

AGREEMENT FOR PROJECT MANAGEMENT SERVICES

BETWEEN

{EMPLOYER}

AND

{PROJECT MANAGER}

FOR

{PROJECT TITLE}

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AGREEMENT FOR PROJECT MANAGEMENT SERVICES

DATE: {Insert date of Agreement}

PARTIES:

- (1) {Name of Employer and Address} (hereinafter called the “Employer”)
- (2) {Name of Project Manager and Address} (hereinafter called “the Project Manager”)

RECITALS:

- (1) The Employer requires project management services for the {Project Title} (“Project”) in Singapore.
- (2) The Project Manager agrees to render the project management services specified in this Agreement to the Employer.

OPERATIVE PROVISION:

IT IS AGREED that the Employer hereby appoints the Project Manager to render the said project management services for the Project and the Project Manager accepts the appointment on the terms and conditions as laid down in this Agreement.

This Agreement is signed on the {Date to correspond with MOA/1}.

Signed by

_____	)	
(Name & Designation)	)	
_____	)	
for and on behalf of the Employer	)	_____ (Signature)

in the presence of:

_____	)	
(Name, Designation and Address of Witness)	)	_____ (Signature of Witness)

Signed by:

_____	)	
(Name & Designation)	)	
_____	)	
for and on behalf of	)	
_____	)	
(Name and Address of Project Manager Firm)	)	_____ (Signature)

in the presence of:

_____	)	
(Name, Designation & Address of Witness)	)	_____ (Signature of Witness)

Signed by (another member of Consortium, if applicable:

_____	)	
(Name & Designation)	)	
_____	)	
for and on behalf of	)	
_____	)	
(Name and Address of Project Manager Firm)	)	_____ (Signature)

in the presence of:

_____	)	
(Name, Designation & Address of Witness)	)	_____ (Signature of Witness)

TERMS AND CONDITIONS OF AGREEMENT FOR PROJECT MANAGEMENT SERVICES

1 GENERAL PROVISIONS

1.1 Scope of Services

- (1) The project management services to be performed by the Project Manager under this Agreement (the “Services”) are as described in the Appendix.
- (2) The Project Manager shall carry out this Agreement in stages as described in the Appendix. The Project Manager shall proceed with each stage of the Agreement only upon confirmation by the Employer in writing.

1.2 Relationship between the Parties

- (1) Nothing contained herein shall be construed as establishing or creating a relationship of master and servant or principal and agent between the Employer and the Project Manager.

1.3 Definition

- (1) Words importing the singular only also include the plural and the masculine includes the feminine and vice-versa where the context requires.
- (2) “Agreement” means these Terms and Conditions and the Appendix, Employer’s Requirements, Project Manager’s Tender Proposals, Letter of Acceptance and such other letters and documents as the parties may expressly identify in writing and agree as forming part of the Agreement.
- (3) “Consortium” means an unincorporated joint venture by two or more persons, from the same discipline, through the medium of a consortium or a partnership.
- (4) “Project Manager” means the person or persons, firm or company whose Tender Proposals have been accepted by the Employer and includes the Project Manager’s successors.
- (5) “Project Manager’s Tender Proposals” shall include any Form of Tender submitted by the Project Manager, all cost and technical proposals, drawings, specifications, calculations, manuals and other information submitted by the Project Manager in response to the Employer's Requirements.
- (6) “Contract” means the contract between the Employer and the Contractor in respect of the Works and shall have the same meaning as defined in Clause 1.1 of the Public Sector Standard Conditions of Contract for Construction Works.
- (7) “Contractor” means the person or firm or corporation responsible for the execution and completion of the Works.

- (8) “Defects Liability Period” means the Defects Liability Period set out in the Appendix calculated from the date of Substantial Completion of the Works as certified by the Superintending Officer.
- (9) “Employer” means the Government or the statutory body as the case may be.
- (10) “Employer’s Requirements” means:
- (a) all requirements specifically set out in the Employer’s invitation or other document by whatever name or description setting out the purpose (whether with or without other details) of the Services;
 - (b) all requirements not specifically set out in the Tender or any document, but which a reasonably experienced Project Manager would consider as being necessary for the satisfactory performance of the Services; and
 - (c) all requirements not specifically set out in the Tender or any document, but which a reasonably experienced Project Manager would consider as being necessary for the purpose and integrity of the Services.
- (11) “Government” means the Government of the Republic of Singapore.
- (12) “Letter of Acceptance” means the formal acceptance by the Employer of the Project Manager’s offer to provide project management services for a fee.
- (13) “Pandemic Outbreak” means a pandemic or an outbreak of infectious disease occurring over a wide geographical area crossing international boundaries, usually affecting a large number of people, declared by:
- (a) The World Health Organisation or any international-health related authority;
 - (b) The health-related authority in the geographical area where the pandemic or infectious disease is occurring; or
 - (c) The Ministry of Health of Singapore
- (14) “Project” means the proposed works stated in the Appendix.
- (15) “Provisional Sum Item” means an item of work (including a measure to be adopted in respect of a Pandemic Outbreak) which shall only be executed or provided upon instruction in writing by the Employer, who may decide that the work in whole or in part or not at all may be carried out by the Project Manager.
- (16) “Tender” means the Project Manager’s offer to the Employer to perform the Services for a fee as accepted by the Letter of Acceptance.
- (17) “Services” means the services to be performed by the Project Manager as described in the scope of services stated in Annex A of the Appendix.
- (18) “Superintending Officer” means the person, firm or corporation appointed as such by the Employer for the purposes of administering the Contract between the Employer and the Contractor in respect of the Works.

- (19) “Works” means the works of both permanent and temporary nature to be executed in accordance with the Contract between the Employer and the Contractor.
- (20) All references to clauses are references to clauses numbered in these Terms and Conditions of Agreement and not to those in any other document forming part of the Agreement unless otherwise expressly stated.
- (21) Except as the context otherwise requires,
 - (a) “Day” shall mean calendar day; and
 - (b) “Month” shall mean calendar month.
- (22) References to a person include any natural person, sole proprietorship, company (including an incorporated joint-venture company), limited liability partnership, partnership (including a registered partnership, and registered limited partnership), business trust, unincorporated association or government agency (whether or not having separate legal personality).

1.4 Headings

- (1) The headings in this Agreement shall not be deemed to be part of or be taken into consideration in the interpretation or construction of the Agreement.

1.5 Waiver

- (1) No waiver by either party of any default by the other in the performance of any of the provisions of this Agreement shall operate or be construed as a waiver of any other default whether of a like or different character.

1.6 Variation

- (1) Should circumstances arise which call for modifications of the Agreement, these may be made by mutual consent given in writing by the parties hereto.

1.7 Consortium

- (1) Each member of the Consortium, registered partnership, or registered limited partnership shall be jointly and severally responsible to the Employer for the due performance of the Agreement.
- (2) Should the Project Manager be a Consortium, and any member of the Consortium withdraws from the Consortium, goes into liquidation, is wound up or ceases to exist in accordance with the laws of the country of incorporation, then unless otherwise agreed in writing by the Employer:
 - a. This Agreement shall continue and not be terminated; and
 - b. The remaining member(s) of the Consortium shall be obliged to carry out and complete the Agreement.
- (3) In addition to the above, where the Project Manager is a registered partnership or registered limited partnership, this Agreement shall not be dissolved by the

death or withdrawal of any partner. Each partner shall be deemed jointly and severally liable to the Employer under the Agreement.

