

## **MSF CYCLICAL MAINTENANCE GRANT FOR SSAs**

1 Social Service Agency (SSA) is eligible to apply for MSF grant for cyclical maintenance (CM) for its facilities if:

(a) Agency provides approved programmes funded by MSF:

For the Disability Services

Home (adults and children)  
Hostel  
Sheltered/Production Workshop  
Day Activity Centre  
Early Intervention Programme  
Special Student Care Centre

For the Eldercare Services

Sheltered Home

For Children, Youth & Family Services

Family Service Centres  
Family Specialist Centres  
Student Care Centres

(b) Agency had received MSF capital funding under the Government Financial Assistance Scheme for setting up the centres.

(c) The proposed premises for the CM works has been be in operation (from the date of services provision) for at least 5 years, and

(d) Agency had not received CM funding for the past 5 years for the proposed premises.

### **Guidelines on the Scope of CM Works**

2 Agency is eligible for CM grant once every five years. Application will be assessed by MSF on a needs basis. The application form is to be submitted to MSF at least six months prior to the commencement of work. CM is carried out to spruce up, repair and renew an element or component of the building or premises necessitated from frequent breakdown, obsolescence and expiry of its serviceable life.

3 CM works will generally include:

- a. Repainting of premises in 5-year cycle internally and externally (internally for HDB premises as external painting and common property are maintained by Town Councils);
- b. Structural repairs caused by fair wear and tear; and

- c. Replacement of building elements that have outlived their economical lifespan or are beyond economic repair, eg. Electrical re-wiring, replacement of roof membrane

CM does not cover:

- a. Improvement works such as upgrading;
- b. Renovations such as conversion of use;
- c. Additions such building extension and new structures;
- d. Replacement of furniture and equipment; and
- e. Emergency works

4 Please refer to Annex A for a detailed scope of Cyclical Maintenance works.

### **Commencement of Project**

5 Agency can only commence work upon signing of MSF funding agreement. Any expenses incurred before the approval will not be reimbursed. There shall be no disbursement of funds until the Funding Agreement for the receipt of MSF Grant for Cyclical Maintenance is signed.

### **Tenders and quotations**

6 For works exceeding \$90,000, Agency should call an open tender or follow Agency's procurement policy as endorsed by the Board. For works below \$90,000, at least 3 written quotations must be obtained via proper documentation of invitations to quote.

### **Other fees**

7 For works exceeding \$90,000, consultancy and site supervision fees may be included as part of the project cost. Consultancy fees include the following:

- a) feasibility study, cost estimates, contract administration, site-co-ordination and supervision and certification of contractor's works
- b) tender calling, including tender documentation and tender evaluation.

8 Agency is to obtain at least 3 quotations for the selection of the consultant.

## **Conflict of Interest**

9 In submitting the application form, Agency confirms that each Board member and staff involved in the CM works has declared that they do not have any conflict of interest whatsoever (whether actual, perceived or potential) with the consultants, contractors, and tenderers involved in the CM works. Agency further confirms that these Board members and staff will notify the Agency and MSF immediately if they come to know of any information which may indicate such a conflict of interest.

## **5 Yearly BCA structural report**

10 For standalone premises, SSA is required to furnish the 5 yearly BCA structural report; and provide supporting documents that the identified defects have been rectified. Application will not be considered until SSA have satisfactorily rectified the major defects identified in the report.

## **Submission of application forms**

11 SSAs who are eligible to apply for the grant should submit one copy of the attached form to:

### **CYCLICAL MAINTENANCE APPLICATION**

Facilities Branch  
Finance and Facilities Division  
Professional & Corporate Development Group  
Ministry of Social and Family Development  
512 Thomson Road MSF Building #08-00  
Singapore 298136  
Attention: Ms Peng Liyun

12 The application form must be accompanied by a separate document listing:

- a) details on the type of works to be done;
- b) reasons why works are required;
- c) cost of works (to be supported by quotations or tender documents);
- d) Supporting documents of tender-calling advertisement (if cost is above \$90,000 and open-tender is called for) (for example, newspaper cutting / publication on TenderBoard)

Agency should use Annex B to complete these details and attach them to the application form.

