

REQUEST FOR PROPOSAL

FOR

SCHOOL BUS TRANSPORT SERVICES

CLOSING DATE & TIME:
11th November 2025 at 4:00 PM

INVITING PARTIES : **LYCEE FRANCAIS DE KUALA LUMPUR HENRI FAUCONNIER BERHAD**
(also known as French School of Kuala Lumpur or LFKL)

And

PERSATUAN SEKOLAH JERMAN MALAYSIA
(also known as German School of Kuala Lumpur or DSKL)

ADDRESSES : **32 & 34, Jalan Dutamas Raya, Dutamas, 51200 Kuala Lumpur (Main Site)**
5, Jalan Dutamas Dahlia 5, Dutamas, 51200 Kuala Lumpur (Hevea Site)



School Bus Transport RFQ Summary

1.	<u>Background</u>	
1.1.	Business Volume	2
1.2.	Age Group	2
2.	<u>Bus Operator RFQ Conditions</u>	
2.1.	Contracting Authority	2
2.2.	Duration of the Contract	2
2.3.	RFQ Procedure	3
2.3.1.	Estimated Timeline	3
2.3.2.	Availability of RFQ Dossier	3
2.3.3.	Visits, References and Additional Information	3
2.3.4.	Submission of RFQs	3
2.4.	RFQ Content Requirements	3
2.5.	Termination of Contract	3
2.5.1.	Contract Expiry	3
2.5.2.	Termination Due to Non-Compliance	4
2.6.	Governing Laws	4
3.	<u>RFQ Specifications</u>	
3.1.	Description of Services Required	4
3.2.	Operational Details	5
3.2.1.	School Sites and Dismissal Organisation	5
3.2.2.	Current School Bus Departure Times	5
3.2.3.	Number of Operational Days	6
3.2.4.	Number of Buses and Area Served	6
3.3.	Bus Specifications	6
3.4.	Fare Structure and Pricing Guidelines	6
3.5.	Billing	7
3.6.	Responsibilities and Duties of the Bus Operator	7
3.6.1.	Legal and Regulatory Compliance	7
3.6.2.	Operational Readiness and Staffing	7
3.6.3.	Safety, Communication and Collaboration	8
3.6.4.	Emergency Response Procedure	8
3.7.	Responsibilities and Duties of the Bus Operator's Personnel	8
3.7.1.	Drivers' Responsabilites	8
3.7.2.	PIC/Clerk/Administrative Staff Responsibilities	9
3.8.	Communication between the Bus Operator and LFKL/DSKL	9
3.9.	Operation Control and Continual Service Improvement (CSI)	9
3.10.	Liability toward LFKL/DSKL	10
3.11.	Compliance with PDPA Requirements	10
	<u>Appendixes</u>	
	Appendix A – Non-Disclosure Agreement	11
	Appendix B – Checklist of Documents Required	12
	Appendix C – Bus Operators' Fleet Overview and Deployment Information	13
	Appendix D – School Calendar for 2025-2026	14

1. **BACKGROUND**

Lycée Français de Kuala Lumpur Henri Fauconnier Berhad, locally known as the French School of Kuala Lumpur (hereinafter referred to as **LFKL**), is jointly managed by a board of elected parents and a team of professionals affiliated with the Agency for French Education Abroad (AEFE), with which the school has a formal agreement.

Persatuan Sekolah Jerman Malaysia, locally known as the German School of Kuala Lumpur (hereinafter referred to as **DSKL**), is likewise jointly managed by a board of elected parents and a team of professionals affiliated with the Central Agency for German Schools Abroad (ZfA), a division under the Federal Foreign Office of Germany responsible for supporting and overseeing German schools and programs abroad.

Both schools are issuing a joint **Request for Quotation (RFQ)** addressed to local school bus transport companies (hereinafter referred to as the **Bus Operator**) that are capable of meeting their transportation needs and operational requirements.

1.1. **Business volume**

Currently, both schools maintain separate agreements with their respective school bus transport providers, serving a combined total of 500 students as of September 2025.

1.2. **Age Group**

The student body is divided into the following age groups, with class level equivalencies across LFKL, DSKL, and the Malaysian education system:

Level	LFKL Classes	DSKL Classes	Equivalent M'sia Classes
Kindergarten	TPS, PS, MS, GS	Kindergarten	Kindergarten
Primary	CP	Year 1	Standard 1
	CE1	Year 2	Standard 2
	CE2	Year 3	Standard 3
	CM1	Year 4	Standard 4
	CM2		Standard 5
Lower Secondary	Collège 6eme	Year 5	Form 1
	Collège 5eme	Year 6	Form 2
	Collège 4eme	Year 7	Form 3
	Collège 3eme	Year 8	Form 4
Upper Secondary	Lycée 2nde	Year 9	Form 5
	Lycée 1ere	Year 10	Form 6 Lower
	Lycée Terminale	Year 11	Form 6 Upper
		Year 12	

Note: The classes highlighted in red are based at the Hevea site.

2. **BUS OPERATOR RFQ CONDITIONS**

2.1. **Contracting Authority**

The contracting authority for this RFQ is the Board of Directors of each respective school. For operational matters and coordination, designated representatives from both schools will act as the main points of contact.

2.2. **Duration of the Contract**

The duration of the contract is fixed at three (3) years. Upon expiry, LFKL and DSKL reserve the right to renew the contract for an additional one (1) year, followed by a second one (1) year renewal, for a maximum total duration of five (5) years.