2 DOCUMENTS AND INFORMATION

2.1 Documents To Be Taken As Mutually Explanatory

- (1) The several documents forming the Agreement are to be taken as mutually explanatory of one another but in the event of any conflict or inconsistency between the Terms and Conditions and the other documents forming the Agreement, the Terms and Conditions shall be given precedence.

2.2 Use of Project Manager's Proposals and Employer's Requirements

- (1) As between the parties, copyright and other intellectual property rights in the Project Manager's Tender Proposals shall remain with the Project Manager. However, the Project Manager shall be deemed to have given to the Employer a non-terminable transferable non-exclusive royalty-free licence to copy, use and communicate the Project Manager's Tender Proposals, including making and using modifications of them, for the purposes of completing, operating, maintaining, altering, repairing and demolishing the Project.
- (2) As between the parties, copyright and other intellectual property rights in the Employer's Requirements shall remain with the Employer. The Project Manager may, at the Project Manager's cost, copy, use and communicate the Employer's Requirements, but only if the said copying, use and communication is necessary for the design, execution and completion of the Project.

2.3 Information To Be Supplied To The Project Manager

- (1) The Employer shall supply to the Project Manager all data and information relating to the Project and give such assistance as shall reasonably be required for the carrying out of the Services by the Project Manager. The Project Manager shall ensure that all Information specified in the Appendix that the Project Manager obtains or has access to under, arising from or in relation to the Agreement ("Confidential Information") is kept strictly confidential and: (a) may only be disclosed to the Project Manager's employees, and any person, on a need-to basis ("Authorised Recipients"); and (b) used solely for the purpose of performing this Agreement.
- (2) The Project Manager acknowledges that all Confidential Information constitutes "official information" and is subject to the Official Secrets Act 1935. The Project Manager shall comply with the Official Secrets Act 1935 in respect of the Confidential Information. The Project Manager acknowledges that, without limiting and in addition to the Employer's rights, any breach of this Clause 2.3(2) may render the Project Manager liable to prosecution under the Official Secrets Act 1935.

- (3) The Project Manager must take all reasonable precautions in dealing with Confidential Information to prevent any unauthorised person from having access to such Confidential Information.
- (4) The Project Manager must not publish or release, and must not allow or suffer the publication or release of, any news item, article, publication, advertisement, prepared speech or any other information or material pertaining to any part of the obligations to be performed under the Agreement in any media without the prior written consent of the Employer.
- (5) The Project Manager must give the Employer: (a) prompt notice of any breach of this Clause 2.3; and (b) prompt and prior notice of any requirement to disclose in accordance with law, to the maximum extent permissible by law, and must cooperate with the Employer to limit the scope of such disclosure to the maximum extent legally possible.

3 OBLIGATIONS AND LIABILITIES OF THE PROJECT MANAGER

3.1 Obligations of The Project Manager

- (1) The Project Manager shall exercise all reasonable skill, care and diligence in the performance of the Services under the Agreement and shall carry out all of the Project Manager's responsibilities in accordance with good and sound professional practice. The Project Manager shall in all professional matters act as a faithful adviser to the Employer and in so far as any of the Project Manager's duties are discretionary, act fairly as between the Employer and third parties.
- (2) The Project Manager will provide all the professional technical advice and skills which are required for the Services for which the Project Manager is engaged.

3.2 Liabilities of The Project Manager

- (1) The Project Manager shall not be held responsible for any liabilities suffered by the Employer that results solely from the acts or omissions of the consultants or other specialists and the various contractors, sub-contractors and the employees of the same or any other persons performing any of the works in the Project who are not in the employment of or engaged by the Project Manager.
- (2) The Project Manager shall indemnify and hold the Employer harmless from and against any and all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from the Project Manager's acts, errors or omissions, and the acts, errors or omissions of the Project Manager's servants, agents or employees.
- (3) The Project Manager shall be liable for any violation of legal provisions or rights of third parties in respect of patents, copyrights or other intellectual property rights introduced into documents prepared by the Project Manager or otherwise used in the course of providing the Services and shall indemnify the

Employer against any claims for infringement or alleged infringement of the same.

- (4) *The Project Manager shall, at the Project Manager's own expense, procure and maintain, on terms and conditions as may be approved by the Employer, professional indemnity insurance for the minimum amount of sum insured as stated in the Appendix, for the duration of the Services and such period of time after the duration of the Services as stated in the Appendix.

* Adopt the provision when applicable.

- (5) <**Option A**> The Project Manager's aggregate liability under this Agreement in respect of any individual claim (or a series of claims arising from substantially identical facts or circumstances) for breach of contract or negligence shall not exceed the amount stated in the Appendix. Such limitation of liability shall not apply to any claim:

- (a) relating to any death or personal injury;
- (b) which arises from or is related to fraud, fraudulent misrepresentation, wilful misconduct, wilful concealment or gross negligence by the Project Manager, any sub-consultants or any of their respective directors, officers, employees or agents; or
- (c) under any indemnity provided under Clause 3.2(2), Clause 3.2(3), or otherwise under this Agreement (other than a claim by the Employer against the Project Manager relating to the Project Manager's breach of the Agreement).

OR

<**Option B**> The Project Manager's aggregate liability under this Agreement in respect of all breaches of contract or negligence shall not exceed the amount stated in the Appendix. Such limitation of liability shall not apply to any claim:

- (a) relating to any death or personal injury;
- (b) which arises from or is related to fraud, fraudulent misrepresentation, wilful misconduct, wilful concealment or gross negligence by the Project Manager, any sub-consultants or any of their respective directors, officers, employees or agents; or
- (c) under any indemnity provided under clause 3.2(2), clause 3.2(3), or otherwise under this Agreement (other than a claim by the Employer against the Project Manager relating to the Project Manager's breach of the Agreement).

4 COMMENCEMENT, COMPLETION, PROGRAMME AND DELAY

4.1 Agreement In Force

- (1) The Agreement shall be deemed to come into force on the date of the issue of the Letter of Acceptance by the Employer.

4.2 Commencement and Completion of each Stage of the Services

- (1) The Project Manager shall commence the Services on the date of commencement as notified by the Employer in writing.
- (2) The Project Manager shall proceed with each stage of the Services only upon confirmation by the Employer in writing.
- (3) The Employer shall not be required to proceed with the engagement of the services beyond Stage I of the Project if the Employer does not obtain the necessary internal approval from within the Government to proceed with the Project. In such an event, the Employer may discontinue this Agreement by giving the Project Manager such number of days prior written notice as specified in the Appendix. The Project Manager shall be paid in accordance with Clause 6(7). For the avoidance of doubt, a discontinuance of this Agreement under this Clause 4.2(3) shall constitute a cessation of the Agreement such that Clauses 10(3), 10(4) and 10(5) shall apply *mutatis mutandis*.
- (4) The Project Manager shall render the Services under this Agreement until the Project and its related works are completed. The Project shall be deemed to be completed upon the expiry of the Defects Liability Period of the final contract in connection with the Project or the issuance of the Certificate of Statutory Completion for the Project by the Building and Construction Authority whichever is later.

