

STALL APPLICATION FOR WOODLEIGH VILLAGE HAWKER CENTRE

CLOSING DATE: 31 March 2024, 5pm

Kindly note that the selection & allocation of stalls will be based on the details filled in this form.

PART A - PERSONAL PARTICULARS OF STALLHOLDER		
Full Name (As per NRIC):	NRIC no:	Gender: M / F
Residential Address: Singapore ()	Citizenship: Singapore Citizen / Permanent Resident	Mobile No:
		Date of Birth (DDMMYYYY):
Email:		Race:
Prior experience in operating a food stall: Yes / No		If yes, no. of years:
Emergency Contact No.		Relationship:
PART B - DETAILS OF APPLICATION		
Food Type / Offering: (eg. Western, chicken rice etc)		Years of experience:
Proposed Operating Days & time: Operating Days (please tick accordingly): <input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Wednesday <input type="checkbox"/> Public Holiday Operating time: _____ to _____		Halal Certification: Y / N
Note: Stallholders are required to fulfil minimally to serve at least two mealtimes, open 5 days per week and operate at least 8 hours per day.		
Tell us more about your stall concept:		

PART C - PROPOSED FOOD MENU

1. Compulsory to Offer at least One main dish at SGD \$3.20 or below.

Please indicate the proposed food dishes and proposed prices below:

1. Price: _____ 2. Price: _____

Any changes or add-ons in menu and/or pricing after submission will need to submit to FSSE management for approval.

2. Participate in Healthier Dining@Hawkers Programme

please provide food menu _____ Price: _____

Refer to appendix C for HPB's Healthier Dining @ Hawkers

PART D – ECO-FRIENDLY INITIATIVES

1. No disposable crockery and cutlery (bowl, plate, utensils etc) to be used for dining in at the hawker centre.
2. Sorting out food waste in your stalls for recycling in the food waste digester.

Part E – DIGITAL / PRODUCTIVITY INITIATIVES

Compulsory Requirement

1. Participate and apply SGQR code
2. Stallholders to have a PayNOW account linked to their NRIC at the point of signing stall agreements

PART F - CHARGES, TERMS AND CONDITIONS

Rent Service:

1. Rental Rate as per the following:

1 st year of hawker centre's business commencement	2 nd year of hawker centre's business commencement	3 rd year of hawker centre's business commencement
\$1400	\$1600	\$1850

2. Volumetric Centralised dish washing fee

a) Rate based on volume usage on a per wash basis (i.e. price per piece of crockery) at \$0.061 per wash per piece of crockery*

* Washing of accompanying cutleries such as spoon, forks, knives, chopsticks, sauce holders, etc are deemed to be included in the rates quoted. This rate per wash shall also include the provision and replacement (in the event of wear and tear) of the common crockery, cutlery and trays.

b) price ceiling \$950 per month

3. Table cleaning fee is at \$750 per month

4. Point of Sales [POS] system \$180 per month

5. S&CC \$400 per month.

6. All payment to be made through GIRO, on the 7th day of each calendar month.

*Rates indicated are charged monthly. GST applies.

Optional Charges:

1. Coins exchange services \$55 per month
2. Management fees \$300 - \$600 per month includes:
 - a) Operation advisory such as Menu Planning;
 - b) Cost control;
 - c) Manpower Support;
 - d) Stall front (*Mise en place*) & back end design for workflow;
 - e) Food/ presentation Quality Control;
 - f) Menu reengineering;
 - g) Recipe (from our selected brands);
 - h) Hygiene audit and
 - i) Other HR/Finance/Purchasing/Marketing advisory support

Terms and conditions:

1. Stallholder shall apply to SP Services for Water/Electricity/Water Connection (Utilities Account) within 1 week after signing of the tenancy agreement and to furnish a copy to FSSE for record purpose.
2. Stallholder shall comply to FSSE fit out manual.
3. Stallholder shall declare kitchen equipment & appliances and provide Certificate of Compliance ("COC") and/or Safety Label for all kitchen equipment/ appliances.
4. Stallholder shall use the cash register/ Point-of-Sale ("POS") machine for all transactions.
5. The stallholder shall engage his own contractor for the approved works and bear all charges and costs. The stallholder shall not hold FSSE liable in any manner whatsoever for any breach of agreement between himself and his contractor and shall at all times settle his disputes with the contractor without reference to NEA and FSSE.
6. The electrical installation works shall be carried out by Licensed Electrical Worker (LEW) and the conditions for electrical fittings are as follow:
 - i. All electrical works, including repositioning the electrical consumer control unit, power points and switches for lighting points, installation of additional socket outlets, shall be endorsed by a Licence Electrical Worker (LEW).
 - ii. No light fitting is allowed to install outside the boundary of the stall.
 - iii. No wiring is allowed, whether for additional lighting, power points or telephone point, to be left loose and/or dangling.
7. Stallholders are to apply for their own stamp duties by IRAS. Please go to <https://www.iras.gov.sg/irashome/Quick-Links/Calculators/> to calculate.
8. Stallholders shall bear the cost of all renovation and reinstatement within the stall after the end of tenancy period.
9. Upon successful application, stallholders are to apply for their own SFA license.

10. Public Liability & Fire Insurance are to be purchased by the stallholders, **insured at least S\$500, 000.**

11. Please note that all information submitted in this form must be strictly adhered to and deemed true and correct. Any deviation from information will affect the applicant's evaluation and be held against successful applicants' time of tenure at Woodleigh Village Hawker Centre. Kindly note that no rebates on rental and/or relevant charges* will be given to stallholders during spring cleaning of the Hawker Centre.

a. *Relevant charges include:

i. Table cleaning fee

ii. S&CC

12. All successful applicants will need to fully co-operate with FSSE on the marketing activities to attract footfall to the Hawker Centre.

13. A Tenancy Agreement will be issued thereafter to successful applicants. The following documents will have to be submitted within three (3) working days:

a. Signed Tenancy Agreement

b. Completed GIRO form

c. Security deposit of two (2) months rental

d. One (1) month advance rental

e. Hygiene Certificate

In any event, extension of signing Tenancy Agreement formalities is required due to valid reason, applicants will need to inform in advance to FSSE at **danny.ang@feisionggroup.com.sg**, subjected to approval. FSSE reserves the rights to release the slot to other applicants thereafter.

14. Early Termination of lease with 1 months' notice.

15. The stallholder must comply with all requirements, rules or notices which may be served by NEA or any other relevant statutory or competent authority from time to time.

16. Accepted payment method: GIRO ONLY

PART G - PROPOSED FOOD MENU

Food		Pricing
1. You may continue on a separate sheet of paper if you require more space. 2. Shortlisted applicants may be called for food tasting		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

PART H - PAST / EXISTING FOOD STALL OPERATION (if yes, please indicate)

	Stall Name	Food Type Sold	Address of location	Website (if any)
1				
2				
3				

PART I - DECLARATION

I, _____ (Name of applicant), _____ (NRIC no.) hereby declare that:

1. All Information furnished above is true, complete and correct to the best of my knowledge and belief.
2. I will comply by the National Hawkers Policy (please refer to Appendix A)
3. I have fully read, understood and accepted all the Terms and Conditions indicated in this document.
4. I will comply by the Terms and Conditions set in this document. If I fail to do so, I understand that FSSE have the right to require me to pay a sum as Liquidated Damages (LD) or termination of the Tenancy Agreement.
5. I also undertake to abide by any other provisions and restrictions laid down by NEA and FSSE from time to time.

I hereby confirm that this application form is submitted voluntarily and with due care and consideration.

I hereby consent to FSSE's use of the information provided by me in the course of any application. I hereby further consent to FSSE sharing the information in this application with NEA and other Government agencies, or nongovernment entities authorised to carry out specific government services, unless prohibited by legislation.

Signature of Applicant Date

Documents to be submitted:

- A photocopy of applicant's NRIC is required for verification purposes
- Completed application form
- Detailed menu and pricing

Please email your application to us at enquiry@woodleighthawker.com.sg OR danny.ang@feisiongroup.com.sg OR you may mail to us as follows:

Fei Siong Social Enterprise
Hawker Division
11 Enterprise Road
Singapore 629823

- Incomplete form or submission will be disqualified.
- Shortlisted applicants will be notified by WhatsApp within 30 working days and food tasting (if required) would be arranged thereafter.

