

Consultant and Project Manager for SATS Coolport refurbishment project.

1.0 PROJECT DESCRIPTION

This quotation is to appoint a Consultant, who will be responsible for: -

- I. studying the current status / condition of all Coolport equipment, Coolport facility equipment and facility condition. Bearing in mind dilapidation for refurbishment and renewal.
- II. To understand current operation challenges in the Coolport operation.
- III. Gathering the new operation requirements from Coolport operation.
- IV. A comprehensive study report of the current Coolport system and present a documented Critical-To-Quality(CTQ) Tree on the various aspects required as well as report on the perceived deficiencies (gaps).
- V. Coolport refurbishment / upgrading project proposal based on the current condition and new Coolport operation requirements within the specified timelines. While also proposing a Project Management Methodology with all stakeholders for overall control and reporting to SATS Cargo Management. The proposal shall also include a new Critical-To-Quality(CTQ) Tree with target measurements(metrics) for satisfying the projected future Operational envelope (requirements) of Coolport.
- VI. To create and finalize the refurbishment / upgrading project tender Technical Specification based on the SATS approved proposal.
- VII. To incorporate sustainability features in the tender technical specification with the objective to achieve 20% saving of carbon emissions after refurbishment project,
- VIII. Evaluating all submissions and recommending the best proposal to SATS Airport Services (SAS) from the received submissions.
- IX. Manage the entire Coolport refurbishment / upgrading project according to stipulated timelines. Responsible for in-person routine regular reports to Cargo Management on the project status and risks, with suggested proactive mitigation plans (and/or continuity plans) and escalation to SATS Cargo Management.
- X. Verification of third-party deliverables (contractors, specialist works etc.), and endorsement of completed works on behalf of SATS Cargo representatives. Matching of billed charges/invoices from various contractors for their respective completed works against agreed contract prices and endorsement of these documents/bills.
- XI. To complete the preliminary study and prepare the tender Technical Specifications within 6 weeks from the date of Letter of Award (LOA).

2.0 SCOPE OF THE WORK

2.1 Preliminary Phase

- I. Understand current status of all equipment (including facility equipment, facility dilapidation/conditions and the various material handling equipment used) and the operational challenges at Coolport.
- II. Provide proposal for overall refurbishment as per operation requirements to the satisfaction of SATS Cargo Management with the new CTQ target metrics.
- III. Prepare Tender Technical Specification as per new operation requirements until approved by SATS Cargo Management for release.
- IV. Prepare, update, present and maintain the project schedule for the refurbishment work.
- V. Conduct all tender briefing/s for participants / vendors.

- VI. Propose the tender evaluation criteria to evaluate vendor submissions for SATS Cargo Building & Technical Services and present this to SATS Cargo Management for final approval.

2.2 Evaluation Phase

- I. Evaluate the tender submissions by the participants / vendors and draft the recommendation paper according to SATS approved tender evaluation criteria and score the vendor submissions for SATS Cargo Building & Technical Services, who will present these recommendations to SATS Cargo Management. The Consultant maybe called upon to attend and present at SATS Non-Food Tender Committee.
- II. Lead the tender clarification sessions with the vendors.
- III. Propose / recommend the best proposal to SATS Cargo management with CTQ drivers in mind.
- IV. To make sure the submission from the participants / vendor consist of sustainability features and are scored appropriately.

2.3 Execution Phase

- I. Manage the project to ensure completion to agreed schedule/s.
- II. Oversee the project to make sure the all the proposed equipment's or services are delivered as stated in the contract with full documentation, deliverables and training.
- III. Oversee the work quality of the vendor onsite to make sure the vendors do the good works.
- IV. The Consultant shall be responsible for recommending and justifying any Variation Orders (VO) to SATS Cargo management for approval throughout this project.
- V. To make sure all drawings are updated and get the necessary authorities' approval. This shall include full equipment documentation with Bill of Materials, maintenance/operation manuals, complete exploded-view engineering diagrams & all schematics, digital user-friendly troubleshooting guides, systematic part numbers for critical spares management, source & supply chain recommendations and maintenance service recommendations for the next 10years ahead.
- VI. Coordinate the works between the awarded vendor and maintenance custodian to make sure no major disruption to operation. (note - the Coolport still in operation as usual during the refurbishment work).
- VII. The appointed Consultant will be responsible for tracking, classifying, categorising and collating all direct and associated/related costs incurred by SATS Airport Services (SAS) for consolidated reporting to SATS Cargo Management, to SATS Cargo Technical Services and to SATS Procurement Services (SPS) in SATS defined formats (Billing Reports etc.).

