

PART 3: REQUIREMENT SPECIFICATIONS

TENDER NO. 2026-01 – PROVISION OF ARMED GUARD AND ARMORY SERVICES AT THE NATIONAL SHOOTING CENTRE FROM OCTOBER 2026 TO SEPTEMBER 2029 WITH THE OPTION TO EXTEND FOR ANOTHER ONE YEAR

1 OBJECTIVE

- 1.1 **Singapore Shooting Association, The** (“SSA”) as authorized by the **Sport Singapore** invites suitable companies (hereinafter referred as “Tenderers”) to submit proposals for the provision of armed guard and armory Services at the **National Shooting Centre** (henceforth referred as the “Venue”) at **990 Old Choa Chu Kang Road SINGAPORE 699814** for the period from **October 1, 2026 to September 30, 2029** with the **Option to Extend** for another year.

2. SCOPE OF SERVICES

- 2.1 The scope of Services to be provided by the successful Tenderer (or the “Contractor”) shall include but not limited to the following purposes:

Services	Mandatory Requirements	Key Duties
A. Area Security Service	1) Deployment of <u>one</u> (1) armed and fully equipped Auxiliary Police Officer (hereinafter referred as “APO” or “Security Personnel”) as Armed Supervisor at the Venue to supervise the team of Security Personnel on Tuesday and Thursday from 9am to 2pm, Saturday and Sunday from 9am to 6pm, including public holidays when the Armoury and shooting ranges are in operation 2) Deployment of <u>two</u> (2) armed and fully equipped APO as Armed Guards at the Venue to control and check key access points on a 24/7 round-the-clock basis 3) Deployment of <u>two</u> (2) unarmed Security Officers (hereinafter referred as “SO” or “Security Personnel”) as Unarmed Screening Officers at the Venue to screen visitors and their belongings from Tuesday to	a) To control the access of personnel and vehicles into the Venue and within Venue as authorized by SSA b) To prevent unauthorized movement of guns and ammunitions, in any form, out of and into the Venue c) To conduct identity verification of all visitors d) To carry out inspection of the visitors’ belongings and vehicles entering and leaving the Venue using appropriate device/equipment e) To assist in deterring break-in, theft, damage or vandalism to property or assets at the Venue f) To ensure that the Venue is secured and locked up with no unauthorized persons or vehicles during silent hours g) To conduct routine security check of key areas and along perimeter fence h) To conduct routine security and safety checks at the ranges i) To monitor security surveillance video of key

	Sunday including public holidays from 9am to 6pm normally 4) Deployment of <u>one</u> (1) additional unarmed Security Officers (hereinafter referred as "SO" or "Security Personnel") as Unarmed Screening Officer at the Venue to screen visitors and their belongings on Tuesday and Thursday from 9am to 2pm, Saturday and Sunday from 9am to 6pm, including public holidays when the Armoury and shooting ranges are in operation 5) Provision of at least <u>one</u> (1) set of <u>one</u> (1) X-ray baggage scanner, <u>one</u> (1) walk-through metal detector and <u>two</u> (2) handheld metal detectors 6) Security Personnel must be capable of operating metal gates and security check equipment as listed above 7) Must be Singapore Citizens. As for the APO on guardhouse static deployment, a non-SG APO must have at least 1 year of service as an APO and having past experience being deployed at a key installation performing access control function.	areas as required j) To respond to emergency incidents at the Venue k) To carry out reasonable security, safety and/or crowdcontrol instructions
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Services	Mandatory Requirements	Key Duties
B. Armory Service	5) Deployment of <u>one</u> (1) armed and fully equipped APO as Armed Armorer with relevant experience and competency in armory management Personnel on Tuesday and Thursday from 9am to 2pm, Saturday and Sunday from 9am to 6pm, including public holidays when the armoury and shooting ranges are in operation 6) Must be Singapore Citizen	a) To ensure the armories are secured at all times b) To prevent unauthorized access of any person into any armory c) To ensure that only PRD*-permitted guns and ammunitions are safe-kept in the respective armories within the Venue d) To ensure that all movements of guns and ammunitions, in any form, out of and into the armories are authorized by SSA e) To account for all guns and ammunitions at all times f) To maintain a verifiable register of all gun and ammunition movements g) To conduct routine stock taking of guns and ammunitions and inventory checks h) To ensure that the correct permitted guns and ammunitions are signed out/in by the correct authorized persons i) To implement an efficient gun/ammunition issuance and receipt system at all times

* PRD – Police Regulatory Department of the Singapore Police Force.

