

EMPLOYER'S REQUIREMENT BRIEF

PROPOSED DESIGN AND BUILD WORKS FOR KIDSTART SINGAPORE LTD AT PAYA LEBAR QUARTER - PLQ 2

LOCATION:	Paya Lebar
EMPLOYER:	KidSTART Singapore Ltd
EMPLOYER'S REPRESENTATIVE:	Savills (Singapore) Pte Ltd
DATE:	June 2026

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1 PURPOSE OF THIS EMPLOYER'S REQUIREMENT BRIEF (ERB)

The purpose of this Brief is to detail the Employer's Requirements for the Proposed Design and Build for KidSTART Singapore Ltd at Paya Lebar Quarter – PLQ 2.

2 FITNESS FOR PURPOSE

2.1 The ERB is to also serve as a functional statement of the Employer's Requirement for the completed fit-out works.

2.2 The Tenderer's Proposal is to be complete:

- The Employer's expressed commercial objectives for the procurement and deliveries of the fit-out works to the office are as follows:
 - i. To enter into a contract with the Employer to design and build the fit-out works to the office for a fixed lump sum on a nil time extension base and for the Tenderer to offer the Tenderer's Proposal to the Employer in response to this ERB without errors, omissions, deletions or deviations from this ERB. Where the Tenderer wish to offer alternatives to those items specified in this ERB or to make substitutions, deletions or exclusions then these are to be identified in the Tenderer's proposal.
 - ii. For the Tenderer to complete the office interior and to hand over the office to the Employer for operations on or before the contracted dates for completion as scheduled in the Preliminary Project Milestone (*Section 04 General Data Item 4.9*).

2.3 The Tenderer is to make a completed Tenderer's Proposal and Contract Sum offer in response to this ERB with due allowances for all objects and matters required to the design, build, complete and handover the office to the satisfaction of this ERB including the payment of all Authority fees, levies, charges and contributions which arise from the design and construction of the office.

2.4 The Tenderer has been provided with adequate time to full inform itself as to the ERB and of the conditions and constraints of the site.

2.5 The Tenderer's Proposal, including the agreed Contract Sum will be deemed to include for all necessary materials, components, features, design compliance, allowances and costs to design and built the fit-out works to the office.

2.6 Where finishes and fittings are not indicated in this ERB, the Tenderer shall propose the finishes for each of the elements of the works, where applicable, suitable for its intended purpose.

3 SUSTAINABILITY

The fit out shall adopt green and environmentally sustainable building practices equivalent to Green Mark requirement. Green Mark certification to be further develop with the Employer.

4 GENERAL REQUIREMENTS

- 4.1** The office shall be designed, built in accordance with all applicable Singapore Regulations and Standards. The Employer relies upon the expertise of the Tenderer to interpret and satisfy all consent authority requirements and applicable Codes of Practice and Standards.
- 4.2** The Tenderer shall be responsible for procuring all required relevant authority consents necessary to design, build and complete the office interior including final occupation certificates.

5 EMPLOYER'S REQUIREMENTS

The design should take into account aesthetics quality, with green design consideration, functionality and operational efficiency.

The new office to include the following components:

- Workstations
- CEO Office
- Private Offices
- Small Meeting Rooms (3 pax)
- Medium Meeting Rooms (6 – 10 pax)
- Large Meeting Rooms (12 – 22 pax)
- Boardroom (22 – 36 pax)
- Training Room (18 pax)
- Focus Room (1 – 2 pax)
- Town Hall & Event Space
- Nursing / First Aid Room
- Touchdown / Hot Desk
- Utility Area
- Pantry / Break Out Area
- Storage Room
- Green Room

5.1 Floor finishes

- i. Carpet finishes for general office and enclosed spaces
- ii. Vinyl floor tiles for pantry & break out area
- iii. Please refer to Floor Finishes Plan in Volume 3 Section 04 – KSL_CD_For Tender_v1_260608.pdf

5.2 Ceiling finishes

Please refer to Reflected Ceiling Plan in Volume 3 Section 04 – KSL_CD_For Tender_v1_260608.pdf

5.3 Wall finishes

Please refer to Wall Finishes Plan in Volume 3 Section 04 – KSL_CD_For Tender_v1_260608.pdf

5.4 Acoustics

- i. General open plan offices should be at 50dBA.
- ii. Meeting rooms should be at 45dBA.
- iii. Enclosed rooms to achieve STC 35 – 40 and NRC ≥ 0.80 .
- iv. The Tenderer to provide details on the proposed sound proofing for achieving the required acoustic level.

