified in the RFQ/RFP document may designate other lifts for delivery, transportation and removal of all construction materials, debris, furniture and fittings on a case by case basis.

- 5.2 The protective hoardings / cover sheets provided in the service lifts should not be removed or tampered with. Any damage found on them will be charged to the Contractor concerned. The Contractor must also ensure that no misuse or overloading is caused to the lifts.
- 5.3 The delivery of supplies and equipment should normally be done during office hours. Special arrangements must be made for deliveries after office hours.

6. Protection of Access Route and Common Areas

- 6.1 The Contractor shall provide and maintain all necessary protective coverings along the access route from the designated service lifts and lift lobbies at B3, B2 to the site area and where necessary, protect existing wall and floor finishes before the commencement of works and maintain these areas at all times until the completion of the works.
- 6.2 The Contractor shall be responsible for taking every care and precaution by providing proper protective covers on the floor, etc. during their transportation of building material / debris and furniture, etc. delivery so as not to damage the common areas and the Site or otherwise specified in the RFQ/RFP document facilities. The Contractor is requested to advise their suppliers, agents and employees to observe the aforesaid arrangements strictly.
- 6.3 All finishes, fittings, fixture and installations and facilities provided in the Site or otherwise specified in the RFQ/RFP document shall not be tampered with without the permission of the Site or otherwise specified in the RFQ/RFP document or damaged during the renovation and removal periods.
- 6.4 Preventive measures must be taken to stop vapour, dust, debris or smells from being discharged through the windows to the external of the site or to adjacent work areas.

- 6.5 Non-observation of the above may result in the Site or otherwise specified in the RFQ/RFP document's refusal to allow entry to the site and the usage of facilities and any damage found during and subsequent to their operations shall be corrected and fully compensated by the Contractor concerned.

7. Use of Toilets

- 7.1 During the renovation period, only selected toilets will be opened for the use of the Contractor.
- 7.2 The Contractor is advised to instruct their suppliers, agents and employees to take good care of the aforesaid toilets, not to waste water and observe the cleanliness therein.
- 7.3 No disposal or discharge of building materials or debris and mixing of concrete, etc. are allowed in the toilets.
- 7.4 At the end of the renovation works or from time to time, should there be any damage found on the tiling, plumbing or sanitary fittings, such damage will be restored and all costs incurred shall be charged to the Contractor.

8. Cleanliness and Illegal Dumping

- 8.1 The Contractor shall be responsible for clearing their building debris at the Site or otherwise specified in the RFQ/RFP document's approved dumping ground on a daily basis and shall not be allowed to stack or accumulate in such a way as to endanger the stability or pose as a threat to the Site or otherwise specified in the RFQ/RFP document staff and patients.
- 8.2 No building debris is allowed to be left or disposed of at the common area, bin centre or at any areas of the Site or otherwise specified in the RFQ/RFP document other than the designated dumping ground under any circumstances.
- 8.3 Pursuant to the aforesaid, in the event that the Contractor is found to have disposed of any building materials or debris in any area of the Site or otherwise specified in the RFQ/RFP document other than the designated dumping ground, the Contractor shall be made to bear the cost of disposal and a penalty of up to S\$1,000.00 shall be imposed on any Contractor found dumping indiscriminately or for not maintaining the designated dumping ground in a clean and tidy manner.

9. Decorum

- 9.1 The Contractor is expected to conduct himself with decorum and to behave in a civilised and responsible manner.
- 9.2 The Contractor must be properly attired at all material times and be confined to the areas in which he is working. He must ensure that he does not litter, deface or damage any part of the Site or otherwise specified in the RFQ/RFP document.
- 9.3 The Contractor shall also ensure that he does not cause any nuisance, offensive smell, noise, vibration or inconvenience to the other occupants of the Site or otherwise specified in the RFQ/RFP document.
- 9.4 The Contractor shall co-operate with the security guards and/or any representatives of the Site or otherwise specified in the RFQ/RFP document, failing which he shall be barred from working in the Site or otherwise specified in the RFQ/RFP document.