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## APPLICATION FORM FOR GRANT ON CYCLICAL MAINTENANCE

### (1) PARTICULARS OF ORGANISATION

Name of organization: \_\_\_\_\_

Official Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Registration under Charities Act: Yes / No \*  
If yes, state Registration No: \_\_\_\_\_

Institution of Public Character: Yes / No \*  
If yes, state Effective Date: \_\_\_\_\_

Affiliated to NCSS: Yes / No \*

Member of Community Chest: Yes / No \*

### (2) PARTICULARS OF PERSON MAKING APPLICATION ON BEHALF OF ORGANISATION (only application made by management is acceptable)

Name: \_\_\_\_\_

NRIC no.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Designation in Organisation: \_\_\_\_\_ (Centre Director, Centre Manager or ED)

Contact Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Telephone no.: \_\_\_\_\_ Office No: \_\_\_\_\_

Email address: \_\_\_\_\_

**(3) PARTICULARS OF PREMISES APPLIED FOR CYCLICAL MAINTENANCE**

Type of facility: \_\_\_\_\_ (a) Void-deck premises,  
(b) Purpose built premises,  
(c) Dis-used government building

Address of premises: \_\_\_\_\_

The premises was built with capital funding from: MSF / Community Chest / self-funded / others:  
\_\_\_\_\_

The programme at the premises is funded by: MSF / Community Chest / licensed by MSF / self-funded / others: \_\_\_\_\_

Start date of lease: \_\_\_\_\_ Remaining lease: \_\_\_\_\_

Date of first occupancy: \_\_\_\_\_

Date of last Cyclical Maintenance: \_\_\_\_\_

Land Area of premises: \_\_\_\_\_m<sup>2</sup> (if applicable)

Gross Floor Area (GFA) of premises: \_\_\_\_\_m<sup>2</sup>

MSF Supported Gross Floor Area (GFA): \_\_\_\_\_m<sup>2</sup>

(SSAs might have area exceeding supported GFA)

**PROPOSED CM WORKS**

Estimated commencement date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**SPALLING CONCRETE**

Date of last spalling concrete inspection: \_\_\_\_\_

Any spalling concrete in the premises:

Yes, date of rectification: \_\_\_\_\_

No, SSA may include the inspection as part of CM works. If the ceilings are found to be or showing signs of spalling concrete, SSA can make use of the CM grant to carry out the necessary repair/maintenance.

**(4) DECLARATION**

I, \_\_\_\_\_, am the person authorised to submit the application on behalf of the organisation named in this submission and hereby declare that the particulars given above are true. I am aware that legal action may be taken against me if I had knowingly provided false information.

*(name of person making application)*

With regards to my involvement in procurement, I declare that, as of this date, I do not have any conflict of interest with the consultants/contractors/tenderers. I understand that should any conflict of interest arise in the course of my service, I will declare such conflict immediately to my agency and inform MSF.

I also hereby declare that I accept the following conditions for the receipt of financial support on behalf of the organisation, in the event that my application is successful:

- i. to apply the money for the purpose for which it is given
- ii. to continue to operate the facility for the duration of the land lease, Temporary Occupation Licence (TOL) or tenancy period; and,
- iii. to open the facility to all Singapore citizens or permanent residents regardless of race, language and religion.
- iv. work commencement shall only be upon signing of MSF funding agreement.

I understand that the Government reserves the right to reject my application, and that the reason(s) for which the application is rejected need not be disclosed. I also understand that any breach of any or all of the conditions stipulated above will result in the organisation having to refund the grant given.

Signature: \_\_\_\_\_

Agency Stamp:

Date: \_\_\_\_\_

\_\_\_\_\_

## **Scope of Cyclical Maintenance Works**

Cyclical Maintenance is for carrying out repairs to the internal, external and common areas of existing buildings, infrastructure, facilities or capital assets to keep them in good working order or restore them to their original condition within the stipulated period. The current stipulated period for carrying out of internal cyclical maintenance works is 5 years.

The areas of existing buildings, infrastructure, facilities or capital assets include the following:-

- (1) All internal, external and communal walls, columns, beams, pre-cast panels, grilles and surfaces viz. pipes, copings, eaves, gutters and other external fixtures.
- (2) All surfaces and fixtures located around and within communal open yards/communal air-wells/void decks or areas.
- (3) Walls, open surfaces and fixtures within and around open public balconies and Corridors, staircases, including soffits.
- (4) Parts of pitch roofs such as eave, soffits and edges of roofs, overhangs, including exposed rafters, purlins and fixtures on top of roofs.
- (5) Dustbin Compounds / Stores.
- (6) Water tank
- (7) External pavements, railings, drain crossings, barrier posts, sign posts, kerbs, steps and fencings within the boundary.
- (8) All external and communal vents / railings / guards / grilles.
- (9) Children playgrounds, courts and etc within the boundary.
- (10) Shelter and link way within the boundary.
- (11) External facade.
- (12) Internal of room such as office, store room and etc
- (13) Open car parks and access roads within the boundary
- (14) Car park perimeter monsoon drains, roadside monsoon drains and railing.
- (15) Footpaths along the sides of roads/road kerbs within the boundary
- (16) Street name signposts / neon sign lightings / car park lightings, signs and fixtures within the boundary
- (17) Mechanical, Electrical and sanitary and plumbing items of works within the boundary
- (18) Lift / dumbwaiter / generator
- (19) Special flat roof treatments and secondary roof slabs.