4.3 Programme

- (1) The Project Manager shall plan, execute and complete the Services within the period as set out in the Employer's Requirements. The Project Manager's programme for this shall incorporate services to be carried out by other consultants and reflect the important milestones and activities for items of services to be delivered by the other disciplines. The programme shall be implemented only upon the written approval by the Employer. For the avoidance of doubt, any such approval shall be without prejudice to the Project Manager's obligations and responsibilities as set out in this Agreement.
- (2) The Project Manager shall use the Project Manager's best endeavours to maintain where possible the period stipulated for the completion of the Services as set out in the programme notwithstanding delays caused by reasons beyond the Project Manager's control.

4.4 Delay of Services

- (1) The Project Manager shall closely monitor progress of the Project and notify the Employer whenever there are possible delays and their likely effect on the

overall period of completion of the Services. The Project Manager shall also propose to the Employer recovery actions to be taken to regain the original schedule.

5 REMUNERATION OF THE PROJECT MANAGER

- (1) The Employer shall remunerate the Project Manager in respect of the Services as set out in the Appendix and subject to Clause 5 hereof. The Project Manager's fee excludes Goods and Services tax ("GST"). The GST chargeable shall be reimbursed separately by the Employer.
- (2) The Employer will only pay the Project Manager for those additional expenses or costs that are set forth in the Appendix.
- (3) The remuneration of the Project Manager charged to the Employer shall constitute the Project Manager's only remuneration in connection with the Agreement and neither the Project Manager nor the Project Manager's personnel shall accept or have the benefit of any direct or indirect commission, allowance, gratuity or other consideration in connection with or in relation to the Agreement or to the discharge of the Project Manager's obligations hereunder.
- (4) Where an extension of time has been granted for performance of the Works by:
 - (a) the Superintending Officer under the Contract; or
 - (b) under the applicable laws,to address a Pandemic Outbreak (the duration of such extension, the "Pandemic Outbreak EOT Duration"), the Project Manager shall be entitled to remuneration by the Employer for the Pandemic Outbreak EOT Duration computed in accordance with the formula as set out in Annex B of the Appendix.
- (5) Save as otherwise provided in clause 5(4) above, where there is a delay in the completion of the Works beyond the time for completion as stipulated under the Contract (the duration of such delay, the "Delay Duration") due to causes not solely attributed to the Project Manager, and the Employer requires the Project Manager to provide services during the Delay Duration, the Project Manager shall be entitled to remuneration by the Employer for such additional services provided during the Delay Duration for the period commencing from such number of months, as specified in the Appendix, after the time of completion stipulated in the Contract ("Remuneration Period for Delay") in accordance with Paragraph 3.2 of Annex B of the Appendix.

6 PAYMENTS TO THE PROJECT MANAGER

- (1) Interim payments to the Project Manager shall be made upon the completion and acceptance by the Employer of the items of Services provided as set out in

the Appendix. The Project Manager shall submit the request for payment (“Payment Claim”) in accordance with the Employer’s Requirements.

- (2) Within 14 days of receiving a Payment Claim referred to in Clause 6(1), the Employer shall provide a payment response. The amount due shall be paid by the Employer to the Project Manager:
 - a. Where the Project Manager is a taxable person under the Goods and Services Tax Act 1993 (“GST Act”), within 21 days or such other time period as may be stipulated in the Appendix after the date the tax invoice is submitted to the Employer. The Project Manager shall submit to the Employer a tax invoice under the GST Act within 7 days of the date of the payment response; or
 - b. In any other case, within 21 days or such other time period as may be stipulated in the Appendix after the expiry of the period within which the payment response is required to be provided under the Building and Construction Industry Security of Payment Act 2004. The Project Manager shall submit to the Employer an invoice within 7 days of the date of the payment response.

Where a time period is stipulated in the Appendix, that time period shall prevail.

- (3) If any item or part of an item of the Payment Claim rendered by the Project Manager is disputed or subject to question by the Employer, the payment by the Employer of that part of the Payment Claim which is not contested shall not be withheld on those grounds.
- (4) If in the opinion of the Employer, the Project Manager is in breach of any of the provisions of the Agreement, the Employer shall be entitled to withhold any payment or part thereof as may be due or become payable to the Project Manager without prejudice to any right of action that may have accrued to the Employer and to the continuance of the Agreement unless otherwise terminated by the Employer.
- (5) The Project Manager shall if required by the Employer provide additional supporting documents and records to substantiate the payments to be made to the Project Manager. The Project Manager shall attend or respond to all such queries promptly and at no additional cost to the Employer.
- (6) In the event that the Employer decides to terminate the Agreement in accordance with Clauses 10(1) or 10(2) of the Agreement, the Project Manager shall be entitled to receive the professional fees due for the stages that the Project Manager has completed up to the effective date of termination. The professional fees payable to the Project Manager shall be determined in accordance with the Appendix.
- (7) In the event that the Employer decides to discontinue the Agreement in accordance with Clause 4.2(3), the Project Manager shall be entitled to receive the professional fees due for the stages that the Project Manager has completed

up to the effective date of discontinuation. The professional fees payable to the Project Manager shall be determined in accordance with the Appendix.

- (8) The Employer is agreeable to the Project Manager assigning the Project Manager's Receivables to any Factor, subject to the following:
- a. the Project Manager warrants and represents to the Employer that the Project Manager has not previously assigned such Receivable to any person other than the Payee of such Receivable;
 - b. the Project Manager must provide to the Employer any information in relation to the Payee and the factoring arrangement as the Employer may from time to time reasonably require;
 - c. such assignment shall be without prejudice to the Employer's rights against the Project Manager under the Agreement, at law or in equity, including the Employer's rights of deduction and set-off;
 - d. the Project Manager must ensure that:
 - (i) each of the Project Manager's invoices for assigned Receivables (each, a "Factored Invoice") indicate a Factor as the Payee;
 - (ii) it does not issue any Factored Invoice indicating a person that is not a Factor as the Payee;
 - (iii) where any Factored Invoice is in respect of goods or services on which GST is chargeable by the Project Manager, the Payee is indicated as the payee of the entire amount (including GST) of such Factored Invoice, unless the Employer agrees otherwise in writing; and
 - (iv) where payment of the Receivable to the Factor is subject to withholding tax under Singapore law, the Project Manager must give prior written notice of this to the Employer and comply with all reasonable invoicing directions of the Employer in connection with such withholding;
 - e. the Project Manager acknowledges and agrees that:
 - (i) the Employer shall not be required to verify whether:
 - (A) payment of any Factored Invoice to the Payee is in accordance with a valid factoring arrangement; or
 - (B) the Project Manager has complied with Clause 6(8)(d);
 - (ii) payment made by the Employer to the Payee in respect of any Factored Invoice shall constitute a full discharge of the

Employer's payment obligations to the Project Manager in respect of such Factored Invoice;

