



***RWS SOURCING
GUIDELINES FOR
SUPPLIERS***

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Resorts World Sentosa strives to be a leader in achieving the sustainability goals set by itself and the governing authorities. Hence, we actively collaborate with our suppliers to educate them and work together to achieve these goals. The Sourcing Guidelines in this document provide guidance on the mandatory and optional requirements that will allow RWS and its suppliers to be sustainability champions.

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Note:

F&B: Food & Beverages

IT: Information Technology

RESPONSIBLE SOURCING AND SUPPLY CHAIN

With the nation aiming for sustainability as one of the new engines of economic growth, it is now more than ever, an imperative for corporations to source responsibly and champion ESG issues in the supply chain.

To meet our 2030 carbon neutrality commitment and implement operational efficiencies, it is material for us to ensure responsible sourcing and an optimized supply chain.

Our responsible sourcing strategy is anchored on three focus areas:

Focus Area 1

Reduce social and environmental impacts (sustainable sources)

- Identify materials harvested with care for the longer-term health of the material source
- Integrate circularity in sourcing
- Reduce environment impact

Focus Area 2

Advocate and drive supply chain (supply chain influence)

- Incorporate sustainability considerations
- Drive Supplier Code of Conduct (SCoC)

Focus Area 3

Enhance compliance and corporate governance (supply chain assurance)

- Drive certifications and compliance to support sustainable business
- Drive fair and transparent business practices

General Guidelines

RWS is committed to purchase from local suppliers to support the local supply chain and reduce our carbon footprint as well as from local SMEs to support them grow in a sustainable manner. We will actively look for qualified local suppliers, local SMEs and local social enterprises that are able to provide competitive proposals without compromising on the quality of the product or services.

Local, Small and Medium Enterprises (SME) and Social Enterprises Sourcing

- Where feasible, at least one local, SME or social enterprise suppliers will be invited for biddable projects.
- Considerations will be put in place while conducting RFQ and Tender with objective to support local, SME and social enterprise suppliers.

Reducing Social and Environmental Impact

- Sustainable Sources: Where purchase has considerable impact to the environment, where operationally feasible, priority will be given to sustainable sources.
- Conservation of Resources (Scope of Work considerations)

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Cafeteria	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Minimum bizSAFE Level 3 certification. <p><u>Material:</u></p> <ul style="list-style-type: none"> ▪ Electrical Appliances <ul style="list-style-type: none"> ○ Ensure all relevant electrical critical products must have the safety mark (SG) or equivalent safety standard from the origin of country. 	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Singapore Halal Certified - Majlis Ugama Islam Singapura (MUIS) ▪ Hazard Analysis Critical Control Point (HACCP) <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Food Source <ul style="list-style-type: none"> ○ Farmed locally in Singapore/ Asia- Pacific (APAC) Region. ▪ Food Waste <ul style="list-style-type: none"> ○ Food waste management system to monitor, analyze and then reduce waste (E.g., creating awareness amongst consumers etc.). ▪ Cleaning Chemical <ul style="list-style-type: none"> ○ Readily biodegradable supported with Safety Data Sheets (SDS) using Globally Harmonized System of Classification and Labelling of Chemicals (GHS)/ Organization of Economic Co-operation and Development (OECD) standards, where applicable. ▪ Wares <ul style="list-style-type: none"> ○ Bridgeable material/ FSC paper material to be quote instead of plastic (FSC-Forest Stewardship Council).

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Cleaning and Janitorial	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ National Environment Agency (NEA) license ▪ Clean Mark Accreditation (Gold/Silver) Scheme certified by NEA for high value & long-term contracts. ▪ Common International Organization for Standardization (ISO) certifications such as: - <ul style="list-style-type: none"> ○ ISO 45001 Occupational Health and Safety Management Systems ○ ISO 9001 Quality Management Systems ○ ISO 14001 Environmental Management Systems ▪ Progressive Wage Model (PWM) Compliant <p><u>Requirement:</u></p> <ul style="list-style-type: none"> ▪ Mandatory Productivity and Innovation Improvement for long term & high value contracts. ▪ Mandatory FSC-Forest Stewardship Council (FSC) /Green Label for Paper Products in contracts. ▪ Mandatory biodegradable for chemicals in contract. 	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ ISO 22301 Business Continuity Management Systems ▪ Use only Products/Material possess Singapore Green Label eco-labeling if applicable. ▪ Products are labeled as ‘low-hazard’ or ‘safer’ by an ISO 14024-compliant (Type 1) Ecolabel, or by a third-party certification recognized. <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Outcome-Based Contracting <ul style="list-style-type: none"> ○ Leverage technology to improve productivity labour (E.g., Robotics and automation, smart washroom maintenance system).

