



Ministry of Education
SINGAPORE

LETTER OF ACCEPTANCE

Contract No.: MOE/yy/[DEPT/Branch]/mm-xxx

Date: dd mmm yyyy

<Name of Successful School Bus Operator>

<Address>

Attn: <Contact name>

Dear Sir/ Mdm,

APPOINTMENT OF SCHOOL BUS OPERATOR TO PROVIDE SCHOOL BUS SERVICES TO Ngee Ann Primary School

1. I am pleased to inform you that the Call for Proposal for the above-mentioned services has been awarded to your company at the agreed Not to Exceed Price (inclusive of GST) and Fuel Surcharge Cap proposed in your proposal as specified in Appendix A attached to this Letter of Acceptance.
2. The Agreement shall commence on 01 Jan 2027 for an Initial Service Period of two (2) years, with an option to extend the duration of the Services as applicable under the provisions of the Agreement.
3. The award of this Agreement is subject to all the terms and conditions in the Call for Proposal documents dated 18 Sep 2026. This Letter of Acceptance shall constitute a binding contract between your company and the School.
4. Before the commencement of performance of the Services under the Agreement, your company should ensure that all the insurance policies required under the Agreement have been taken out and are in force.
5. Please acknowledge receipt of this Letter of Acceptance by having it signed electronically and send it back to us via email. Please retain a copy for your file records.
6. Should you require any clarification, please contact the following officer:

Mdm Sharifah Mariam

Designation: Admin Manager
Email: mariam_syed@schools.gov.sg
Tel: 6441 8677

Yours faithfully,

X

Mdm Pang Siu San
Principal of Ngee Ann Primary School
for Permanent Secretary (Education)
Ministry of Education

I / We acknowledge the receipt of this Letter of Acceptance, a copy of which has been retained by us.

X

Signature:
(Authorised Signatory of Contractor)

Name:

Designation :
Address:

Date:

Appendix A

- A. Not to Exceed Price for sending students from their Drop-off Address, Pickup Address or Common Location (as the case may be) to each School and vice versa.

Initial Service Period

Distance Range Category	Up to 15-seaters		>15-seaters	
	1-way	2-way	1-way	2-way
Up to 2km	\$/month	\$/month	\$/month	\$/month
>2 – 4km	\$/month	\$/month	\$/month	\$/month

Option Period

Distance Range Category	Up to 15-seaters		>15-seaters	
	1-way	2-way	1-way	2-way
Up to 2km	\$/month	\$/month	\$/month	\$/month
>2 – 4km	\$/month	\$/month	\$/month	\$/month

- B. Not to Exceed Price for After School Services.

Initial Service Period

Distance Range Category	Up to 15-seaters (please indicate the Not to Exceed Price based on per trip)	>15-seaters (please indicate the Not to Exceed Price based on per trip)
Up to 2km	\$/trip	\$/trip
>2 – 4km	\$/trip	\$/trip

Option Period

Distance Range Category	Up to 15-seaters (please indicate the Not to Exceed Price based on per trip)	>15-seaters (please indicate the Not to Exceed Price based on per trip)
Up to 2km	\$/trip	\$/trip
>2 – 4km	\$/trip	\$/trip

- C. Fuel Surcharge Cap. A percentage of the Not to Exceed Price. The surcharge is pegged to changes in the prevailing diesel price (based on SingStat monthly data). For every \$0.50 increase in the average prevailing diesel price above the Baseline diesel price, operators may apply a fixed surcharge of up to X% on the Not to Exceed Price and charge the parents

Proposed Fuel Surcharge Cap per \$0.50/ litre Band	____%
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Baseline Fuel Price Month <i>(month in which the CFP closes)</i>	Sep 2026
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