- (iii) where a Factored Invoice includes GST, payment made by the Employer to the Payee in respect of such GST shall constitute a full discharge of the Employer's payment obligations to the Project Manager in respect of such GST;
 - (iv) if the Project Manager issues a Factored Invoice which indicates a Payee that is not a Factor, the Employer shall have the right to reject such invoice and require the Project Manager to reissue such invoice indicating either the Project Manager or a Factor as the Payee; and
 - (v) in the event withholding taxes are imposed by the tax authorities on any payment made pursuant to a Factored Invoice and such withholding taxes have not already been withheld by the Employer by way of deduction without any obligation to gross up, the Project Manager must indemnify and hold the Employer harmless from and against all such withholding taxes and any other Losses incurred or suffered by the Employer arising in connection with such withholding tax;
- f. the Project Manager must ensure that all the Project Manager's invoices that are not factored do not indicate a Factor as the Payee. If the Project Manager indicates the Factor as the Payee in any invoice that is not factored, payment made by the Employer to the Payee in respect of such invoice shall constitute a full discharge of the Employer's payment obligations to the Project Manager in respect of such invoice; and
- g. the Employer shall have the right at any time (whether before or after receiving a Factored Invoice) to withdraw its consent to any factoring arrangement by giving notice to the Project Manager and the Factor, and upon such withdrawal of consent:
- (i) the Employer shall be entitled to pay all Receivables to the Project Manager without being liable to the Project Manager or the Factor for any Losses; and
 - (ii) the Project Manager shall reissue any Factored Invoice if required by the Employer.

For the purposes of this Clause 6(8), unless the context otherwise requires —

“Factor” means any person:

- (i) listed in the “List of Factoring Companies” at the Vendors@Gov website; and
- (ii) with an approved vendor record in the Vendors@Gov system or other electronic invoicing system maintained by the Employer.

“Losses” means all liabilities, losses, damages, actions, claims, demands, costs (including legal costs on a full indemnity basis and experts’ and consultants’ fees), settlement sums and sums paid in satisfaction of a court, arbitral or expert award.

“Payee” in relation to a Receivable, means the person specified in the Project Manager’s invoice to the Employer as the payee of such Receivable.

“Receivables” means the amounts payable by the Employer to the Project Manager under the Agreement, subject to the Employer’s rights against the Project Manager under the Agreement, at law or in equity, including the Employer’s rights of deduction and set-off.

7 ADJUSTMENT OF FEE

- (1) In the event of the Employer instructing and requiring alterations or modifications to be effected to the Project (whether such alterations or modifications are to the whole or in part), and such alterations or modifications require additional services to be performed by the Project Manager, then the fee for additional services thereby entailed shall be paid by the Employer to the Project Manager and the completion date of this Agreement shall be accordingly extended by a period as agreed upon by the parties hereto.
- (2) The fee for additional services shall be reimbursed to the Project Manager in accordance with the rates set forth in the Appendix. Where it is agreed that additional time incurred shall be the basis in valuing additional effort, the Project Manager shall submit time sheets to the Employer to substantiate the additional time spent on such additional services for which the rates set forth in the Appendix shall apply. For the avoidance of doubt, this provision shall not apply if the additional services arise directly or indirectly from the Project Manager’s acts, errors or omissions, and/or the acts, errors or omissions of the Project Manager’s servants, agents or employees.
- (3) Similarly, if the alterations or modifications result in reduction of the Services to be performed by the Project Manager, then the fee for the reduced Services thereby entailed shall be reduced and computed in accordance with the rates set forth in the Appendix. The Project Manager shall not be entitled to any compensation or damages by reason of any such reduction of the Services.

Additional Services

- (4) In the event the Employer instructs the Project Manager in writing to provide services in addition to the Services, the fee payable by the Employer to the Project Manager for such additional services shall be at the rates set forth in the Appendix. Where it is agreed that additional time incurred shall be the basis in valuing additional effort, the Project Manager shall submit time sheets to the Employer to substantiate the additional time spent on such additional services for which the rates set forth in the Appendix shall apply. For the avoidance of doubt, this provision shall not apply if the additional services arise directly or

indirectly from the Project Manager's acts, errors or omissions, and/or the acts, errors or omissions of the Project Manager's servants, agents or employees.

8 COMMUNICATIONS, RECOMMENDATIONS, APPROVALS

- (1) All communications and recommendations by the Employer, the Project Manager and the principal consultant which affect the Project cost or time of completion shall be made or confirmed in writing. The Project Manager shall obtain written approval of the Employer, or a person designated by the Employer in writing, prior to making any commitment on behalf of the Employer with contractors, material vendors, or others.

9 ASSIGNMENT AND SUB-CONTRACT

9.1 Assignment

- (1) The Project Manager shall not assign or transfer the benefits and obligations of this Agreement or part thereof without the prior consent in writing of the Employer. This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

9.2 Sub-contract

- (1) The Project Manager shall not appoint any sub-project managers to perform the Services without the prior written consent of the Employer. The appointment of the sub-project managers shall not relieve the Project Manager of any of the obligations under the Agreement.

10 TERMINATION

- (1) Either party may terminate this Agreement by giving the other party thirty (30) days' written notice of termination in the event of failure on the part of the other party to comply with the Terms and Conditions of this Agreement. Such termination shall not prejudice the right of the party terminating this Agreement to claim any damages arising from the breach of this Agreement.
- (2) Notwithstanding anything in this Agreement, the Employer may at its discretion and for whatever reason elect to terminate this Agreement at any time by giving the Project Manager such number of days of prior written notice as specified in the Appendix. No compensation or damages shall be paid to the Project Manager should the Employer decide to so terminate this Agreement, other than in accordance with Clauses 6(6) and 10(3).
- (3) In the event of the Agreement being terminated in accordance with Clauses 10(1) or 10(2), the Project Manager shall be paid in accordance with Clause 6(6).

- (4) Upon receipt of any such notice of termination in accordance with Clauses 10(1) or 10(2), the Project Manager shall devote to completing as far as possible the items of Services already commenced prior to the receipt of the notice of termination. No expenses other than those which are necessary for the completion of such items of Services shall be incurred without the Employer's written approval.
- (5) In the event of termination of the Agreement in accordance with this clause, all documents, materials and technical data prepared by the Project Manager pursuant to and for use under this Agreement shall be promptly handed over to the Employer. The Project Manager shall not be entitled to any further payment in respect of such documents, materials and technical data other than the sum payable in accordance with Clause 10(3).
- (6) Neither party shall be liable for any failure to perform its obligations under the Agreement if the failure results from events which are beyond the reasonable control of either party, provided always that whenever possible the affected party will resume that obligation as soon as the factor or event occasioning the failure ceases or abates. For the purposes of the Agreement, such events shall include acts of God, civil or military authority, civil disturbances, wars, strikes, fires or other catastrophes.

11 SETTLEMENT OF DISPUTES

11.1 Reference to Mediation, Arbitration or Litigation

- (1) Subject to Clause 11.2, any dispute or difference between the parties arising out of or relating to or in connection with this Agreement, including any question regarding its existence, validity or termination, shall be resolved either by reference to arbitration or by court proceedings as elected by the Employer in accordance with Clause 11.3.