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Electricity	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Permitted licensed electricity from Energy Market Authority (EMA) to sell electricity to contestable consumers. ▪ Permitted Retailers obtained 4 sections below: <ul style="list-style-type: none"> ○ Energy Market Authority (“EMA”) ○ Power System Operator (“PSO”) ○ Energy Market Company Pte Ltd (“EMC”) ○ SP Services Ltd (“SPS”) 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ General Guidelines: <ul style="list-style-type: none"> ○ Prospective retailers <ul style="list-style-type: none"> ➤ Refer to list of licensed electricity retailers under EMA website.
Floor Surfacing, Paving, Tile, Mosaic, Marble, Carpet Laying and Concrete Works	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Minimum bizSAFE Level 3 certification. <p>Requirement:</p> <ul style="list-style-type: none"> ▪ Carpet - wool content not less than 30%. ▪ Additional and alteration works (A&A) debris to include disposal services with responsible disposal/ recycling requirement. ▪ Tiles to provide anti-slip content where applicable (for safety). 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Vendor to obtain ISO 14001/ISO 9001/ISO 45001 Certification. ▪ Vendors to submit Material Specification if any green label (Green Label for carpet underlay / Adhesives to be Singapore Green Building Council (SGBC)/eco-friendly certified). <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Circular Economy <ul style="list-style-type: none"> ○ Recycling and Re-use whenever possible. ○ Vendor to propose sustainable maintenance solutions. ○ To propose green materials/carbon negative materials.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Fuels	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Petroleum /flammable materials transportation license from Singapore Civil Defence Force (SCDF). 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Products/Material possess Singapore Green Label eco-labeling where possible. ▪ Obtain National Sanitation Foundation (NSF)/ Technical Inspection Association (TUV)/ Society of Surveillance (SGS) /Adblue diesel exhaust fluid / American Society for Testing and Materials (ASTM) testing.
Furniture and Furnishings		<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Recycled items like salvaged wood, recycled textiles and reused materials like wood pallets.
Gases	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Approved license from authority for sale and transportation of gas. 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ General Guidelines: <ul style="list-style-type: none"> ○ Gas Retailer <ul style="list-style-type: none"> ➤ Refer to list of licensed gas retailer from Energy Market Authority (EMA) website.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
<p>HVAC (Heating, Ventilation, Air Conditioning) *E.g., Air Conditioning and Mechanical Ventilation (ACMV)</p>	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Approved license from authority for operating and maintenance of HVAC systems. ▪ Minimum bizSAFE Level 3 certification and above. <p><u>Requirement:</u></p> <ul style="list-style-type: none"> ▪ Provide energy efficient design, optimization and operation of the ACMV system to reduce the energy and operation costs. 	<p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Provide ACMV tested and monitoring solutions: - <ul style="list-style-type: none"> ○ ACMV Control Algorithm: Using modern control strategies such as model predictive control for energy reduction, the overall ACMV control can be implemented and studied under strict controlled conditions. ○ Indoor Air Quality and Thermal Comfort: Physical and human subject studies can be conducted with desired conditions in the space. ○ ACMV Mechanical Subsystems: Different ACMV subsystems can be interchanged with test units in order to compare and evaluate their performance. For example, Air Handling Unit (AHU) with special hydrophobic coatings on the coils can be installed on the ACMV testbed and evaluated in relation to a normal AHU.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