2.3. RFQ Procedure

2.3.1. Estimated Timeline

The key dates for this RFQ process are as follows:

Actions	Dates
Publication of RFQ	Tuesday, 14 October 2025
Submission of Non-Disclosure Agreement	By Friday, 31 Oct 2025
On Site Visits and Q & A Period	20 – 31 Oct 2025
RFQ Closing Date and Time	Tuesday, 11 November 2025, 04:00 PM
Notification of Awarded Bus Operator	End 2025 / Early 2026
Contract Signing	End of February/March 2026
Service Start Date	Monday, 17 August 2026

2.3.2. Availability of RFQ Dossier

The RFQ documents will be available for download starting Tuesday, 14 October 2025, on the official websites of LFKL and DSKL via the following links:

<https://www.lfkl.edu.my/tender/>

<https://www.dskl.edu.my>

2.3.3. Visits, References and Additional Information

Site visits to the campuses, including the bus parking areas and relevant administrative offices, can be arranged upon request at any time. Such visits are strongly recommended to ensure a full understanding of the operational environment and expectations.

2.3.4. Submission of RFQ

The completed RFQ documents must be submitted **no later than Tuesday, 11 November 2025 at 4:00 PM**, either by registered post to the address provided below or hand-delivered in person to one of the following representatives:

- Ms Suan Ee Wagner, Operation Manager, LFKL
- Ms Leonie Schulz, Administration Manager, DSKL

Please note the following submission requirements:

- **Two (2) hard copies** of the complete proposal must be submitted.
- In addition, candidates must **email the full set of documents** to both of the following email addresses:
 - suan.ee.wagner@lfkl.edu.my
 - manager@dskl.edu.my

Important: Verbal submissions, telephone confirmations, or electronic submissions to any addresses other than those listed above will **not** be accepted.

2.4. RFQ Content Requirements

Applicants are requested to refer to **Appendix B** for the complete list of documents required as part of the RFQ submission.

2.5. Termination of Contract

2.5.1. Contract Expiry

The contract will automatically terminate at the end of the initial three (3)-year period. If both parties agree to renew the contract for an additional one (1)-year term - followed by a possible second one (1)-year extension - **written approval** must be obtained from the Boards of Directors of both LFKL and DSKL at least **six (6) months prior** to the expiration of the current term.

2.5.2. Termination Due to Non-Compliance

LFKL and DSKL reserve the right to terminate the contract if the Bus Operator fails to comply with any of the following:

- One or more clauses specified in this RFQ or in the final signed contract
- The terms and conditions outlined in the Service Level Agreement (SLA)
- Repeated issues raised during School Bus Committee meetings that have not been addressed in a satisfactory and timely manner

In such cases, LFKL/DSKL will issue a **written notice of non-compliance**. If the Bus Operator fails to rectify the identified issues within **thirty (30) days** from the date of the notice, LFKL/DSKL reserves the right to terminate the contract.

However, in the event of termination, the Bus Operator will be required to **continue providing services** until a new Bus Operator is appointed and operations are fully handed over. This is to ensure **continuity of service** for all students.

2.6. Governing Laws

This contract shall be governed by and construed in accordance with the laws of Malaysia.

3. RFQ SPECIFICATIONS

3.1. Description of Services Required

The selected Bus Operator shall be responsible for delivering the following services:

- **Student Transport Service**
Provide daily transportation for approximately 500 students (based on currently registered users), starting as early as **August 2026 for DSKL** (approximately 80 students) and **September 2026 for LFKL** (approximately 420 students). Please note that the number of student users may fluctuate at the start and throughout the academic year.
- **Door-to-Door Service Option**
The Bus Operator are expected to propose routes based on their expertise and experience, and to include an alternative optional door-to-door offer. This alternative offer should assess the impact on timetables, vehicle fleet requirements, and pricing. Morning drop-offs must be scheduled to arrive at the school between **7:30 AM and 7:55 AM**.
- **Parent Liaison and Contract Management**
Handle all registration processes, communication, contracts, and enforcement of rules directly with parents. Each family enrolling in the bus service will sign an **individual agreement with the Bus Operator**. The terms of this contract must align with the general conditions agreed upon with LFKL/DSKL.
- **School Bus Rules and Conduct**
The Bus Operator will collaborate with the schools to produce and enforce a common document defining these rules, aligned between the bus company, the Campus representatives, the board members and parents' association representatives.
- **Daily Communication with Parents**
Manage all day-to-day communication with parents directly, including matters related to absences, changes of address, or other logistical issues within 24 hours. For matters requiring further investigation, the Bus Operator must respond to parents within 48 hours.
- **Billing and Payment**

If feasible, the Bus Operator should handle **billing and collection of transportation fees directly from parents**. Invoices and receipts must be issued by the Bus Operator to the parents accordingly.

- **Collaboration with School Staff**

Work in close coordination with the school's support staff (e.g., Vie Scolaire) to ensure the smooth and safe daily operation of the service.

- **Optional Ad Hoc Ticketing**

While not a mandatory requirement, the Bus Operator may consider offering **ad hoc bus tickets** for non-registered students. If implemented, all arrangements and payments must be handled **directly between the Bus Operator and the parents**.