2.2 Deployment of Security Personnel for the stated Services shall be based on a monthly charge-out rate **from October 1, 2026 to September 30, 2029** as well as for the remaining months **from October 1, 2029 to October 30, 2030** if requested by SSA, as specified in Annex A-1 Price Schedule of Form of Tender (Part 5).

2.3 The SSA reserves the right to reject Tenders not submitted in accordance with the above instructions and exercise the Option to Extend **within three (3) months** before the expiry of the Contract Period or agreed otherwise with the Contractor before the award of the Contract.

3. TENDER PRICE

3.1 The Tender Price and/or unit rates/prices are deemed inclusive of the following:

- (a) Provision of all necessary costs required for the Security Personnel to be deployed at site such as clean uniforms, wet weather gears, safety

vests, utility belts, equipment, caps, meals, transport, etc.;

- (b) Any staff employment related costs for compliance with Statutory Requirement such as Central Provident Funds, foreign workers' levy, skill development funds, taxes, etc.;
- (c) Site administration costs, overheads and profits;
- (d) Application and licensing costs for permits or likes if required; and
- (e) Any other costs for delivering of the Services.

4 CONTRACT COMMENCEMENT PERIOD

- 4.1 The expected Contract commencement date is **October 1, 2026** or from the date of the Letter of Acceptance ("LOA") or any other date specified in the LOA.

5. INSURANCE

- 5.1 The Contractor shall take on all necessary and appropriate insurances for delivery of the Services according to this Contract.
- 5.2 The SSA undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the Security Personnel of, or sub-contractors and specialists associated, if any and allowed by SSA, with the Contractor for the purpose of the Services, nor for such members of the family of any such person. In this connection, the Contractor shall indemnify SSA against any claims whatsoever for damage to life and property however caused that may arise during and as a result of the performance of the Services.

6. IMPORTANT CLAUSE

- 6.1 Neither Party nor any of their respective officers or employees shall be liable to the other Party or any of its officers or employees for any claim, suit, counterclaim, demand, cause of action, dispute, controversy, loss, investigation, judgment (whether arising in contract or otherwise provided by statute or common law) ("Claim") for punitive, special, speculative, treble, remote, exemplary, incidental, indirect, or consequential damages, including damages for loss of profits, loss in value of assets, data or other intangibles, loss of use or revenue, or the cost of procurement of substitute goods or services, regardless of whether a Claim is based in contract, tort (including negligence), strict liability, violation of any statutory obligation, or similar legal requirement or any other legal or equitable principle. If required, the Parties shall mitigate the risks through insurance or other means.
- 6.2 The Contractor undertakes to indemnify and keep SSA and its officers, directors and employees fully indemnified at all times on demand against all losses, liabilities, claims, damages, proceedings, charges, costs and expenses which SSA may suffer or incur, directly or indirectly, arising from:
- (a) Anything done or omitted to be done by the Contractor and its Security

Personnel in the performance of their duties and obligations in the course of providing the Services, provided that the same is not caused by SSA's gross negligence or willful default; and

- (b) Any breach by the Contractor of any provision.

6.3 The Contractor shall ensure that:

- (a) All Security Personnel employed in the performance of the Services shall be subjected to a medical examination and be physically and mentally fit to carry out the Services hereunder and shall not have any criminal records, pending cases or be charged with any criminal and/or illegal acts whatsoever;
- (b) All Security Personnel supplied by the Contractor must be able to understand and speak in English;
- (c) All Security Personnel deployed must be provided with his/her identification card/name tag, which must be worn prominently on his/her uniform;
- (d) It is in full compliance with relevant laws and regulations pertaining to the performance of the Services;
- (e) Any damages done to any third party by their Security Personnel in the course of their duties are mitigated. For avoidance of doubt, the Contractor is liable for such damages.
- (f) There is no shortfall in actual deployments and the mode of acquisition of Security Personnel will not cause any degradation of their capacity and capability in delivering the Services.

7. SUPERVISION AND CONTROL

- 7.1 The Contractor shall ensure that all its Security Personnel work closely with SSA and its representatives to ensure good team work and cooperation at all times.
- 7.2 For payment verification and audit purposes, the Contractor shall ensure that all its Security Personnel deployed sign in/out on their daily deployment forms for the month as proof of deployment unless otherwise mutually agreed by the Contractor and SSA.