5.5 System and loose furniture

- i. Static workstation
 - Cluster configuration
 - Recommended size: 1200W x 700D x 750H mm
 - Privacy panel
 - Min. 4 power point socket at cable tray to be provided
- ii. Focus Room
 - Individual configuration
 - Recommended size: 1200W x 700D x 750H mm
 - Min. 4 power point socket at cable tray to be provided
- iii. Private Office
 - Individual configuration
 - Recommended size: 1800W x 800D x 750H mm
 - Min. 4 power point socket at cable tray to be provided
 - Monitor arm, docking station and printer (By Client)
- iv. Task & Meeting Room Chair to be developed with the Employer
- v. Individual Locker
 - a. 3-tier lockers
 - b. Recommended size: 480W x 550D x 500H mm
- vi. Loose furniture to be developed with the Employer

5.6 Signage requirements

- i. Signages and provision of wayfinding graphics at appropriate locations shall be considered.
- ii. Please refer to Graphic / Branding Touchpoints Plan in Volume 3 Section 04 – KSL_CD_For Tender_v1_260608.pdf

6 SERVER ROOM REQUIREMENTS

The design should take into account aesthetics quality, with green design consideration, functionality and operational efficiency.

6.1 Racking

- i. The server room will have sufficient space for minimum one (1) nos (18RU x W800mm x D1000mm x H2000mm).
- ii. Clearance at front of the rack should be at least 1000mm as a minimum.
- iii. Clearance the rear of the rack should 800mm as a minimum.
- iv. Clearance to one side of the racks to be a minimum of 500mm.
- v. Clearance should be un-impinged by door openings and other fixtures.

6.2 IT Structural Cabling

- i. Horizontal cabling to workstation and meeting tables to be installed under raised floor, reticulated to ports at cable tray under tables. Cabling, patch panels, cable management and wall ports should be from tier one manufacturer, Category 6E UTP system.
- ii. Horizontal cabling to Wireless Access Points (WAP) to be installed at high level or above finished ceiling, reticulated to ports.
- iii. Horizontal cabling to utility area and AV equipment to be installed at high level or above finished ceiling, reticulated to ports on wall.

6.3 Electrical System

- i. Power consumption per rack is estimated to be 1.5 – 2.0 kW.
- ii. Uninterruptible power supply (UPS) to be provided by Employer.
- iii. Dedicated Distribution Board to be provided for server room.
- iv. Each rack to be provided with two (2) power outlets fed from separate MCBs within the same distribution.
- v. Single phase 16 Amps Cee-form is required for each rack.
- vi. A battery backed emergency exit light should be installed above the door.

6.4 Cooling System

- i. Air-conditioning system is to be provided to the room (Server room) on 24x7 basis and can be controlled separately.
- ii. N+1 redundancy configuration (one duty and one standby) with switchable timer – 12 hours/swap.
- iii. Air-conditioning system to be linked up with Environmental Management System for control and monitoring of system status, changes in temperature and room humidity.
- iv. Upon receiving alarm, the system will send out alarm/alert notification to personnel on standby via SMS.
- v. Temperature control 20 deg C ~ 24 deg C

6.5 Fire Suppression System

- i. Design supply, delivery, installation, testing and commissioning and free maintenance for 12 months defect liability period of Gas Suppression system (FM200 or equivalent). System shall comply to the local authority requirements and code of practice.
- ii. Design supply, delivery, installation, testing and commissioning and free maintenance for 12 months defect liability period of Very Early Smoke Detection Alarm (VESDA) system. System shall comply to the local authority requirements and code of practice.

6.6 Water Leak Detection System

- i. Water leak detection system (sensing cable) shall be placed on the perimeter of server room.
- ii. Water leak detection system (spot sensor) shall be placed on drip tray of auxiliary FCUs serving server room
- iii. Water leak detection is connected to the Environmental Management System, where upon receiving alarm, the system will send out alarm/alert notification to personnel on standby via SMS.

6.7 Wall finishes, Doors and Ironmongery

Server room to be fire compartment with at least 1 hour fire rating.

6.8 Floor Finishes

HPL anti static raised floor to be provided.