3.2. Operational Details

3.2.1. School Sites and Dismissal Organization

- The school operates across **two separate sites**, located at the following addresses:

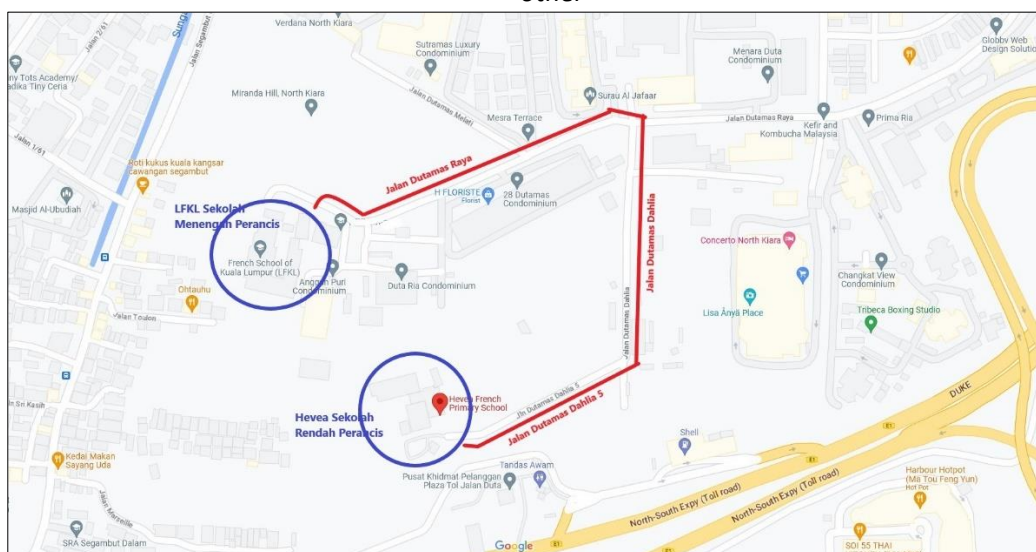
Hevea Site: No 5, Jalan Dutamas Dahlia 5, 51200 Kuala Lumpur

- Kindergarten and primary students

Main Site: No 34, Jalan Dutamas Raya, 51200 Kuala Lumpur

- Upper primary (LFKL only) and all secondary students

Note: Both sites are within approximately 3 minutes' walking distance or 2 minutes by car of each other



- The **organization of drop-off and pick-up logistics between the two sites** will be the responsibility of the Bus Operator, who is expected to propose an efficient and safe system in coordination with the schools.

3.2.2. Current School Bus Departure Times

The following are the current school bus departure times for both regular classes and extra-curricular activities:

DAY	Mon, Tue, Wed, Thu	Wed
	3.00 PM (Hevea)	12.15 PM (Hevea)
	3.15 PM (Main)	12.30 PM (Main)
	4.20 PM (Hevea)	03.00 PM (Hevea)
	4.30 PM (Main)	03.15 PM (Main)

	5.30 PM (Main)	04.30 PM (Main)
	6.30 PM (Main)	

For more details on the school dismissal timetable, please refer to **Appendix D**. The bus operator may propose their own bus departure times based on the current school dismissal schedule

3.2.3. Number of Operational Days

- Please refer to **Appendix E** for the official school calendars for the 2025-2026 academic year
- The school year is divided into three (3) terms:
 - ✓ Term 1 : August/September to December
 - ✓ Term 2 : January to March
 - ✓ Term 3 : April to July.

3.2.4. Number of Buses and Areas Served

- The choice of school bus type is at the discretion of the Bus Operator. However, as both school sites are located at the end of a dead-end road, the use of large buses (over 40 seats) on a daily basis is generally impractical due to limited maneuvering space.
- Currently, the service providers engaged by the school to transport students use vans (with a maximum capacity of 11 to 13 seats) and medium buses of 40 seaters
- As of June 2025, a total of 39 buses/vans are servicing the following areas: Dutamas, Publika, Nusantara, Mont Kiara, Desa Sri Hartamas, Bukit Tunku, Bukit Damansara, Bangsar, KLCC, Ampang, Desa Park, Sentul, Sungai Buloh, TTDI, and PJ.

3.3. Buses Specifications

The Bus Operator is expected to meet the following minimum vehicle standards to ensure safety, comfort, and reliability:

- All buses must be new or not older than five (5) years, in excellent mechanical condition, and well-maintained in appearance. Any vehicles exceeding five years of age must be replaced according to a timeline mutually agreed upon with LFKL/DSKL
- All buses must pass the required **PUSPAKOM technical inspections** and comply with all Malaysian road transport regulations
- The Bus Operator shall ensure that all vehicles are kept **clean, tidy, roadworthy**, and in **good working order** at all times. Regular servicing, preventive maintenance, and timely repairs must be carried out to maintain high safety and performance standards
- All essential accessories—including lighting systems, wipers, rear-view mirrors, seatbelts, etc.—must be inspected and maintained regularly.
 - ✓ **Seats** must be clean and comfortable.
 - ✓ **Air-conditioning** systems must be fully functional and maintained in excellent condition.
 - ✓ **Seatbelts** must be installed on every seat designated for student use.
- **No additional seats** may be installed in a way that obstructs emergency evacuation paths.
- **Folding seats** are strictly prohibited, as they pose significant safety risks during emergency stops or evacuations.
- The Bus Operator must provide detailed information on any **CCTV systems, video surveillance, GPS tracking**, or other monitoring technologies installed in the vehicles.