11.2 Mediation

- (1) The parties agree that before referring any dispute or difference to arbitration or commencing court proceedings in respect of any dispute or difference, they shall consider resolving the dispute or difference through formal mediation. If both parties agree to attempt resolving the dispute through mediation, the parties agree to do so at the Singapore Mediation Centre in accordance with its prevailing prescribed form, rules and procedures.
- (2) For avoidance of doubt, the provision herein shall not amount to any legal obligation on the part of either party to attempt mediation or the extent to which they shall do so, as a means of resolving their dispute or difference.

11.3 Arbitration or Litigation

- (1) The Employer may make the election on whether to proceed with arbitration or litigation in the courts on its own accord by written notice to the Project

Manager or shall make the election within thirty (30) days of the receipt of the Project Manager's written notice to make such an election. The Project Manager's written notice shall:-

- a. state the specific dispute or difference to be resolved and the nature of such dispute or difference; and
 - b. include a request that the Employer makes an election whether the dispute or difference as stated shall be resolved by reference to arbitration or by court proceedings.
- (2) Should the Employer fail to make the election within thirty (30) days of the receipt of the written notice by the Project Manager, the dispute or difference shall be resolved by litigation before a Singapore court of competent jurisdiction.
 - (3) In the event that the Employer elects to refer the matter to arbitration, the Employer may elect to refer to arbitration all or any or any part of the dispute or difference as stated by the Project Manager in the Project Manager's written notice. The dispute or difference shall be resolved by arbitration in Singapore in the English language in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC") for the time being in force which rules are deemed to be incorporated by reference into this clause. The seat of arbitration shall be Singapore.
 - (4) The commencement of any arbitration proceedings shall in no way affect the continual performance of the obligation of the Project Manager under this Agreement.
 - (5) The arbitral tribunal shall consist of one (1) arbitrator to be agreed upon between the parties. Either party may propose to the other the name or names of one or more persons, one of whom would serve as the arbitrator.
 - (6) If no agreement is reached within thirty (30) days after receipt by one party of such a proposal from the other, the arbitrator shall be appointed by the Chairman of the SIAC acting in accordance with the SIAC Rules. Any reference to arbitration under this clause shall be a submission to arbitration within the meaning of the Arbitration Act for the time being in force in Singapore. This arbitration agreement shall be governed by and construed in accordance with the laws of the Republic of Singapore.
 - (7) The application of Part 2 of the International Arbitration Act 1994, and the Model Law referred thereto, to this Agreement is hereby excluded.

12 GOVERNING LAW & NOTICES

12.1 Law

- (1) This Agreement shall be deemed to be made in Singapore and shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose. A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act 2001 to enforce any of its terms.

12.2 Notices

- (1) All notices under this Agreement shall be given in writing and shall be deemed to have been given if delivered or sent by personal delivery to the designated representative of each of the Parties, or by registered post addressed to the party at such address as the party in question shall from time to time designate by written notice to the other party and until such notice shall be given, the addresses of the parties shall be as specified in the Appendix.
- (2) For the avoidance of doubt, any communication under the Agreement via electronic mail shall be treated as verbal communication. The party issuing such communication shall, within 7 days from the date of the electronic mail confirm the contents of such communication in writing in accordance with Clause 12.2(1).

13 CONFLICT OF INTEREST

- (1) The Project Manager and/or any of the Project Manager's associated consultants/firms/partners shall be disqualified, except as the Employer may otherwise agree, from further provision of goods or services in any other capacity to the Employer, where such provision of goods or services shall place or is likely to place the Project Manager in a position of conflict of interest with the obligations of fidelity to the Employer under the Agreement. This shall include bidding for any contract for provision of goods or services to the Employer in association with other contractors, architects, consulting engineers, manufacturers or suppliers relating to the Project.

14 COMPLIANCE WITH STATUTORY REQUIREMENTS

- (1) The Project Manager shall ensure that the Services to be performed under this Agreement are performed in full compliance with all relevant statutes and all subsidiary legislation made thereunder.

15 COMPLIANCE WITH PROGRESSIVE WAGE MARK REQUIREMENTS

- (1) Subject to Clauses 15(2) and 15(3), throughout the duration of the Agreement, a Project Manager who is PW Mark-Eligible must:
 - (a) maintain a valid Progressive Wage Mark or Progressive Wage Mark Plus issued by the relevant authority (individually and collectively, "PW Mark");

- (b) ensure that each sub-consultant who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark throughout the duration of the Agreement;
- (c) notify the Employer of any change to the PW Mark accreditation status of the Project Manager or any of the Project Manager's sub-consultants within one month after the change; and
- (d) replace any sub-consultant which, at any time during the period of the Agreement is PW Mark-Eligible but fails to maintain a valid PW Mark, with another sub-consultant approved in writing by the Employer within one month after the Project Manager being notified of such failure.

The Project Manager shall comply with Clauses 15(1)(b) to (d) in respect of any replacement sub-consultant.

- (2) If at the time of issuance of the Letter of Acceptance, the Project Manager who is PW Mark-Eligible has neither obtained nor applied for the PW Mark, the Employer shall have the right to exempt the Project Manager from compliance with Clause 15(1)(a) for such period of time as determined by the Employer.
- (3) If at the time of issuance of the Letter of Acceptance, the Project Manager who is PW Mark-Eligible has applied for but has yet to successfully obtain the PW Mark, the Project Manager must:
 - (a) be exempted from compliance with Clause 15(1)(a) during the period where the initial application for the PW Mark is being processed by the relevant authority. The Employer may extend the period of exemption by one or more consecutive periods as determined by the Employer; and
 - (b) notify the Employer of the outcome of the Project Manager's application(s) for the PW Mark within one month after the date of receipt of the outcome of the application, and provide the Employer with the e-Certificate as proof of the successful application (if any).
- (4) If a Project Manager who is not initially PW Mark-Eligible becomes PW Mark-Eligible at any point in time during the period of the Agreement, the Project Manager must comply with all the following:
 - (a) notify the Employer on the Project Manager's eligibility for the PW Mark within one month after the first day of employment of the relevant Local Resident Worker(s) covered by the Sectoral Progressive Wages and/or Occupational Progressive Wages;
 - (b) apply for a PW Mark by the end of the third month of employment of the relevant Local Resident Worker(s) referred to in Clause 15(4)(a);

- (c) provide the Employer with proof of the Project Manager's application for a PW Mark within one month after the date of submission of the application;
 - (d) notify the Employer of the outcome of the Project Manager's application for a PW Mark within one month after the date of receipt of the outcome of the application, and provide the Employer with the e-Certificate as proof of the successful application (if any); and
 - (e) maintain a valid PW Mark for the remaining duration of the Agreement.
- (5) A Project Manager who is not PW Mark-Eligible shall comply with all the following:
- (a) ensure that each sub-consultant who is or becomes PW Mark-Eligible shall obtain and maintain a valid PW Mark throughout the duration of the Agreement;
 - (b) notify the Employer of any change to any sub-consultant's PW Mark accreditation status within one month after the change; and
 - (c) replace any sub-consultant which, at any time during the period of the Agreement is PW Mark-Eligible but fails to maintain a valid PW Mark, with another sub-consultant approved in writing by the Employer within one month after the Project Manager being notified of such failure.