2.4 Completion Phase

- I. To make sure the project is completed according to schedule.
- II. To make sure the vendor meets all the project requirements and deliver as per operation requirement.
- III. To draw up a punch list (defect list) for contractor/vendor rectification works and monitor the respective DLP of each sub-system for reporting to SATS Cargo.
- IV. To make sure all the room in the Coolport able to achieve/ maintain the temperature at all the time as per operation requirement according to established international industry wide standards/specifications.
- V. Complete the temperature mapping and provide the project completion report.

- VI. Verify all drawings, deliverables and submit the final version to SAS.
- VII. Submit a final Project Report detailing; Handover, staff training, ramp-up, documentation deliverables, actual achieved performance measurements against target **CTQ** measurements/metrics (over a 3-month period), and aggregated collated total costs of this project with all VOs included.
- VIII. Obtain all the relevant authorities approval based on the requirement and submit the approved documents to SATS Airport Services Pte Ltd (SAS).
- IX. Ensure the Defect List (Punch List) is fully rectified by the agreed timelines and provide detailed line item DLP (Defect Liability Period) completion notification at the end of DLP.

3.0 PRICE BREAKDOWN TABLE

SN	Description Of work	Price SGD\$
1	Consultancy service for Coolport refurbishment project: - All the work scope in part 2.1 and 2.2	LOT
2	Project Management service for Coolport refurbishment project: - All the work scope in part 2.3 and 2.4	LOT
3.	Ad Hoc Man hour rate for Project Management services	Per Man Hour
4.	Ad Hoc Man hour rate for Architect QP	Per Man Hour

Under the contract, the payment will be honoured within 90 days of the receipt of invoice and certification by SATS Cargo Management and by SATS Cargo Building & Technical Services. The total Contract Price shall include all works specified in

this agreement, and the total Contract Price S (\$) _____

Contractor business/company stamp

Signature of Contractor or its authorised signatory

Full Name and Designation of Contractor or its authorized signatory

Date

4.0 DOCUMENTS TO BE SUBMITTED

Contractors are to submit the following documents together with the necessary supporting documents;

- Consultancy project work scope
- Price table
- Company Track record for the similar scale of consultancy projects.
- Gantt chart for the proposed work.
- Project Management Professional Certifications (If any)

Note: -

- The consultant team must consist of M&E QP, to leading the work and Architect QP as his deputy supporting the project.
- The consultancy service will award based on proposal with best system resiliency, robustness, reliability, energy efficiency, warehousing operations efficiency and cost effectiveness.
- The site show round is compulsory to participate in this RFQ.
- **# Foreign Business Entities** (Not registered in Singapore) billing & invoicing SATS group of companies in Singapore for their services performed in Singapore, or for interest, royalty, rental of Movable Properties, Management fees etc. would be held liable to pay the applicable prevailing WithHolding Tax to Singapore Tax Authorities and to provide an original signed Certificate of Residence (COR). <https://www.iras.gov.sg/IRASHome/Other-Taxes/Withholding-Tax/> SATS companies shall not be liable for any taxes, duty, levy, rate or charge whatsoever due, including without limitation any withholding taxes payable, these costs shall be borne by the Foreign Business Entity.

Eligibility

Tenderers must:

.1 be consultant firms with Public Sector Panels of Consultants (PSPC) registration minimally in **Panel ME02** ie.

- (a) 3 registered professionals with the PEB, supported by 3 professionals with recognised qualifications
- (b) Completed at least 1 project of S\$5mil and above (within the past five years)
- (c) 2 technical or professional staff successfully completed the Training Course for Green Mark Manager (GMM) /Green Mark Accredited Professional (GMAP) or Green Mark Facilities Manager (GMFM)/Green Mark Accredited Professional (GMAP(FM)) or Enhanced Green Mark Accredited Professional (Enhanced GMAP) conducted by BCA; and

.2 have track record in the design, testing and commissioning of industrial cold rooms for automated storage retrieval systems of similar size or larger to [SATS Coolport](#).

It shall be the tenderer's responsibility, after the Closing Date and before the award, to inform the SATS if he is no longer PSPC registered or if his registration has been revoked such that he is no longer eligible for the award of the tender.