3.4. Fare Structure and Pricing Guidelines

As part of this RFQ, the Bus Operator is required to propose a schedule of fares by area for parents' consideration. The following conditions must be taken into account when determining these rates:

- The Bus Operator shall provide transportation for **school trips and excursions** at attractive and competitive rates for both LFKL and DSKL
- A discounted rate should be considered for **families with three (3) or more children**
- In the event of **cleaning expenses** arising from incidents such as motion sickness or other medical-related conditions, the Bus Operator may bill the parents directly.
- Parents will also be billed directly by the Bus Operator for any **material damage** caused by their children.

3.5. Billing

- The Bus Operator is responsible for invoicing and collecting payment directly from parents of LFKL/DSKL students for transportation services rendered.
- The due date for the first term payment must be set to **seven (7) days after the start of the school term**, to accommodate parents who may be away during school holidays.
- Throughout the school year, if payment is not received within **seven (7) days after the due date**, the Bus Operator must issue a **first reminder**. If payment remains outstanding after an additional **seven (7) days**, a **second reminder** should be issued along with a **10% late payment penalty** and a **notice of service discontinuation**, effective the following week.
- All invoices issued throughout the year must specify a **minimum payment deadline of 14 days**.
- All billing and payment procedures must be clearly outlined in the Bus Operator's **Registration Form** and **Parent Handbook**.
- Official **payment receipts** must be issued directly to parents by the Bus Operator, who will also be responsible for verifying records and pursuing unpaid fees.
- The Bus Operator must provide clear terms and conditions regarding billing and refund policies.
- The Bus Operator is free to propose any suitable billing solution, including but not limited to **online payment, credit/debit card, cash, or e-wallet** options.
- The Bus Operator shall commit to billing parents only for **fully rendered services**. No charges shall be made in the event of disruptions caused by **force majeure**, including but not limited to acts of God, strikes, fire, pandemics, riots, or other events beyond the reasonable control of either party.
- Any alternative billing arrangements may also be proposed and will be considered

3.6. Responsibilities and Duties of the Bus Operator

The Bus Operator must demonstrate its ability to effectively service LFKL/DSKL by ensuring that all relevant requirements and official documentation are in place prior to the commencement of service in **August 2026**. The following responsibilities are mandatory and form an integral part of the operator's commitment to LFKL/DSKL:

3.6.1. Legal and Regulatory Compliance

- Submit proof of company registration with the appropriate Malaysian authority
- Hold a valid license to transport school children issued by the Land Public Transport Commission (APAD) or another competent Malaysian authority. The Bus Operator must comply fully with all applicable statutory requirements, particularly the **Road Transport Act 1987**, and ensure continuous adherence to relevant transport and student safety regulations.
- Use only vehicles classified as **"school bus"** or **"bas sekolah"** under the **Commercial Vehicles Licensing Board Act 1987**.
- Ensure that every bus undergoes mandatory **PUSPAKOM technical inspections** and remains compliant at all times.
- Maintain valid **road tax and insurance** for each vehicle, covering damages, bodily injury, death, and property loss involving students or third parties. Contact details for the insurance provider must be shared with parents prior to service commencement.
- Maintain **Public Liability Insurance** appropriate for school bus operators.

3.6.2. Operational Readiness and Staffing

- Ensure a sufficient fleet to accommodate approximately **500 students** (as of September 2025), accounting for potential fluctuations in enrollment during the academic year. A detailed list of vehicles (Appendix C) must be submitted with the RFQ.
- Assign a **daily on-site supervisor** to oversee operations within the school premises, including vehicle movement and driver conduct.
- Staff provided on-campus **administration office** with a dedicated **clerk or administrative personnel**, responsible for managing:
 - Absentee notifications
 - Late arrivals
 - Bus breakdowns
 - Class/extracurricular cancellations
 - Daily/weekly communication with LFKL/DSKL
 - Parent queries and communication
 - Registration, billing, and documentation

Opening hours for this office will be finalized in agreement with LFKL/DSKL prior to the start of the contract.
- Ensure a sufficient number of **qualified drivers**, each holding valid licenses relevant to the specific bus types operated.

3.6.3. Safety, Communication, and Collaboration

- Train all personnel on internal **emergency procedures** for handling accidents or breakdowns.
- Collaborate closely with LFKL/DSKL to ensure service quality. Provide a regularly updated student register (weekly) and notify LFKL/DSKL of any changes—including new registrations, discontinuation, or route shifts—within **two working days** via email or WhatsApp.
- Respond promptly and fully to any LFKL/DSKL recommendations or requests, provided they are reasonable, feasible, and do not compromise student safety.
- Provide the school with **access to their communication and incident management systems**, in order for the school to take appropriate measures when deemed necessary

3.6.4. Emergency Response Procedure

A detailed **Emergency Procedure Document** must be submitted as part of the RFQ. This document must cover the steps to be taken in the event of a breakdown or accident and must be fully understood and followed by all drivers and relevant staff.

In the event of an incident, the Bus Operator must ensure that:

- A **replacement vehicle** is dispatched immediately.
- **Students are not left unsupervised** and are moved to a **safe location** while waiting.
- The **school is notified immediately** of any incident or significant delay (inbound or outbound).
- **Parents are informed promptly**, particularly in cases involving younger students or evening delays.

3.7. Responsibilities and Duties of the Bus Operator's Personnel

This includes drivers as well as administrative, operational, and management personnel of the Bus Operator in liaison with LFKL/DSKL. The list of tasks and responsibilities below is not exhaustive but represents the main expectations LFKL/DSKL holds for each role.