The Project Manager shall comply with Clauses 15(5)(a) to (c) in respect of any replacement sub-consultant.

- (6) The Employer shall have the right to terminate the Agreement by giving two months' prior written notice to the Project Manager if the Project Manager fails to comply with any of the provisions in Clauses 15(1), 15(3)(b), 15(4) or 15(5). Such termination shall not prejudice the right of the Employer to claim any damages arising from the breach of the Agreement. Subject to Clause 15(7), no compensation or damages shall be paid to the Project Manager should the Employer decide to so terminate this Agreement.
- (7) Clauses 10(3), 10(4) and 10(5) shall apply *mutatis mutandis* (with the necessary changes) in the event of termination of the Agreement in accordance with Clause 15(6).
- (8) For the purposes of this Clause 15, unless the context otherwise requires —

“PW Mark-Eligible” in relation to an employer, means an employer who is eligible to apply for a Progressive Wage Mark or Progressive Wage Mark Plus as the employer employs at least a Local Resident Worker covered by the prevailing Sectoral Progressive Wages or Occupational Progressive Wages.

“Local Resident Worker” means an employee who is a Singapore Citizen or Permanent Resident.

“Sectoral Progressive Wages” mean the progressive wage structure implemented for specified sectors under the Progressive Wage Model.

“Occupational Progressive Wages” mean the progressive wage structure implemented for specified occupations under the Progressive Wage Model.

16 GOODS AND SERVICES TAX (GST)

- (1) The Project Manager shall declare whether the Project Manager is or will be registered for GST under the GST Act and, if and when available, furnish to the Employer a copy of the Project Manager’s GST registration certificate, or other documentary proof of GST registration issued by the Inland Revenue Authority of Singapore (“IRAS”). The Project Manager shall inform the Employer immediately of any change in the Project Manager’s GST registration status.
- (2) The Project Manager shall be deemed not to have included in the Project Manager’s tender, GST chargeable under the GST Act for the supply of goods, services or works required under the Agreement.
- (3) The Employer shall pay the Project Manager the GST charged on the goods, services or works supplied under the Agreement if the Project Manager is registered for GST under the GST Act.
- (4) Regardless of the currencies in which the Agreement is awarded, GST shall be computed in accordance with the requirements of IRAS and shall be paid by the Employer in Singapore Dollars.

17 WITHHOLDING TAX

- (1) The Employer shall deduct from payments due to the Project Manager the amount of withholding tax at such amount or percentage as may be required by IRAS. This clause is only applicable if the Project Manager is not a resident in Singapore as defined in the Income Tax Act 1947.

18 PROVISIONAL SUM

- (1) Where the Project Manager is required by the Employer to execute or provide a measure described as a Provisional Sum Item in relation to the Project, the Project Manager shall be reimbursed for the actual cost of such Provisional Sum Item, provided that (i) such costs are no higher than fair market rates for the Provisional Sum Item, and (ii) such costs did not, directly or indirectly, arise out of or in connection with any negligence, breach of contract, unlawful or wrongful action or omission, fraud, bad faith, wilful misconduct or breach of any duty of the Project Manager, any of the Project Manager’s sub-consultants or sub-contractors, or any of their respective directors, officers, employees or agents.

APPENDIX

	<u>Clause</u>	
Scope of Services	1.1(1)	Refer to Annex A
Stages of Agreement	1.1(2)	Refer to Annex A
Defects Liability Period	1.3(8)	
Project	1.3(14)	
Confidential Information	2.3(1)	All information that the Project Manager has obtained, to which the Project Manager has had access, owing to his position as a Project Manager under the Agreement, but does not include information that is: (a) or has become public knowledge otherwise than through breach of agreement or other legal obligation or through the default or negligence of the Project Manager or any Authorised Recipient; (b) lawfully in the possession of the Project Manager or already known to the Project Manager on a non-confidential basis prior to the Project Manager receiving or obtaining such information as a result of entering into the Agreement, as evidenced by written records; or (c) independently developed by the Project Manager.
Minimum professional indemnity insurance	3.2(4)*	
Duration to maintain required professional indemnity insurance after the duration of the Services	3.2(4)*	
Liability quantum	3.2(5)	
Notice Period	4.2(3)	

Remuneration of the Project Manager	5(1)	Refer to Project Manager's Tender Proposals / Fixed Fee of % of the Final Project Construction Cost *
Additional Expenses or Costs	5(2)	Refer to Annex B
Remuneration for Project Prolongation arising from a Pandemic Outbreak	5(4)	Refer to Annex B
Remuneration for Project Prolongation due to Delay in Works (3 months if none stated)	5(5)	
Payments to the Project Manager	6(1)	Refer to payment schedule in Annex C
Payments Due (21 days if none stated)	6(2)	
Payments Upon Termination or Discontinuance	6(6), 6(7)	Refer to payment schedule in Annex C
Adjustment of Fee for Alteration or Modification to Project	7(2), 7(3)	Refer to Project Manager's Proposals / Annex D *
Adjustment of Fee for Additional Services	7(4)	Refer to Annex D / Rates to be agreed between Employer and Project Manager *
Notice Period	10(2)	
Payment Upon Termination	10(3)	Refer to payment schedule in Annex C
Notices	12.2(1)	Employer's Address: - Project Manager's Address: -
Provisional Sum	18(1)	

* Delete whichever is not applicable

ANNEX A – SCOPE OF SERVICES OF THE PROJECT MANAGER

1 GENERALLY

- 1.1 The Project Manager shall further to the services specified below do and perform all acts, and things which are usually done and performed by Project Managers according to the practice of their profession in relation to the services and matters provided in this Agreement, including the giving of advice upon any instances which the Employer may from time to time require in preparing the Project and in carrying out the services relating thereto.
- 1.2 All personnel assisting the Project Manager in performing the Project Manager's duties shall be approved by the Employer. Upon commencement of the Services, the Project Manager shall submit an organisation chart, together with the qualifications of each person assisting the Project Manager, to the Employer for written approval. Any subsequent change in the organisation chart shall be subject to the Employer's written approval.
- 1.3 Without prejudice to the generality of the above paragraph, the Project Manager shall provide the Services and carry out the duties set out below:

Stage I – Feasibility study (if applicable)

Stage II – Preliminary services

Stage III – Design Development

- a) Design management services
- b) Contract documentation services

Stage IV – Construction and Completion

- a) Contract management services
- b) Post-construction management services

In the event of termination of the Contract for the Contractor's default or otherwise, the Project Manager shall facilitate the continued execution of the Works and the Project, including the provision (including re-provision), at no additional cost, of Services in relation to any tender for a replacement Contractor for the Contract. For the avoidance of doubt, the Project Manager shall continue to provide the Services and carry out the abovementioned duties until the Project and its related works are completed.

2 STAGE I – FEASIBILITY STUDY

- 2.1 Prepare a clear development brief in respect of the Project's quality, cost and time requirements and limitations.
- 2.2 Provide advice in site selection, if applicable.
- 2.3 Consult the relevant authorities to determine the infrastructure and development constraints imposed on the site and surrounding physical environment.