NOTES:

1. The evaluation decision will be final, and no appeal will be entertained;
2. FSSE is not obliged to share or reply to any enquires on the selection of stall.

<p>(A) Stall Operation</p> <p>1] Stalls must be operated by an individual and not a body corporate 2] The stallholder must be a Singapore citizen or Singapore Permanent Resident of at least 21 years of age 3] Not have their NEA or the Singapore Food Agency (“SFA”) licenses cancelled or revoked before 4] Not be a former registered assistant or nominee who has been de-registered by NEA 5] Not be debarred by the government or statutory boards from participating in tenders for all lines of business 6] Not owe NEA or any operators appointed by NEA any debts or arrears pertaining to any stall under management of NEA or any of its operators 7] Not been an undischarged bankrupt 8] No subletting of stall – Stallholder is required to operate the stall personally</p>
<p>(B) Number of Cooked Food Stalls</p> <p>An individual must not be the registered tenant of more than 2 cooked food stalls in centres managed by NEA and any of its operators</p>
<p>(C) Appointment of Hawker Assistants</p> <p>The hawker assistant must:</p> <p>1] be a Singaporean citizen, Singapore PR or holder of valid work permit (not applicable to spouses of stallholder) 2] At least 13 years of age 3] Not debarred from working in government or statutory boards / markets / hawker centres 4] Not be a stallholder/nominee of any subsidized hawker stall in any centres managed by NEA and any of its operators 5] No employment of illegal foreign workers or foreigners</p>
<p>(D) Assignment of Stall Tenancy</p> <p>Assignment of stall tenancy is not allowed.</p>
<p>(E) Joint Operators</p> <p>The stallholder can include a joint operator to operate the stall, but each of them must operate personally for at least half a day.</p>

Note: The stallholders must also comply with any other policies as officially communicated by NEA from time to time. This list of policies is not exhaustive.

Appendix B

S/N	Criteria	Weightage
1	Food Relevancy & Pricing (Affordability) <ul style="list-style-type: none"> a) Able to propose at least one to two affordable meals b) Price competitiveness pegged against the similar food offerings of reference eateries within 500m c) Offering of Dishes that are unique to Woodleigh Village Hawker Centre d) Openness to work on healthier options 	35%
2	Food Quality and Variety <ul style="list-style-type: none"> a) Food Quality and Taste b) Uniqueness of Food Offering c) Food Offering meet the ethnic food mix requirements 	35%
3	Quality of Business and Implementation Plan <ul style="list-style-type: none"> a) Robustness of proposed business plan, including b) Quality of the value proposition at the Hawker scene c) Originality of Proposal, including proposed value-added solutions and services d) Ability to meet the stipulated timeline 	15%
4	Credentials and track records <ul style="list-style-type: none"> a) Credentials of proposed hawker team b) Domain expertise and experience (e.g. culinary skills) in F&B area c) Track record and performance d) Customer Support & Stakeholder Management e.g. testimonials 	15%
Total		100%

Participate in HPB's Healthier Dining @ Hawkers Programme by fulfilling one (1) or more of the 4 different conditions listed below:

- i) Lower in calories. The stall will be considered offering healthier food options if they sell one (1) or more food items identified by HPB to be less than 500 calories.
- ii) Using healthier cooking oil. The stall will be considered offering healthier food option if they use the healthier cooking oil endorsed by HPB carrying the Healthier Choice Symbol (HCS).
- iii) Offering wholegrain staples. The stall will be considered offering healthier food option if they offer wholegrain staples (E.g. brown rice, wholegrain noodles, wholegrain kway teow, wholegrain bee hoon etc).
- iv) Use of Lower-sodium salt and/or sauces. The stall will be considered offering healthier food option if they use the healthier lower-sodium salt and/or sauces endorsed by HPB carrying the Healthier Choice Symbol (HCS).