<p>Interior Design, Furnishing, Wall Covering, Carpentry</p>	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Vendor shall possess bizSAFE Level 3 certification and above. <p><u>Requirement:</u></p> <ul style="list-style-type: none"> ▪ Mandatory responsible disposal/ recycling requirement for debris. 	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Vendor to obtain ISO 14001 Certification. ▪ Vendor has track records/was awarded BCA Green Mark awarded projects. ▪ Vendor has track records/was awarded Leadership in Energy and Environmental Design (LEED) for past building/A&A projects. <p><u>Material:</u></p> <ul style="list-style-type: none"> ▪ Vendor to propose sustainable construction methodologies (such as using increased prefabrication where possible, dry internal partition walls etc.) ▪ Materials such as paint/sealants/grout to possess Singapore Green Label if possible. <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ End-of-Life (EOL) <ul style="list-style-type: none"> ○ Recycling of old furniture/ironmongery/steel/etc. ▪ Green Cleaning <ul style="list-style-type: none"> ○ Use eco-friendly chemicals for cleaning and maintenance.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Laundry	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Chemical <ul style="list-style-type: none"> ○ Readily biodegradable supported with Safety Data Sheets (SDS) using Globally Harmonized System of Classification and Labelling of Chemicals (GHS)/ Organization of Economic Co-operation and Development (OECD) standards, where applicable. 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Consider vendors with ISO 14001 certification. <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Sustainable solutions (E.g., generating electricity via renewable sources, recycling of laundry water etc.)
Refuse Collection and Disposal	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Vendors to submit National Environment Agency (NEA) licenses general waste collectors (GWCs) include the class of GWC. ▪ Minimum bizSAFE Level 3 certification. ▪ Progressive Wage Model (PWM) Compliant (In future). <p>Requirement:</p> <ul style="list-style-type: none"> ▪ Demonstrate sustainable sourcing policies and training. ▪ To provide recycling program disposal e.g., plastic, paper, glass, metal. ▪ Trucks to have a weighing scale to accurately measure waste generated and have some form of monthly reporting. 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Vendor to obtain ISO 14001/ISO 9001/ISO 45001 Certification. <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ End-of-Life (EOL) <ul style="list-style-type: none"> ○ Vendor to propose sustainable installation and maintenance solutions (on top of standard comp/non-comp) to further reduce unnecessary or unplanned downtime due to failure. ○ Upgrading of existing systems to improve efficiency. ▪ Setting a recycling target by %.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
<p>Scenic</p>	<p><u>Requirement:</u></p> <ul style="list-style-type: none"> ▪ Scenic construction - Minimum bizSAFE Level 3 certification and above. 	<p><u>Material:</u></p> <ul style="list-style-type: none"> ▪ Props fabrication preferably containing sustainable materials, i.e., plywood (wood sourced from FSC certified manufacturer), steel etc. <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ End-of-Life (EOL) <ul style="list-style-type: none"> ○ Consider reuse for other events, repurpose, sell to e-waste/rental companies to recycle etc.
<p>Structural Metal Erection and Metal Finishing</p>	<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Approved license from authority for operation. ▪ Vendors to demonstrate sustainable sourcing policies and training. ▪ Minimum bizSAFE Level 3 certification and above. <p><u>Requirement:</u></p> <ul style="list-style-type: none"> ▪ To recycle bulk scrap metal to appointed recycle collector for responsible disposal/ recycling. ▪ Possibility to re-use on RWS site as much as possible. ▪ Anti-corrosion coating to be specified into to relevant jobs. 	<p><u>Material:</u></p> <ul style="list-style-type: none"> ▪ Use only Products/Material possess Singapore Green Label eco-labeling where possible. <p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Vendor to obtain ISO 14001/ISO 9001/ISO 45001 Certification. ▪ Building and Construction Authority (BCA) listed company. <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Circular Procurement/Economy ▪ Vendors to source and use recycling steel/metal as much as possible.