3.7.1. Drivers' Responsibilities

- Drivers are responsible for **arriving on time** (according to the Bus Operator's schedule communicated to parents) at students' designated pick-up and drop-off points. In the event of

unforeseen delays beyond the driver's control, they must inform the Bus Operator's office, which will then notify the parents accordingly.

- Drivers must **check the list** of students assigned to their route and report any discrepancies to the Bus Operator's supervisor/clerk or LFKL/DSKL staff on duty before departure.
- Drivers are responsible for transporting students safely to their destinations. They must **comply with all traffic and road safety regulations**. Reckless driving, speeding, dangerous overtaking, running red lights, or other unsafe behavior will not be tolerated. LFKL/DSKL reserves the right to request a replacement driver if student safety is compromised.
- During drop-off, drivers must ensure that students—especially kindergarten and primary students—are **handed over to an individual previously authorized by the child's parents**.
- Radio/music should be kept at a **moderate volume** during journeys.
- Although not a formal requirement, drivers are encouraged to assist kindergarten and primary students in boarding and alighting from the bus, and to help ensure that all students have their seat belts properly fastened.
- Drivers must **report any issues** observed (e.g., student behavior, seat belt non-compliance) to the Bus Operator's management, with the goal of improving service quality and ensuring student safety.
- Drivers must be familiar with and strictly **adhere to the Emergency Procedures** in place in case of an accident or vehicle breakdown.
- Drivers must not take instructions directly from students or parents.
- Drivers must inform the supervisor or clerk immediately in case of incidents or significant delays.

3.7.2. PIC/Clerk/Administrative Staff Responsibilities

- The Bus Operator is expected to assign a **person-in-charge (PIC)**, supported by at least one clerk/administrative staff member on-site daily, to supervise drivers and monitors and ensure daily operational procedures are followed.
- The **administrative staff** will manage all bus-related tasks, including absences, bus changes, class cancellations, cancellations of extracurricular activities, route changes, and students staying back for exams, as well as parent communications.
- Due to safety risks from student behavior incidents on buses, the admin clerk must issue **official incident reports** and share them within one business day with LFKL/DSKL.
- All staff must be **fluent in English**. Knowledge of French is considered an added advantage.
- The clerk must be **reachable by parents** at all times and must be physically present in the bus office during school hours, especially at the start of the academic year (September) until operations are running smoothly.
- The clerk should be prepared to meet parents in person at the bus office upon request.
- The clerk will be based in the bus office. Office opening hours will be discussed and agreed upon by both parties prior to the start of the contract.

3.8. Communication between the Bus Operator and LFKL/DSKL

At the commencement of the contract, both the Bus Operator and LFKL/DSKL will designate a principal point of contact. All official communication between the two parties shall be channeled through these designated individuals, or their appointed deputies in the event of their absence.

3.9. Operation Control and Continual Service Improvement (CSI)

LFKL/DSKL reserves the right to carry out **inspections or controls at any time**, without prior notice to the Bus Operator, to ensure that the vehicles and services provided comply with the requirements of the RFQ and the contract. These inspections may include, but are not limited to, the review of essential safety and operational equipment such as tyres, headlights, brake and signal lights, seatbelts, air-conditioning, fire extinguishers, first-aid kits, cleanliness, and overall comfort.

Should any repairs or improvements be deemed necessary as a result of these inspections, the Bus Operator is required to complete them within 30 days.

The **School Bus Committee**, which has long been in place at LFKL/DSKL, plays an active role in monitoring the overall transportation service and identifying areas for improvement. The Committee also addresses potential or actual claims from parents. While the composition of the Committee is determined by LFKL/DSKL, the **participation of the Bus Operator is essential and compulsory**.

3.10. Liability towards LFKL/DSKL

The Bus Operator undertakes to **fully discharge LFKL/DSKL from any responsibility** and shall hold LFKL/DSKL harmless from and against all claims arising out of or in connection with the school bus transport services provided to the parents of LFKL/DSKL.

3.11. Compliance with PDPA Requirements

The parties involved undertake **to comply with the regulations** in force applicable to the processing of personal data and such collection and/or the processing of the personal data shall be done in accordance with the provisions under the Personal Data Protection Act 2010.

Appendix A

Non-Disclosure Agreement

(Form to be filled in and submitted before 11 August 2025)

In connection with the RFQ Invitation issued by Lycée Français de Kuala Lumpur Henri Fauconnier Berhad (LFKL) and Persatuan Sekolah Jerman Malaysia (DSKL), and the RFQ submitted by the undersigned school bus company (the *Bus Operator*), the Bus Operator hereby agrees as follows:

- To keep strictly confidential and not disclose any confidential information related to the School Bus RFQ documents, including all information contained therein and all information disclosed to the Bus Operator during or as part of the RFQ process. This includes, but is not limited to, information obtained through site visits to LFKL/DSKL, meetings with LFKL/DSKL staff, parents, or advisors, or information shared during the Bus Operator's presentation.
- To limit access to such confidential information strictly on a need-to-know basis, disclosing it only to the Bus Operator's staff as necessary for the purpose of the RFQ.
- That this Non-Disclosure Agreement shall remain valid and binding regardless of whether the Bus Operator is ultimately awarded the RFQ.
- That, in the event the Bus Operator is awarded the RFQ, this Non-Disclosure Agreement shall be incorporated by reference into, and form part of, the final School Bus Contract.