10. Fire Protection Works

- 10.1 Additions or alterations to sprinkler heads, if required, shall be provided at the Contractor's expense. All costs for submission, construction etc. shall be borne by the Contractor. Application for the drainage of the sprinkler system in connection with the alteration/addition works can be made to the Site or otherwise specified in the RFQ/RFP document subject to the payment of a fee of S\$300.00 per occasion, which sum shall be payable at least 3 days in advance before the commencement of work. The charging of water has to be carried out at the end of the day by 5.00pm.
- 10.2 The Contractor shall ensure that his stock, goods or equipment are kept within the site and all common corridors and fire escape routes are to be kept clear and unobstructed, failing which the Site or otherwise specified in the RFQ/RFP document will proceed to clear the said corridors or escape routes and all costs incurred shall be charged to the Contractor.

11. Air-Conditioning Works

- 11.1 No alteration or modification to the existing air-conditioning duct work is allowed unless the prior written approval of the Site or otherwise specified in

the RFQ/RFP document has been obtained. Such works shall be carried out by an approved Contractor to be decided by the Site or otherwise specified in the RFQ/RFP document. No booster/extracting fans shall be allowed to be installed at the air-conditioning outlets to extract cool air from the central system.

- 11.2 In circumstances where dust and dirt are likely to be generated from the works, the Contractor shall ensure that the air-conditioning supply air inlets and return air outlets are properly and securely covered with polyurethane sheets to prevent possible pollution and contamination of the central air-conditioning supply.
- 11.3 No air-conditioning will be supplied to the site undergoing renovation so as to avoid malfunctioning effects on the system.
- 11.4 The Contractor shall not proceed with any M&E and plumbing works which will affect the regular functioning of any such system / installation without the prior consent of the Site or otherwise specified in the RFQ/RFP document.
- 11.5 All mechanical and electrical installations must comply with the Code of Practice from PSB and authorised departments.
- 11.6 Without prejudice to the generality of the foregoing, Contractor shall ensure that it has, in relation to all Personal Data obtained and/or collected by it under this Contract in connection with its obligations under said Contract, fully complied with all requirements of the PDPA.

12. Structural Works

- 12.1 The structural floors of the Site or otherwise specified in the RFQ/RFP document are designed for a maximum superimposed load of 5.0KN/sq m (84 Ib/sq ft).
- 12.2 The Contractor shall not do any hacking works to the superstructure, concrete flooring and/or any structural element of the Site or otherwise specified in the RFQ/RFP document without the prior written consent of the Structural Engineer and the Site or otherwise specified in the RFQ/RFP document. When other nearby offices/ shops/ clinics/ medical wards are in occupation, hacking, drilling and other noise generating fitting-out works can only be carried out after office hours or at designated hours after prior application has been made

to and consent obtained from the Site or otherwise specified in the RFQ/RFP document.

13. Safety Inspection by the Site or otherwise specified in the RFQ/RFP document

- 13.1 Before the commencement of and during the renovation works, the Contractor shall notify the Site or otherwise specified in the RFQ/RFP document for a joint inspection to be carried out to ensure that the site is in a safe and proper condition.
- 13.2 The Site or otherwise specified in the RFQ/RFP document shall have the right at any time during the renovation works to gain access into the site to make spot checks and issue instructions to ensure that the conditions contained herein are complied with. The Contractor is advised to co-operate on this matter to avoid inconvenience or disruption of the works.
- 13.3 The Contractor shall maintain a high standard of housekeeping and ensure fire safety on site for the duration of the contract. He shall keep the site of his operations in as clean, neat and safe a condition as possible.
- 13.4 The Contractor shall be penalised for creating any environment which could endanger the life and/or safety of staff and patient. Works will be ordered to be stopped until the cause(s) of the safety infringement is/are removed and the situation remedied. The Site or otherwise specified in the RFQ/RFP document shall not be responsible for any undue delay of the works or cost incurred as a result of the stoppage. In addition, the Contractor shall be made to bear all consequences should any accident occur arising directly or indirectly out of the safety infringement.

14. Illegal Parking

- 14.1 All illegally parked vehicles and those that are parked indiscriminately or cause obstruction or pose as a safety hazard to other users will be wheel-clamped. A removal fee of S\$50.00 will have to be paid for the clamp to be removed. The Contractor shall conform to the Site or otherwise specified in the RFQ/RFP document regulations for carting, loading and unloading all materials, debris etc. to and from the site.