## **Some examples of Cyclical Maintenance Works**

- (A) Non-Structural Concrete Work  
Example: Repair Vertical Expansion joint, bitumen expansion, hollow block wall, wall (internal and external wall) brick pavement. staircase / step and damage tiles
- (B) Existing Flooring and Wall Tiling Work  
Example: Relaying of new tile to match existing
- (C) Existing Aluminum, Steel and Iron Work  
Example: Replace aluminum, steel and iron casement windows to match existing; Replacement of steel and galvanized steel railing to match existing; Repair / refix / replace existing worn out handrail, nosing and balustrades back to the original position; Repair / replaced the corroded metal gates and to match existing.
- (D) Carpentry and Joinery Work  
Example: Repair all decayed or damaged doors or frame including accessories to match existing; Replace new door to match the existing.
- (E) Plumbing Work  
Example: Replace / repair water pipe to good working condition; Making good to all leaking joints.
- (F) Glazing Work  
Example: Replace all existing broken glass sheet, or louvers to vent window and etc to match existing.
- (G) Electrical Work  
Example: Repair / replace / refix PVC trucking, PVC conduit, loose wiring and etc to their original condition; Repair / Replace / Refix electrical lightning protection system, distribution board, wiring and etc.
- (H) Roofing Work  
Example: Replace / refix / Repair the roofing tiles including accessory to match the existing or replace with new tiles.
- (I) Structural Concrete Work  
Example; Reconstruction of concrete drain, sunken bin bay, flooring, scupper drain and etc; Supply and install additional support brackets for external pipes and main riser due to statutory requirement; Re-render concrete screed to apron / floor and footpath; Replace existing cast iron pipe, main soil pipe and waste pipe;
- (J) Repainting Work  
Example: Repaint the internal, external and common area to the original colour of building
- (K) Mechanical Work  
Example: One to one replacement of approved air-conditional system, hosereel pump, fire protection system, sprinkler and automatic fire alarm system, water tank system and etc.

**\*Note: The example in the scope of CM works is a guideline subjected to Government instructional manual, Financial Circular Minutes and other relevant government guidelines and MSF's final approval.**



## **Examples of works that CANNOT be considered under cyclical maintenance**

- (A) Construction, improvement, upgrading, relocation or extension of buildings or premises.  
Examples: institutional buildings and office buildings
- (B) Construction of infrastructures.  
Examples: lighting systems, sewerage systems, drainage systems, monuments and public parks.
- (C) Purchase of additional fixed assets.  
Examples: Additional air conditional system.
- (D) Rebuilding or reconstruction of buildings/infrastructures including demolition costs that are incidental to the project.
- (E) Purchase of office equipment (major and minor), furniture, fixtures or fittings that are incidental or arise from the construction or replacement of the building.
- (F) Purchase and/or replacement costs of major office equipment.  
Examples: computer terminals mechanised shelving systems, heavy printers and copier machines.
- (G) Retrofitting of buildings, vehicles or equipment which results in an improvement, extension or enlargement of a buildings or improvement to any equipment. Such activities should be non-recurrent, durable and represent growth of the spending agency.  
Example: providing a capital asset with parts, devices, or equipment not in existence or available at the time of original manufacture.
- (H) Preliminary or feasibility studies, surveys, research and development or investigations prior to the construction, acquisition, improvement, extension, enlargement or replacement of fixed assets or for the formation of any plan or scheme for the development or improvement of resources.  
Example: Site surveying.
- (I) Development, replacement and upgrading of computer software, hardware and IT systems to enhance their functional capabilities.
- (J) Land acquisition and reclamation.  
Legal costs arising from the carrying out of the cyclical maintenance except for legal costs payable due to or under a court order following any contractual disputes connected with the works.

(Please include Annex B separately in excel format)

REQUEST GRANT FOR CYCLICAL MAINTENANCE

**ANNEX B**

NAME OF FACILITY:

ADDRESS OF FACILITY:

DATE OF FIRST OCCUPANCY:

DATE OF LAST CYCLICAL MAINTENANCE:

S/N	DESCRIPTION OF WORKS	REASONS WHY WORKS ARE REQUIRED	QTY	CONTRACTOR 1	CONTRACTOR 2	CONTRACTOR 3	RECOMMENDED BY BUILDING ASSESSOR	SUPPORTED BY MSF (Remarks)
			(m <sup>2</sup> ,m run,nos,)	COST (\$)	COST (\$)	COST (\$)		
1	<u>Example:</u> Supply labour & material to paint all internal rooms, hall & canteen with emulsion paint. For internal wall – 2 coats of actual coats and revarnish all timber door frame & door	Walls have crack lines, paint peeling and stained						
			Sub-total					
			With GST					
			Total					