Company Name :

.....

Registered Address :

.....

.....

Telephone No :

Email Address :

Signature of Authorized Representative :

Full Name :

Designation :

Date :

Company Chop :

Appendix B

Checklist of Documents Required

Please tick ✓ documents submitted		
1	Proposed Fare Table (dated and stamped)	
2	Appendix B – Non-Disclosure Agreement (to be submitted by 31/10/2025)	
3	Appendix E – Bus Operator’s Fleet of Vehicles	
4	Draft Copy of Bus Operator’s Service Contract (if available)	
5	Draft Copy of Bus Operator’s Service Level Agreement (if available)	
6	Draft Copy of Bus Operator’s Application Form and Company Handbook (if available)	
7	Company Profile	
8	Latest Audited Financial Statements	
9	Form 9 / 13	
10	Form 24 & 49	
11	Proposed Organization Chart (for on-site transport staff and HQ support staff)	
12	Company Policies and Practices for 1. Handling employees’ illnesses and absences 2. Emergency procedures in case of accident, or breakdown 3. Communication with parents for registration, daily operations, etc	
13	Permits, Certifications, and Licenses related to school bus transport services	
14	Description of Deployment Route/Plan (between date of award and start of service)	
15	Detailed references including contact information	
16	Any Other Relevant Document (please specify) _____	

Appendix C

Bus Operator's Fleet Overview and Deployment information

(Information may be submitted as an attachment in the operator's own format.)

No	Registration Plate No	Model	Ownership (Own / Subcontract)	Year of Manufacture	No of Seats
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Deployment Information

No	Items	Descriptions
1	Total number of vehicles proposed for deployment to LFKL/DSKL	
2	Number of vehicles currently available	
3	Number of additional vehicles to be acquired	
4	Timeline for acquisition and deployment of new vehicles	

Appendix D

School Dismissal Timetable

Time Category Class Finish	Hevea – French	Hevea – German	Main Site – French Primary	Main Site – French/German Secondary	Main Site – French Upper Students
Regular Dismissal	2:45 PM	3:00 PM	2:45 PM	3:10 PM	5:20 PM / 6:20 PM
ECA / Extended End Time	4:15 PM	4:15 PM	4:15 PM	4:20 PM	N/A
Wednesday Dismissal	12:00 PM	N/A	12:00 PM	12:15 PM (French lower secondary and most of upper secondary)	1:15 PM
Wednesday ECA End Time	2:45 PM	N/A	2:45 PM	2:45 PM	N/A
			Hevea	LFKL	
	1st Rotation	Current Departure Time	3:00 PM	3:15 PM	
	2nd Rotation		4:20 PM	4:30 PM	
	3rd & 4th Rotations			5:30 PM / 6:30 PM	
	French Wed 1st Rotation		12:15 PM	12:30 PM	
	French Wed 2nd Rotation		3:00 PM	3:15 PM	
	German Wed 3rd Rotation			4:30 PM	
	Currently not in place				

Appendix E

School Calendar Year 2025/2026

(Note: The school calendars for the 2025/2026 academic year are confirmed and will remain unchanged. Please note that the calendars for the 2026/2027 academic year will be published in early 2027. The start dates and duration of school holidays may vary from year to year)

AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JUL 2026
1 Friday	1 Monday	1 Wednesday	1 Saturday	1 Monday	1 Thursday	1 Sunday	1 Sunday	1 Wednesday	1 Friday	1 Monday	1 Monday
2 Saturday	2 Tuesday	2 Thursday	2 Sunday	2 Tuesday	2 Friday	2 Monday	2 Monday	2 Thursday	2 Saturday	2 Tuesday	2 Thursday
3 Sunday	3 Wednesday	3 Friday	3 Monday	3 Wednesday	3 Saturday	3 Tuesday	3 Tuesday	3 Friday	3 Sunday	3 Wednesday	3 Friday
4 Monday	4 Thursday	4 Saturday	4 Tuesday	4 Thursday	4 Sunday	4 Wednesday	4 Wednesday	4 Saturday	4 Monday	4 Thursday	4 Saturday
5 Tuesday	5 Friday	5 Sunday	5 Wednesday	5 Friday	5 Monday	5 Thursday	5 Thursday	5 Sunday	5 Tuesday	5 Friday	5 Sunday
6 Wednesday	6 Saturday	6 Monday	6 Thursday	6 Saturday	6 Tuesday	6 Friday	6 Friday	6 Monday	6 Wednesday	6 Saturday	6 Monday
7 Thursday	7 Sunday	7 Tuesday	7 Friday	7 Sunday	7 Wednesday	7 Saturday	7 Saturday	7 Tuesday	7 Thursday	7 Sunday	7 Tuesday
8 Friday	8 Monday	8 Wednesday	8 Saturday	8 Monday	8 Thursday	8 Sunday	8 Sunday	8 Wednesday	8 Friday	8 Monday	8 Wednesday
9 Saturday	9 Tuesday	9 Thursday	9 Sunday	9 Tuesday	9 Friday	9 Monday	9 Monday	9 Thursday	9 Saturday	9 Tuesday	9 Thursday
10 Sunday	10 Wednesday	10 Friday	10 Monday	10 Wednesday	10 Saturday	10 Tuesday	10 Tuesday	10 Friday	10 Sunday	10 Wednesday	10 Friday
11 Monday	11 Thursday	11 Saturday	11 Tuesday	11 Thursday	11 Sunday	11 Wednesday	11 Wednesday	11 Saturday	11 Monday	11 Thursday	11 Saturday
12 Tuesday	12 Friday	12 Sunday	12 Wednesday	12 Friday	12 Monday	12 Thursday	12 Thursday	12 Sunday	12 Tuesday	12 Friday	12 Sunday
13 Wednesday	13 Saturday	13 Monday	13 Thursday	13 Saturday	13 Tuesday	13 Friday	13 Friday	13 Monday	13 Wednesday	13 Saturday	13 Monday
14 Thursday	14 Sunday	14 Tuesday	14 Friday	14 Sunday	14 Wednesday	14 Saturday	14 Saturday	14 Tuesday	14 Thursday	14 Sunday	14 Tuesday
15 Friday	15 Monday	15 Wednesday	15 Saturday	15 Monday	15 Thursday	15 Sunday	15 Sunday	15 Wednesday	15 Friday	15 Monday	15 Wednesday
16 Saturday	16 Tuesday	16 Thursday	16 Sunday	16 Tuesday	16 Friday	16 Monday	16 Monday	16 Thursday	16 Saturday	16 Tuesday	16 Thursday
17 Sunday	17 Wednesday	17 Friday	17 Monday	17 Wednesday	17 Saturday	17 Tuesday	17 Tuesday	17 Friday	17 Sunday	17 Wednesday	17 Friday
18 Monday	18 Thursday	18 Saturday	18 Tuesday	18 Thursday	18 Sunday	18 Wednesday	18 Wednesday	18 Saturday	18 Monday	18 Thursday	18 Saturday
19 Tuesday	19 Friday	19 Sunday	19 Wednesday	19 Friday	19 Monday	19 Thursday	19 Thursday	19 Sunday	19 Tuesday	19 Friday	19 Sunday
20 Wednesday	20 Saturday	20 Monday	20 Thursday	20 Saturday	20 Tuesday	20 Friday	20 Friday	20 Monday	20 Wednesday	20 Saturday	20 Monday
21 Thursday	21 Sunday	21 Tuesday	21 Friday	21 Sunday	21 Wednesday	21 Saturday	21 Saturday	21 Tuesday	21 Thursday	21 Sunday	21 Tuesday
22 Friday	22 Monday	22 Wednesday	22 Saturday	22 Monday	22 Thursday	22 Sunday	22 Sunday	22 Wednesday	22 Friday	22 Monday	22 Wednesday
23 Saturday	23 Tuesday	23 Thursday	23 Sunday	23 Tuesday	23 Friday	23 Monday	23 Monday	23 Thursday	23 Saturday	23 Tuesday	23 Thursday
24 Sunday	24 Wednesday	24 Friday	24 Monday	24 Wednesday	24 Saturday	24 Tuesday	24 Tuesday	24 Friday	24 Sunday	24 Wednesday	24 Friday
25 Monday	25 Thursday	25 Saturday	25 Tuesday	25 Thursday	25 Sunday	25 Wednesday	25 Wednesday	25 Saturday	25 Monday	25 Thursday	25 Saturday
26 Tuesday	26 Friday	26 Sunday	26 Wednesday	26 Friday	26 Monday	26 Thursday	26 Thursday	26 Sunday	26 Tuesday	26 Friday	26 Sunday
27 Wednesday	27 Saturday	27 Monday	27 Thursday	27 Saturday	27 Tuesday	27 Friday	27 Friday	27 Monday	27 Wednesday	27 Saturday	27 Monday
28 Thursday	28 Sunday	28 Tuesday	28 Friday	28 Sunday	28 Wednesday	28 Saturday	28 Saturday	28 Tuesday	28 Thursday	28 Sunday	28 Tuesday
29 Friday	29 Monday	29 Wednesday	29 Saturday	29 Monday	29 Thursday	29 Sunday	29 Sunday	29 Wednesday	29 Friday	29 Monday	29 Wednesday
30 Saturday	30 Tuesday	30 Thursday	30 Sunday	30 Tuesday	30 Friday	30 Monday	30 Monday	30 Thursday	30 Saturday	30 Tuesday	30 Thursday
31 Sunday		31 Friday		31 Wednesday	31 Saturday		31 Sunday		31 Sunday		31 Friday

Public holidays 2025

01 Sep	Merdeka
16 Sep	National Day
20 Oct	Deepavali
25 Dec	Christmas

Public holidays 2026

01 Jan	New Year
02 Feb	Federal territory day
17 Feb	Lunar New Year
18 Feb	Lunar New Year

23 Mar	Hari Raya Puasa
24 Mar	Hari Raya Puasa
01 May	Labour Day
01 Jun	Agong's Birthday

Staffs Back to School
Students Back to School

Students back to school

Public Holidays
School Holidays

school holidays

Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	
1 Fr	1 Mo Merdeka	1 Mi	1 Sa	1 Mo	1 Neujahr	1 So	1 So	1 Mi	1 Fr Labor Day	1 Mo Agung's bday	1 Mi	1 Sa	
2 Sa	2 Di	2 Do	2 So	2 Di	2 Fr	2 Mo Thaipusam	2 Mo	2 Do	2 Sa	2 Di	2 Do	2 So	
3 So	3 Mi	3 Fr	3 Mo	3 Mi	3 Sa	3 Di	3 Di	3 Fr	3 So	3 Mi	3 Fr	3 Mo	
4 Mo	4 Do	4 Sa	4 Di	4 Do	4 So	4 Mi	4 Mi	4 Sa	4 Mo	4 Do	4 Sa	4 Di	
5 Di	5 Fr Muhammad	5 So	5 Mi	5 Fr	5 Mo	5 Do	5 Do	5 So	5 Di	5 Fr	5 So	5 Mi	
6 Mi	6 Sa	6 Mo	6 Do	6 Sa	6 Di	6 Fr	6 Fr	6 Mo	6 Mi	6 Sa	6 Mo	6 Do	
7 Do	7 So	7 Di	7 Fr päd. Tag	7 So	7 Mi	7 Sa	7 Sa	7 Di	7 Do	7 So	7 Di Projektwoche	7 Fr	
8 Fr	8 Mo	8 Mi	8 Sa	8 Mo	8 Do	8 So	8 So	8 Mi	8 Fr	8 Mo	8 Mi	8 Sa	
9 Sa	9 Di	9 Do	9 So	9 Di	9 Fr	9 Mo	9 Mo ZKA	9 Do	9 Sa	9 Di	9 Do	9 So	
10 So	10 Mi	10 Fr	10 Mo	10 Mi	10 Sa	10 Di	10 Di ZKA	10 Fr	10 So	10 Mi	10 Fr	10 Mo	
11 Mo	11 Do	11 Sa	11 Di	11 Do	11 So	11 Mi	11 Mi	11 Sa	11 Mo	11 Do	11 So	11 Di	
12 Di	12 Fr	12 So	12 Mi	12 Fr	12 Mo	12 Do	12 Do ZKA	12 So	12 Di mündl. Abi	12 Fr	12 So	12 Mi	
13 Mi	13 Sa	13 Mo	13 Do	13 Sa	13 Di	13 Fr	13 Fr	13 Mo	13 Mi	13 Sa	13 Mo	13 Do	
14 Do	14 So	14 Di	14 Fr	14 So	14 Mi	14 Sa	14 Sa	14 Di	14 Do Alt. 1	14 So	14 Di	14 Fr	
15 Fr	15 Mo	15 Mi	15 Sa	15 Mo	15 Do	15 So	15 So	15 Mi	15 Fr	15 Mo	15 Mi	15 Sa	
16 Sa	16 Di Malaysia Day	16 Do	16 So	16 Di	16 Fr	16 Mo	16 Mo	16 Do	16 Sa	16 Mi	16 Do	16 So	
17 So	17 Mi	17 Fr	17 Mo	17 Mi	17 Sa	17 Di CNV	17 Di	17 Fr	17 So	17 Mi Awal Muharram	17 Do	17 Mo	
18 Mo Vorbereitung	18 Do	18 Sa	18 Di	18 Do	18 So	18 Mi CNV	18 Mi	18 Sa	18 Mo	18 Do	18 Sa	18 Di Vorbereitung	
19 Di	19 Fr	19 So	19 Mi	19 Fr	19 Mo	19 Do	19 Do	19 So	19 Di mündl. Abi	19 Fr	19 So	19 Mi	
20 Mi	20 Sa	20 Mo Deepavali	20 Do	20 Sa	20 Di	20 Fr	20 Fr päd. Tag	20 Mo	20 Mi Alt. 2	20 Sa	20 Mo	20 Do	
21 Do	21 So	21 Di	21 Fr	21 So	21 Mi	21 Sa	21 Sa	21 Di	21 Do	21 So	21 Di	21 Fr	
22 Fr	22 Mo	22 Mi	22 Sa	22 Mo	22 Do	22 So	22 So	22 Mi	22 Fr	22 Mo	22 Mi	22 Sa	
23 Sa	23 Di	23 Do	23 So	23 Di	23 Fr	23 Mo	23 Mo Hari Raya	23 Do	23 Sa	23 Di	23 Do	23 So	
24 So	24 Mi	24 Fr	24 Mo	24 Mi	24 Sa	24 Di	24 Di	24 Fr	24 So	24 Mi	24 Fr	24 Mo	
25 Mo	25 Do	25 Sa	25 Di	25 Weihnachtstag	25 So	25 Mi	25 Mi	25 Sa	25 Mo	25 Do	25 Sa	25 Di Prophet's bday	
26 Di	26 Fr	26 So	26 Mi	26 Fr	26 Mo	26 Do	26 Do	26 Mi	26 Do	26 Fr	26 So	26 Mi	
27 Mi	27 Sa	27 Mo	27 Do	27 Sa	27 Di	27 Fr	27 Fr	27 Mo	27 Mi Hari Raya Haji	27 Sa	27 Mo	27 Do	
28 Do	28 So	28 Di	28 Fr	28 So	28 Mi	28 Sa	28 Sa	28 Di	28 Do Hari Raya Haji	28 So	28 Di	28 Fr	
29 Fr	29 Mo	29 Mi	29 Sa	29 Mo	29 Do	29 So	29 So	29 Mi	29 Fr	29 Mo	29 Mi	29 Sa	
30 Sa	30 Di	30 Do	30 So	30 Di	30 Fr	30 Mo	30 Mo	30 Do	30 Sa	30 Di	30 Do	30 So	
31 So		31 Fr		31 Mi	31 Sa		31 Di		31 So		31 Fr	31 Mo Merdeka Day	
7	18	18	19	10	20	16	18	14	16	20	6		
Klassenfahrten im November 2025								Feiertag/Ferienstag Wochenplan		Schultage gesamt:			182