- 2.4 Prepare and carry out the initial viability studies and if necessary, engage the relevant professionals or specialists if the studies involve design, especially at a conceptual or early schematic level.
- 2.5 Advise on the procurement strategy.
- 2.6 Co-ordinate activities on legal matters.
- 2.7 If necessary, liaise with relevant parties on methods of development financing, publicity, acquisition, valuation and disposal of land and property.
- 2.8 Complete and submit the feasibility report to the Employer, make presentations to the Employer on the development concept, preliminary programme, budget and key constraints. To identify development options and provide evaluation and recommendation based on cost, time and any other criteria as specified by the Employer.

3 STAGE II – PRELIMINARY SERVICES

- 3.1 Assist the Employer in the appointment of consultants: -
 - (1) Determine the principal consultant and identify the other appropriate consultants or specialists.
 - (2) Advise on the terms of consultancy agreements and fee structures, including proposing the scope of services required from the various consultancy disciplines.
 - (3) Prepare brief and tender documents, call tenders, evaluate consultants' proposals and conduct tender interviews.
 - (4) Ensure that the tender process including the selection method is in accordance to the Employer's procedures.
 - (5) Co-ordinate activities if the Project involves design competition and propose suitable design competition guidelines and evaluation criteria.
 - (6) Make recommendations on the appointment of consultants and ensure all the consultancy agreements are executed and in order.
- 3.2 Develop the master programme in consultation with the Employer and the principal consultant. The programme showing the overall time-basis for all phases of development will be used to monitor the progress of the Project.

4 STAGE III – DESIGN DEVELOPMENT

4.1 Design Management Services

- (1) Assist the Employer in the design development process to achieve the project time, cost and value objectives.
- (2) Reviewing in collaboration with the Employer and the principal consultant, the adequacy of the development plan.
- (3) Monitoring all necessary applications for planning and building approvals with government bodies.
- (4) Monitoring design work progress and liaison between consultants.
- (5) Monitoring of the Project's overall master programme and cost.
- (6) Convening of special meetings amongst consultants for programme and budget tracking purposes.

4.2 Contract Documentation Services

- (1) Close monitoring and co-ordination of all appointed consultants.
- (2) Monitor the consultants' submission of planning and building approvals and permits.
- (3) Advising the Employer on the consultants' recommended contractual arrangements and packaging.
- (4) Monitoring the preparation of contract documentation.
- (5) Advising the Employer on the evaluation and analysis of tender done by the consultants.

5 STAGE IV – CONSTRUCTION AND COMPLETION

5.1 Contract Management Services

- (1) Monitoring and streamlining post-contract administration and procedures.
- (2) Continue monitoring of all works by the team of consultants and Contractors.
- (3) Initiating and directing of the maintenance of efficient expenditure control systems.
- (4) Managing the Project to meet the time, cost and quality objectives.
- (5) Monitoring of overall site construction with the view of forecasting problems for their prevention.
- (6) Close monitoring of all potential cost and time variations to the contracts.

- (7) Recommending payments to contractors and consultants, including assisting with the assessment of claims made by consultants.

5.2 **Post Construction Management Services**

- (1) Monitoring actions taken by Contractors and consultants to achieve targeted completion dates.
- (2) Monitoring of receipt of all necessary as-built drawings, BIM models, operation and repair manuals, and all guarantees and warranties by the consultants to the Employer. “BIM model” means a set of digital representations of the physical buildings/structures to be constructed, created using a Building Information Modelling (“BIM”) authoring software.
- (3) Monitoring of defect rectification during the Defects Liability Period.
- (4) Monitoring and negotiating on the Employer’s behalf, if necessary, the main contract final account.

6 **OTHER SERVICES WITHIN THE SCOPE OF SERVICES**

- 6.1 *[Agencies to stipulate any other services required from the Project Manager that would fall within the scope of services.]*

ANNEX B – REMUNERATION OF THE PROJECT MANAGER

1 FINAL PROJECT CONSTRUCTION COST

- 1.1 The Final Project Construction Cost shall be deemed to mean the total cost of all construction works, fixtures and fittings, building services, plants and equipment installed and forming integral parts of the Works, and for which the Architect / Consultant is responsible.
- 1.2 In calculating the Final Project Construction Cost, the following items shall be deemed to be excluded:
- (1) Cost of any equipment or furniture which are not related to building works and for which the Architect / Consultant is not responsible for in their selection or procurement.
 - (2) Payment of fees made to the Architect or any other consultants engaged by the Government and salaries and other payments relating to the site staff as well as the costs of the geotechnical and topographical surveys, models, lithography charges and documentation/printing charges.
 - (3) Any liquidated damages or penalty payable by the Contractor to the Employer in accordance with the Contract executed between the Employer and any Contractor related to the Project.
 - (4) Any sums paid to or by the Contractor in settlement of contractual claims or disputes.
 - (5) Cost of works performed by Statutory Bodies, which do not involve the Project Managers.
 - (6) Adjustment for materials price fluctuation and Goods and Services Tax (“GST”) chargeable under the Goods and Services Tax Act 1993 (“GST Act”). The price of materials for the Works and the amount payable for GST for purposes of computing the Final Project Construction Cost shall be based on the price of materials and GST prevailing at the date on which the Works began.
 - (7) CONQUAS assessment fees.
 - (8) Bonus paid or discount deducted from contractor under the Bonus Scheme for Construction Quality (“BSCQ”).
 - (9) Cost of land.
 - (10) Any cost savings arising from Contract variations.

2 ADDITIONAL EXPENSES

2.1 In addition to the Project Manager's fee stated in Clause 5 of the Agreement, the Employer hereby agrees to reimburse the Project Manager the following approved expenses in relation to the Project:

- (1) Expenses actually incurred in connection with the appointment of other specialists not specified in this Agreement, if required.
- (2) Cost of printing tender documents and drawings.
- (3) Cost of engaging site staff to provide supervision of the construction works.
- (4) Cost of procuring equipment connected with the Project.
- (5) Overseas travelling and hotel expenses and other similar disbursements in respect of any employee, site staff, or sub-consultant of the Project Manager acting on the instructions and at the written request of the Employer for consultation or any other purposes connected with the Project. The class of flight and accommodation shall be specified by the Employer, if required.
- (6) Expenses for deploying Project Managers' employees, site staff, or sub-consultants for supervision of off-site manufacturing of materials as deemed necessary by the relevant authorities. The class of flight and accommodation shall be specified by the Employer, if required.
- (7) 50% of Pandemic Compliance Costs. For the purposes of this Paragraph 2.1(7), "Pandemic Compliance Costs" means costs incurred by the Project Manager in relation to the Project to comply with prevailing laws and regulations in respect of a Pandemic Outbreak, but excluding (i) all costs reimbursed to the Project Manager under any other provision of this Agreement, and (ii) all costs in respect of which the Project Manager receives or will receive or is eligible to receive any government or statutory relief or subsidy.

2.2 The Project Manager shall obtain prior written approval from the Employer on the above or other works / services in connection with the Project which the Project Manager intends to recover the expenses.