8. CODE OF CONDUCT

- 8.1 The Contractor shall ensure that all its Security Personnel observe the following Code of Conduct while on duty:
 - (a) To report for duties on time at the National Shooting Centre and check in with SSA;
 - (b) To be alert at all times;
 - (c) To wear only approved APO uniforms and properly dressed and equipped at

all times;

- (d) To be neat and clean in appearance at all times;
 - (e) To be fully conversant with the Bye-Laws, Standing Orders, Rules and Regulations, General Instructions of the Venue and other security and safety instructions/memorandums that may be, from time to time, issued by SSA;
 - (f) To conduct oneself professionally at all times and be tactful yet firm with people when discharging their duties;
 - (g) To be responsive and take proactive enforcement action when there is a breach of peace or security;
 - (h) To receive instructions only from SSA, and accept any reasonable instruction from them;
 - (i) To clarify any doubt on security matters immediately with SSA;
 - (j) Not to leave the place of duty without handing over duties to a relief Security Personnel;
 - (k) Not to make unnecessary phone calls or messaging whilst on duty;
 - (l) Not to listen to portable music devices or watch portable video devices whilst on duty;
 - (m) Not to take photographs or make video/audio recordings of any part of the Venue unless it is for official use and agreed by SSA;
 - (n) Not to smoke or gamble while on duty;
 - (o) Not to congregate in the course of duties;
 - (p) Not to indulge in idle conversation or chatting with one another;
 - (q) Not to sleep whilst on duty;
 - (r) Not deal with any media or press, and, when approached, should direct the media or press to contact SSA directly; and
 - (s) Not to consume any alcoholic beverages whilst on duty;
- 8.2 The Contractor may only collect personal data in connection with the provision of services to SSA in relation to the Services with prior explicit approval from SSA.
- 8.3 The Contractor shall immediately rectify upon receiving notification from SSA if there is any Security Personnel who has misbehaved, or is incompetent or negligent in the performance of his/her duties. The rectification action will include replacement with competent substitute.

9. LIQUIDATED DAMAGES

9.1 The liquidated damages for failing to meet the specific performance standards are set out as below.

S/No.	Breaches of Performance Standards	Liquidated Damages per occurrence
1.	Security Personnel fails to report for duties	S\$200.00 per APO per every 2 hours S\$100.00 per SO per every 2 hours
2.	Security Personnel fails to comply with the Code of Conduct	From S\$10,000 to S\$25,000 (max)
3.	Security Personnel fails to prevent an unauthorized movement of guns and ammunitions into or out of the Venue	From \$15,000 to S\$30,000 (max)
4.	Security Personnel fails to prevent an unauthorized movement of guns and ammunitions into or out of the armories	From S\$15,000 to S\$30,000 (max)
5.	Security Personnel fails to take necessary actions against a person detected with prohibited items or unauthorized guns/ammunitions/explosives at the Venue	From S\$15,000 to S\$30,000 (max)
6.	Security Personnel fails to respond adequately to an intrusion or security/safety-related emergency	From S\$5,000 to S\$20,000 (max)
7.	Security Personnel fails to comply with a reasonable instruction from SSA including reasonable ad-hoc deployments at the Venue	S\$5,000
8.	Security Personnel fails to deny the access of an unauthorized person or vehicle into the Venue	From S\$5,000 to S\$10,000
9.	Security Personnel fails to adhere to the Bye-Laws, Standing Orders, Rules and Regulations, General Instructions of the Venue and other security and safety instructions issued by SSA	From S\$5,000 to S\$10,000
10	Abandon duty post without relief for the entire shift	S\$2,000 per APO S\$1,000 per SO
11	Uniforms not properly laundered/Dirty/poor bearing	S\$100.00 per APO S\$50.00 per SO
12	Rude behaviour to staff/visitors, i.e. shouting or arguing without consulting duty security supervisor or SSA staff	\$200.00
13	Sleeping while on duty	S\$650.00 per APO S\$325.00 per SO
14	Consuming alcohol or engaged in gambling while on duty	S\$650.00 per APO S\$325.00 per SO
15	Removing footwear whilst on duty at the guardhouse or the security screening station	\$200.00 per APO \$100.00 per SO

S/No.	Breaches of Performance Standards	Liquidated Damages
The rectification time shall be within two (2) hours unless it is explicitly agreed by SSA as part of the rectification plan.		

10. NON-MANDATORY REQUIREMENT SPECIFICATIONS

- 10.1 Non-mandatory requirement specifications refer to any services proposed by the Contractor, which are in addition to this Requirement Specifications (Part 3) to be listed in Annex A-1 Price Schedule of Form of Tender (Part 5).
- 10.2 The price schedule of these non-mandatory requirement specifications shall be presented only in Annex A-2 Price Schedule of Form of Tender (Part 5).
- 10.3 For avoidance of doubt, in the event that services proposed by Tenderer(s) in Annex A of the Price Schedule are changes to the Requirement Specifications (Part 3), these changes may be deemed as non-mandatory Requirement Specifications if the changes are requested by all Tenderers. Otherwise, it is considered as non-compliance with the Requirement Specifications (Part 3).

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