15. No Smoking

- 15.1 Smoking is strictly prohibited in the Site or otherwise specified in the RFQ/RFP document. The Contractor must observe that the Site or otherwise specified in the RFQ/RFP document is a no smoking area and that no smoking is allowed in the building or open spaces. Offenders will be booked and subsequently taken to court and may be fined up to S\$1,000.00 under the Environment Act.

16. Mosquito Breeding

- 16.1 Offenders will be taken to court and dealt with under the Environment Act should the site they occupy be found to have mosquitoes breeding.

17. Eating Inside Site Area

- 17.1 The eating and consumption of food is not allowed in the site. Consumption of food should only be done in proper designated areas like the food court or outside the Site or otherwise specified in the RFQ/RFP document. Special arrangements can be considered for practical reasons subject to the consent of the Site or otherwise specified in the RFQ/RFP document.

18. Hot Works

- 18.1 No hot works are allowed in the Site or otherwise specified in the RFQ/RFP document without first obtaining the permission of the Fire Safety Officer. The Contractor must obtain the 'Hot Works Permit' from the Fire Safety Officer for all works involving flame, arc welding and any other equipment producing heat or having naked flames.

19. Protection to Existing M&E and Building Services

- 19.1 The Contractor shall uphold, protect and maintain all existing M&E and building services within and adjacent to the site and take full responsibility for any damage or disruption to such services occasioned by the building works and allied operations during the progress of the works.
- 19.2 The Contractor shall make good or pay for making good all damage to all existing M&E and building services and any consequential damage or loss arising out of such damage or disruption.

- 19.3 The Contractor shall seek the Site or otherwise specified in the RFQ/RFP document's approval in writing at least 10 working days in advance if the works require any temporary shutdown of the existing M&E and building services.

20. Use of Mobile Phones and Walkie Talkies

- 20.1 Mobile phones and walkie talkies are not allowed in Patient Dependent on Equipment (PDE) areas or any designated areas in the Site or otherwise specified in the RFQ/RFP document where such use is prohibited. The mobile phones and walkie talkies should be completely switched off and not kept on standby mode in these areas.

21. Indemnity

- 21.1 The Contractor shall indemnify the Site or otherwise specified in the RFQ/RFP document against any expense, liability, claim or loss in respect of any injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Site or otherwise specified in the RFQ/RFP document as a result of a breach by the Contractor, his subcontractors, employees, suppliers or agents, of any of the conditions and requirements stated herein

22. Safety Requirements For Works of Engineering Construction

- 22.1 The Contractor shall be responsible for compliance with the requirements of any law, regulation, by-law or public authority relating to site safety at all times and shall bear all costs and expenses connected in compliance with the same.
- 22.2 The Contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, patients, staff and the general public and the property of others.

The Contractor is to acknowledge below when they sign in at the Security Control Room on the first day of their works. They are deemed to have understood the above conditions and

requirements and undertake to abide by them when working in the Site or otherwise specified in the RFQ/RFP document.

Name : _____

Signature : _____

Company : _____

Date : _____

To : Senior Security Supervisor, SITE OR OTHERWISE SPECIFIED IN THE RFQ/RFP DOCUMENT

NOTIFICATION OF WORKS

Please be informed that M/s _____ has been
(Name of Contractor)

engaged by us to carry out works at _____ located on
(Name of Department)

_____ of _____ building.
(Level) (Name of Block)

DETAILS OF WORKS

Description of works : _____

Duration of works from : _____ to _____
(Start Date) (End Date)

Name of supervisor _____ and contact number _____

No. of workers : _____ (to attach name list, giving full name as in valid document, ID/Passport/Work Permit number and address).

Dumping point for debris :

I have instructed the Contractor to report to the Security Control Room at Site or otherwise specified in the RFQ/RFP documents with the valid documents of all workers before the commencement of work and exchange for 'Contractor Pass' on a daily basis throughout the duration of the works.

Particulars of staff co-ordinating the work :

(Name)

(Designation & Dept)

(Contact No)

NOTE : SITE OR OTHERWISE SPECIFIED IN THE RFQ/RFP DOCUMENT staff co-ordinating the works shall be responsible for checking the areas concerned before and after the completion of works and ensure that any damage arising from the Contractor's works must be made good at their cost.

cc. Maintenance, Housekeeping, Fire Safety