3 REMUNERATION FOR PROJECT PROLONGATION

3.1 Project Prolongation Arising From a Pandemic Outbreak

- (1) For the purposes of Clause 5(4) of the Agreement, the formula for computing the Project Manager's remuneration by the Employer for the Pandemic Outbreak EOT Duration shall be as follows:-

Estimated equal monthly payment of the entire Construction Stage under Annex C	x	Pandemic Outbreak EOT Duration	) -	Any relevant government or statutory relief / subsidy received by Project Manager due to Pandemic Outbreak in relation to the Project	] x 50%
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3.2 Project Prolongation due to Delay in Construction Works (excluding delay due to a Pandemic Outbreak)

- (1) For the purposes of Clause 5(5) of the Agreement, the formula for computing the Project Manager's remuneration by the Employer for the Remuneration Period for Delay shall be as follows:-

(	Estimated equal monthly payment of the entire Construction Stage under Annex C	x	Remuneration Period for Delay	)	x	50%
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ANNEX C – PAYMENT SCHEDULE (for non-CORENET X projects)

1.0 Interim payments to the **Project Manager** shall be made upon the completion and acceptance by the Employer of the items of Services provided as set out below: -

	Description of Items of Services	%
1	Preliminary Design stage (total 17%)	
1.1	Upon award of consultancy agreements	3.5
1.2	Upon Employer's approval of Project Execution Plan, Master Programme and preliminary design and budget	5
1.3	Equal monthly payments^	8.5
2	Design Stage (total 23%)	
	Upon consultants obtaining:	
2.1	Planning approval	1
2.2	Cost Plan/ detailed estimates approval	1.5
2.3	Technical Departments approval	5.5
2.4	Structural Plan approval (for main project works)	1
2.5	Building Plan approval	2.5
2.6	Equal monthly payments^	11.5
3	Tender Stage* (total 15%)	
3.1	Finalise tender documentations	2.25
3.2	Upon calling of Tenders	2.25
3.3	Tender Evaluation & Recommendation	2.25
3.4	Upon award of tenders	0.75
3.5	Equal monthly payments^	7.5
4	Construction Stage (total 35%)	
4.1	Project Management and monitoring and reporting of progress to the Employer (incl management of contract variations):	
a	Based on equal monthly payments^	17.5
b	Based on proportion of progress payment of the Works	15
c	Based on progress of finalisation of Variation Orders / Adjustment to Contract Sum / Loss & Expense / EOT claims	2.5
5	Post Construction Stage (total 10%)	
5.1	Upon substantial completion and obtain Temporary Occupation Permit (TOP)	2.5
5.2	Upon settlement of Final Account / Final Payment	2.5

5.3	Management of defects rectification and documents submissions (warranties, as-built drawings, O&M etc)	2.5
5.4	Upon obtain Final Completion Certificate (for all projects) and Certificate of Statutory Completion (CSC) (only if CSC is applicable)	2.5
	Total % Fee	100

* Fees for this stage to be apportioned (e.g. by value of contract) according to each tender when the project involves multiple contracts and subcontracts (e.g. substructure, main building and NSCs tenders etc).

^ “equal monthly payments” shall refer to payments of a sum on a monthly basis for the Project from Stages 1 to 4 above, such sum to be computed based on the amount of fees payable in connection with the Agreement under item 1.3, 2.6, 3.5 or 4.1(a) (as the case may be) divided equally by the number of months over which the relevant stages of the Project is scheduled to be completed as set out in the Employer’s Requirements. The calculation of such “equal monthly payments” shall not take into account any extension of time that may be granted by the Superintending Officer under the Contract, or under any applicable laws, unless otherwise agreed in writing between the Employer and the Project Manager. No monthly payments will be made to the Project Manager during such periods of extension.

2.0 Should there be any over payment of fees to the Project Manager pursuant to the payment schedule when the Final Project Construction Cost referred to above is ascertained, the Project Manager shall refund the Employer the amount overpaid not later than twenty-one (21) days after notice in writing has been given to the Project Manager of such over-payment.

Notes:

- 1 Prior to the award of the construction tender(s), Estimated Construction Cost (without contingency sum) will be used to compute fees up to Stage 3.5. Upon award of the construction tender(s), the fees paid up to Stage 3.5 and from stage 4 onwards shall be adjusted and computed based on the Approved Construction Cost (without contingency sum). For the avoidance of doubt, when the Final Project Construction Cost is ascertained, the fees for all stages shall be adjusted and computed based on the Final Project Construction Cost.
- 2 In the case of considerable duration between milestones, partial payment may be allowed to be made for part of the Services that have been completed and accepted by the Employer, subject to the Employer’s discretion.
- 3 In the case of termination, the full fees will be payable for Items of Services that have been completed and accepted by the Employer. For Items of Services for which work has been done prior to the notice of termination but which have not been completed and accepted by the Employer, the Employer shall determine the value of and pay the Project Manager according to the work done.

ANNEX D – ADJUSTMENT OF FEE

- 1 The following rates are applicable for the computation of adjustment of fee payable for additional or reduction of services rendered by the Project Manager.

By designation as follows:

- a) Associate Director & above
\$ 3,000 *per day*
 - b) Senior Professional Staff (e.g. ≥ 10 years of experience as a professional)
\$ 2,200 *per day*
 - c) Professional Staff (e.g. < 10 years of experience as a professional)
\$ 1,700 *per day*
 - d) Technical Staff
\$ 700 *per day*
- 2 All other costs and expenses arising from the services rendered (including subsistence allowance, air travel, courier / communication, computer time, plans and report printing, overheads, CPF contribution by the employer, insurance, SDF levy payroll tax, time spent by administrative and clerical supporting staff and all other incidental costs) shall be deemed as included in the above items.
 - 3 Time spent by the Project Manager for the supervision of additional works shall be deemed not chargeable.
 - 4 The fee adjustment payable for additional or reduction of services of less than 1 day shall be computed based on half of the daily rate.

[SAMPLE COPY]

REGISTERED POST

[Ref]

[Date]

[Project Manager]

Dear Sir

**LETTER OF ACCEPTANCE
PROJECT MANAGEMENT SERVICES FOR [PROJECT TITLE]**

I am pleased to inform you that [state name of the user – Government of the Republic of Singapore c/o name of Ministry/Statutory Board] has decided to appoint you as the Project Manager to provide Project Management Services for the above project.

2 The fees payable and the terms and conditions of your appointment shall be in accordance with the Agreement for Project Management Services, a copy of which is attached.

3 A formal set of the Agreement for Project Management Services shall be executed between you and [state name of the user – Government of the Republic of Singapore c/o name of Ministry/Statutory Board] in due course.

4 The Agreement for Project Management Services shall come into force on the date of this letter.

** Delete whichever is non-applicable*

5 This letter is sent to you in triplicate. Please return the original and duplicate duly signed and witnessed where indicated and retain the copy.

Yours faithfully

[Approving Authority of User Ministry/Statutory Board]

bc
Project Manager

enclosure

The undersigned hereby acknowledges receipt of the above letter, a copy of which has been retained.

Name and Signature of Project Manager	Name and Signature of Witness to Project Manager’s Signature
Address:	Address:
Date:	Date:
Name and Signature of Project Manager (another member of Consortium, if applicable)	Name and Signature of Witness to Project Manager’s Signature
Address:	Address:
Date:	Date: