

Additional information

S/No	Topic	Notes
1	Transportation	<ul style="list-style-type: none"> • APS does not provide transportation to the service crews. The Contractor shall make the necessary arrangement to ensure that the staff reports at work as contracted for.
2	Training	<ul style="list-style-type: none"> • The duration of the training is 5 days being it is for Ramp or Baggage. • All the service crews are required to complete the courses before being deployed to work. APS will conduct the training for the service crews. For instance, APS requires 150 Ramp Loading Crew, and all of these crews are required to complete the courses. • It is compulsory to complete the courses to comply with the CAAS and CAG regulations. CAAS/ CAG will conduct an audit to check if the service crew is eligible to work in the role assigned. • The training may/ may not be attended consecutively for 5 days. It can be split out into 3+2 days over 2 weeks. • The training can be conducted over the weekend upon request. • There is no course fee imposed on the Contractor or the service crew.
3	Staff Clearance	<ul style="list-style-type: none"> • The Contractor is responsible to apply the airport pass for its staff. • The Contractor may notify APS on the application submission. APS will certify the application and assist to follow up with the authority on the approval process. • APS does not apply for the airport pass on the behalf of the Contractor.
4	Ad-hoc deployment	<ul style="list-style-type: none"> • APS will pay for the additional headcount deployment as long as APS requests the service. • The Contractor may submit/ indicate the ad-hoc rate in the quotation submission. •
5	Working Hours	<ul style="list-style-type: none"> • The staff shall not work more than 12 hours per day or OT more than 72 hours per month. • The Contractor is required to comply with the MOM's requirements. • The Contractor shall not cross-deploy its staff to other work areas after 12 hours of working.
6	A shortfall of headcount due to COVID	<ul style="list-style-type: none"> • The Contractor shall have a backup plan to fulfill the contracted headcount. • The Contractor is required to inform APS at least 8 hours in advance of the shortfall due to COVID. • No LD will be imposed as long as the Contractor justifies the effort/ commitment to fulfill the headcount. • APS shall not be charged for the absence of the service crew.
7	Quotation submission	<ul style="list-style-type: none"> • The Contractor may quote selective shift timing as listed in the tender paper. • The Contractor is required to submit its ramp-up plan to fulfill the headcount needed. The ramp-up plan shall be completed within 3 months from the date of commencement.

8	Reporting hours due to the Visitor Pass	<ul style="list-style-type: none"> The service crew is required to report to APS' office and clock in the attendance before the reporting time. LD will be imposed if the service crew reports late (Appendix 3, Liquidated Damages, point 8). The Contractor shall advise the staff to report earlier if anticipate a long waiting time to get the Visitor Pass.
9	Equipment Operator (EO) Qualification	<ul style="list-style-type: none"> Equipment Operator must have valid LTA Class 3 and Valid CAG Class 4T Airfield Driving Permit. The Contractor needs to apply for its staff to attend the tests to get the ADP. APS will sponsor the application. The service crew is required to have LTA Class 3 for the conversion to Valid CAG Class 4T. To get conversion to Class 4T, the Contractor need to coordinate the course attendance (or self-study) and 2-tests application to CAG to make sure their staff pass ART (theory) and ADSCT (practical) before APS can arrange for internal 4T conversion course and pass the test.
10	Attendance & Billing	<ul style="list-style-type: none"> APS shall be charged for the service crew who physically attended/ reported to work. APS will pay based on the attendance report generates from the SCMS, a biometric system. APS does not accept Manual TimeSheet. The service crew to clock in and clock out via SCMS. APS will register the fingerprint of the service crew on their first-day report to work. The attendance report will be generated to the Contractor for billing purposes weekly, bi-weekly, or monthly.
11	Ramp-up plan	<ul style="list-style-type: none"> The Contractor to submit the ramp-up plan to fulfill the headcount required. The Contractor to indicate how the ramp-up will be done and where the source is from.
12	Uniform and PPE	<ul style="list-style-type: none"> The Contractor to provide uniforms, safety shoes, and safety vest as approved by APS to the service crews. APS will provide gloves. Polo-T and long pants (jeans or cargo pant) with the company's logo/ name is acceptable. The requirement is for APS to identify the service crew easily, and the service crew is comfortable to carry out the work. For the job requirement, a helmet is not required.
13	Payment Term	<ul style="list-style-type: none"> The credit term is 60 days (Agreement, point 8.3)
14	Requirement of service crew	<ul style="list-style-type: none"> There is no age limit. However, the service crew needs to be physically fit to carry out the service. The medical examination cost shall be borne by the Contractor. The medical examination shall be examined by MOH-certified clinics or panels. The medical report must be acceptable to all the stakeholders including the court, legal, or insurance.