6.9 Environmental Monitoring System

The Environmental Monitoring System (EMS) provides local notification alarm as well as SMS notification to the assigned personnel on standby. The Environmental Monitoring System shall be capable of monitoring the following:

- i. Main Switchboard Failure Alert
- ii. Emergency Switchboard Failure Alert
- iii. Server Room Air-Conditioning System Failure Alert
- iv. Server Room High Temperature Alert (Stage 1 & 2)
- v. Water Leak Detection
- vi. Fire Suppression System (Stage 1 & 2)
- vii. VESDA System

7 AUDIO-VISUAL & VIDEO CONFERENCING REQUIREMENTS

The Tenderer shall design, supply, install, test, commission, and maintain a complete Audio-Visual (AV) and Video Conferencing (VC) system for all designated rooms.

The system shall allow users to connect their personal or corporate laptops to utilize in-room AV equipment for video conferencing and presentations.

7.1 Design Criteria

The AV/VC system shall:

- Support seamless BYOD hybrid meetings
- Provide plug-and-play connectivity with minimum setup
- Provide high-quality audio and video experience
- Enable intuitive and user-friendly operation without technical assistance

7.2 Room Types and Functional Requirement

- i. The venue shall be designed for the following applications:
 - Small Meeting Rooms (2 – 4 pax)
 - Medium Meeting Rooms (6 – 8 pax)
 - Large Meeting Rooms (12 – 22 pax)
 - Boardroom (22 – 36 pax)
 - Training Room (18 pax)

- Town Hall & Event Space
- ii. Each room shall support:
 - BYOD Video Conferencing (user driven laptop)
 - Wired presentation
 - Local content display
 - Audio playback and speech reinforcement

7.3 System Components

- i. The AV system shall include, but not be limited to:
 - Display systems (Commercial displays / projectors)
 - Audio systems (speakers, amplifiers, DSP)
 - Microphone systems
 - Camera systems
 - USB interface hub for BYOD connectivity
- ii. BYOD VC Architecture
 - No dedicated VC codec is required
 - All conferencing applications shall run from user's laptop
 - In-room AV devices (camera, microphone, speaker) shall connect via USB-C
 - System shall support major VC platforms (e.g., Teams, Zoom, Webex)
- iii. User Experience
 - Plug-and-play operation via single cable (USB-C preferred)
 - Minimal steps to start meeting (≤ 3 actions)
 - Minimum technical assistance

8 SECURITY REQUIREMENTS

The Tenderer shall design, supply, install, test, commission, and maintain a complete integrated Security System, including:

- i. Closed-Circuit Television (CCTV) System
- ii. Access Control System (ACS)
- iii. All associated cabling, containment, software, servers, and interfaces

The system shall be fully operational, integrated, and compliant with all relevant local standards and authority requirements.

8.1 Closed-Circuit Television (CCTV) System

- i. CCTV shall be IP-based, networked and centrally managed via Video Monitoring System with minimum 30 days of footage retention.
- ii. Typical locations:
 - All doors leading to external public area
 - All emergency exits
 - Server room entrance and internal area
- iii. Modification of relevant electrical works to achieve above requirements.

8.2 Access Control System (ACS)

- i. IP-based facial recognition with RFID card compatibility.
- ii. Doors to be provided with electromagnetic lock (EM lock), Request-To-Exit (REX) device (push button or motion sensor), emergency break glass unit.
- iii. System integration with building fire alarm system for automatic door release upon alarm.
- iv. Modification of relevant electrical works to achieve above requirements.

9 MECHANICAL SERVICES

- 9.1 The design should take into account functionality and operational efficiency.
- 9.2 Modification of existing ACMV system to suit fitting out requirement as per project requirement.
- 9.3 Modification of existing BMS system to achieve above requirement.
- 9.4 Supply and installation of new cassette units and condenser units for new rooms with appropriate calculation and selection of air-conditioning equipment.
- 9.5 Modification of relevant electrical works to achieve above requirements.
- 9.6 Comprehensive maintenance servicing of all new installed ACMV services during the 12-months defects liability period after final completion.
- 9.7 Painting, protection and labelling.
- 9.8 Testing, commissioning and submission of test reports, certificates, etc.
- 9.9 Allowance for complying with all engineering preliminary items stipulated in the Contract Specification
- 9.10 Any other associated works including preliminaries, performance bond including PE endorsement for the successful and satisfactory completion of the whole installation.

10 ELECTRICAL SERVICES

- 10.1 The design should take into account functionality and operational efficiency.
- 10.2 Relocation of existing light fittings and points comes with all associated works and materials to suit rooms requirement.
- 10.3 Modification of existing DB to achieve above requirements.
- 10.4 Comprehensive maintenance servicing of all new installed electrical services during the 12-months defects liability period after completion.
- 10.5 Painting, protection and labelling.
- 10.6 Testing, commissioning and submission of test reports, certificates, etc.
- 10.7 Allowance for complying with all engineering preliminary items stipulated in the Contract Specification.
- 10.8 Any other associated works including preliminaries, performance bond including QP / Licensed Electrical Worker endorsement for taking charge of the installation work and successful and satisfactory completion of the whole installation.
- 10.9 Liaison with the landlord for the isolation of Electrical services.

11 FIRE PROTECTION SERVICES

- 11.1 The design should take into account functionality and operational efficiency.
- 11.2 Relocation of existing light fittings and points comes with all associated works and materials.
- 11.3 Relocation of sprinkler and smoke detector points c/w all associated works and materials to suit rooms requirement.
- 11.4 Modification of existing alarm panel to achieve above requirements if needed.
- 11.5 Comprehensive maintenance servicing of all new installed fire protection services during the 12-months defects liability period after completion.
- 11.6 Painting, protection and labelling.
- 11.7 Testing, commissioning and submission of test reports, certificates, etc.
- 11.8 Allowance for complying with all engineering preliminary items stipulated in the Contract Specification Any other associated works including preliminaries, performance bond including QP endorsement for taking charge of the installation work and successful and satisfactory completion of the whole installation.
- 11.9 Liaison with the landlord for the isolation of Fire Protection services.

12 PLUMBING AND SANITARY SERVICES

- 12.1 Comprehensive maintenance servicing of all new installed fire protection services during the 12-months defects liability period after completion.
- 12.2 Painting, protection and labelling.
- 12.3 Testing, commissioning and submission of test reports, certificates, etc.
- 12.4 Allowance for complying with all engineering preliminary items stipulated in the Contract Specification Any other associated works including preliminaries, performance bond including QP endorsement for taking charge of the installation work and successful and satisfactory completion of the whole installation.
- 12.5 Liaison with the landlord for the isolation of Plumbing services.

13 CLEANLINESS

- 13.1 The office must be presented to the Employer at the time of practical completion in the following condition:
 - All internal steel structure to be reasonably free of stains, dirt and dust.
 - All sprinkler piping to be reasonably free of stains, dirty and dust.
 - All Wall Finishes and Floors to be reasonable free of stains, dirt and dust.
 - All windows and window frames are to be free of scratches and reasonable free of stains, dirt and dust.

14 PROJECT MANAGEMENT

- 14.1 The Tenderer is to co-ordinate and work closely with the Client's appointed vendor and nominated sub-Tenderer.
- 14.2 The Tenderer is to provide necessary site support including site office and utilities supplies and other administrative and technical assistance to the Employer's site team and the Client's appointed vendor and nominated sub-Tenderer.
- 14.3 Project design meetings to be held weekly or as required from the date of signing the heads of agreement until on site works commence.
- 14.4 Project weekly meetings will be held weekly on site from the date at which on site works commence.
- 14.5 Project technical weekly meetings will be held weekly on site from the date at which on site works commence and the minutes of meeting shall be furnished by the Tenderer and issued with three working days to the Employer.
- 14.6 Project and safety reports are to be submitted on a weekly basis.
- 14.7 A checklist of practical completion requirement will be presented at the first project meeting and reviewed fortnightly.

15 PRACTICAL COMPLETION

- 15.1 Practical Completion shall be deemed to have been achieved upon:
 - Satisfaction of the requirement as stipulated by the Employer in the contract.
 - Issuance of Temporary Fire Safety Certificate or Fire Safety Certificate
 - Identification of all defects and agreement on the rectification methods and timeline
 - Submission of soft copies and four hard copies of the operations and maintenance manuals (OMM) and warranty details. Soft copies should be provided in PDF formats within 4 weeks of practical completion.
 - Endorsement by the Employer's representative
 - Endorsement by the Employer