



南洋小學

NANYANG PRIMARY SCHOOL

We are inviting applications to operate a **Food Kiosk**.

**Location:** Nanyang Primary School at 52, King's Road, Singapore 268097.

**School Food Kiosk Operating Hours:**

We are a single-session school with an estimated enrolment of 2,400 pupils and about 200 staff. The Food Kiosk is expected to operate from Mondays to Fridays, 7.00am to 3.00pm during the school term. The School will observe all public and school holidays in accordance with the calendar issued by the Ministry of Education as well as the scheduled curriculum time as per school's calendar. Operating hours are to be observed with the flexibility to operate outside the stated time/days if deemed necessary by the School (e.g. during school major events or national examinations). Such arrangements will be discussed and agreed mutually with the vendor.

**Commence operations:** January 2024

**Requirements:**

- Vendor and assistants(s) must be Singapore Citizen or Singapore Permanent Resident;
- Able to provide food that meets the health/nutritional standards set by the Health Promotion Board (Healthy Eating in Schools Programme).
- Vendor to provide a variety of healthy food and drinks that do not require cooking with gas (items sold may include sandwiches, waffles, pastries, buns, baked potatoes, set meals, hot and cold beverages and other healthy snacks and drinks approved by the School).
- Able to provide good service and quality food at reasonable prices.
- Able to maintain a high standard of food and personal hygiene.
- Preferably have prior school canteen/catering/F&B experience.

**Health & Hygiene Requirements:**

- Must comply with the Healthy Meals in Schools Programme Guidelines. For more information on Healthy Meals in Schools Programme, visit: <https://www.hpb.gov.sg/schools/school-programmes/healthy-meals-in-schools-programme>.
- Prior to the date of commencement, the successful applicant and assistant(s) must complete the WSQ Basic Food Hygiene Course conducted by any of the accredited training providers appointed by the Workforce Development Agency.
- Successful applicant must apply for a Food Shop license from the Singapore Food Agency (SFA).
- Either the successful applicant or the assistant(s), whoever is the chef, must attend the Healthy Meals in School Programme workshop.
- All mandatory courses and certifications shall be at their own time and expense.

### **Site Visit and Briefing:**

Interested applicants are to attend a mandatory site visit and briefing prior to submission of the applications. Details of the site visit and briefing are:

Date: 8 November 2023 (Wednesday)

Time: 10am

Reporting Venue: General Office

School Address: 52 King's Road, Singapore 268097

Please register for the site visit by emailing the following details to Mr Mike Lee at [lee\\_siak\\_yeung@schools.gov.sg](mailto:lee_siak_yeung@schools.gov.sg) prior to 8 Nov 2023:

- 1) Name of attendee(s):
- 2) Contact Number(s):

- Representatives (not more than 2 per applicant) are advised to be punctual as latecomers will not be entertained.
- Please note that any requests for alternative dates for the site visit will not be entertained.
- Applicants who did not to attend the site visit shall be disqualified.

### **Application Process:**

The application form can be obtained from the School's General Office or downloaded from MOE website: <https://schadmsvc.moe.gov.sg/files/appexistingsch.pdf>. Duly-completed application form must be submitted directly to the school via email: [nyps@moe.edu.sg](mailto:nyps@moe.edu.sg) or hardcopy to the General Office by the closing date and time.

**Closing Date: 5pm, Wednesday, 22 November 2023**

Application form must be submitted together with:

1. One recent passport-sized colour photograph of applicant;
2. One photocopy of applicant's NRIC (front & back);
3. A proposed menu and price list; and
4. Photocopy of relevant certificates (if any).

**Incomplete application forms will not be considered. Only shortlisted applicants will be contacted for an interview and food tasting session (at applicants' own expense).**

Please contact Mr Mike Lee at Tel: 64672677 or Email: [Lee\\_siak\\_yeung@schools.gov.sg](mailto:Lee_siak_yeung@schools.gov.sg) if you require further clarifications.