Services

Material Categories	Mandatory Requirements	Desired/Optional Requirements
<p>Transportation</p>	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Lower carbon emissions, ▪ Towards zero tailpipe emission capability, or ▪ Better air pollutant emissions performance ▪ Minimum specifications are in place with the following details: <ul style="list-style-type: none"> ○ Complies with Euro 6 emission standard for supply of transportation services or leasing of vehicles. <ul style="list-style-type: none"> ➤ Powered by electric or hydrogen fuel cell for supply or lease of buggies. 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Comes with Global Positioning System (GPS) tracker, traffic information, route optimization or speed limiter. ▪ Extended warranty or with comprehensive maintenance. ▪ Alternatives to conventional diesel fleets are preferred (i.e., electric / hybrid). RWS aspire to convert 100% of our transportation to electric fleet by 2030. Proposals that help us achieve this are welcomed.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Cleaning and Janitorial - Supplies, Accessories and Equipment	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Chemical <ul style="list-style-type: none"> ○ Biodegradable supported with Safety Data Sheets (SDS) using Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and Organization of Economic Co-operation and Development (OECD) standards where applicable. ○ Products to be packaged in reusable or readily recyclable materials where applicable. ○ Green Programme for bulk chemical contracts. 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Use only Products/Material possess Singapore Green Label eco-labeling if applicable. ▪ Products are labeled as ‘low-hazard’ or ‘safer’ by an ISO 14024-compliant (Type 1) Ecolabel, or by a third-party certification recognized. <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Circular Procurement/Economy <ul style="list-style-type: none"> ○ Vendor/Supplier to have Product Responsibility scheme (E.g., re-bottling/recycling). ▪ Sustainable Cleaning Equipment <ul style="list-style-type: none"> ○ Less water consumption and chemicals, machine made of recycled materials.
Disposable ware and Food wares	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Biodegradable material/ FSC paper material to be quoted instead of plastic (FSC-Forest Stewardship Council) 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Vendor to obtain Certification. ▪ Provide other certification (E.g., Compostable) <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Green Cleaning <ul style="list-style-type: none"> ○ Use eco-friendly material.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
F&B (Ready to Eat / Ready to Serve Food Products)	Requirement: <ul style="list-style-type: none"> ▪ Supplier must possess Hazard Analysis Critical Control Point (HACCP) certification or equivalent 	Certification: <ul style="list-style-type: none"> ▪ Singapore Standards (SS) 590 ▪ Singapore Standards (SS) 444 ▪ International Organization for Standardization (ISO) 22000 ▪ British Retail Consortium Global Standard for Food Safety (BRCGS) ▪ Good Manufacturing Practice (GMP)
F&B - (Coffee/Tea)	Requirement: <ul style="list-style-type: none"> ▪ Product to be sustainable, must possess minimum 1 of the following: <ul style="list-style-type: none"> ○ Certification <ul style="list-style-type: none"> ➤ Fairtrade ➤ Rain Forest Alliance (RFA) ○ Sustainability Statement <ul style="list-style-type: none"> ➤ State and demonstrate sustainability commitment relating to Environmental, Social and Governance (ESG) framework. 	Other Considerations: <ul style="list-style-type: none"> ▪ Green Program <ul style="list-style-type: none"> ○ Program or solution to manage waste and upcycle packaging materials. ▪ Packaging Material <ul style="list-style-type: none"> ○ To use environmentally friendly packaging.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
F&B - (Water)	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Product to be sustainable, packaging material must meet the following requirement: <ul style="list-style-type: none"> ○ Paper – Forest Stewardship Council (FSC) ○ Cap – biodegradable, bio-based, recyclable, etc. ○ Glass or other environmentally friendly material. 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Green Program <ul style="list-style-type: none"> ○ Program or solution to recycle packaging materials.
F&B - (Eggs)	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Singapore Quality Egg Scheme (SQES) – Singapore Farm(Refer to Singapore Food Agency website.) ▪ Reusable plastic trays for hen shell eggs. 	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Singapore Standards (SS) 676:2021 Specification for good animal husbandry practice for layer farms. <p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Packaging Material <ul style="list-style-type: none"> ○ To use reusable or environmentally friendly packaging whenever possible.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
F&B - (Seafood)		<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Good Aquaculture Practices for Fish Farming (GAP-FF) – Singapore Farms (Refer to Singapore Food Agency website.) ▪ Singapore Standards (SS) 670:2021 Specification for Good Aquaculture Practice ▪ Sustainable certifications such as (but not limited to): <ul style="list-style-type: none"> ○ Marine Stewardship Council (MSC) ○ Aquaculture Stewardship Council (ASC) ○ Best Aquaculture Practices (BAP) ○ Global Good Agricultural Practices (Global GAP) <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Origin <ul style="list-style-type: none"> ○ Seafood farmed locally in Singapore. ○ Seafood farmed/catch from APAC region. ▪ Farming Practices <ul style="list-style-type: none"> ○ Adopt sustainable farming practices. ○ Harness technology for sustainable farming. ○ Treat effluent water before discharge.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
F&B - (Vegetables)		<p><u>Certification:</u></p> <ul style="list-style-type: none"> ▪ Good Agricultural Practice for Vegetable Farming (GAP-VF) – Singapore Farms (Refer to Singapore Food Agency website.) ▪ Singapore Standards (SS) 675:2021 Specification for Good Agriculture Practice ▪ Singapore Standards (SS) 661:2020 Specification for Clean and Green Urban Farms – Agriculture (Singapore) <p><u>Other Considerations:</u></p> <ul style="list-style-type: none"> ▪ Origin <ul style="list-style-type: none"> ○ Vegetables farmed locally in Singapore. ○ Vegetables farmed/harvest from APAC region. ▪ Farming Practice <ul style="list-style-type: none"> ○ Adopt sustainable farming practices. ○ Harness technology for sustainable farming. ○ Treat effluent water before discharge.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
IT Network Storage, Servers, Switches	<p>Requirement:</p> <ul style="list-style-type: none"> ▪ Packaging material – vendor to submit company’s sustainability plan/initiative on recyclable/sustainable packaging material. 	<p>Material:</p> <ul style="list-style-type: none"> ▪ Sustainability related certification (Temporary Certificate of Occupancy (TCO), Energy Star etc.) preferred. ▪ Products upgrade/parts replacement.
IT Computer Desktop, Laptop, Monitor	<ul style="list-style-type: none"> ▪ Ensure all relevant electrical critical product must have the safety mark (SG) or equivalent safety standard from the original of country. ▪ Packaging material – vendor to submit company’s sustainability plan/initiative on recyclable/sustainable packaging material. 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ End-of-Life (EOL) <ul style="list-style-type: none"> ○ Consider trade in of products for tech refresh. ▪ Energy Consumption <ul style="list-style-type: none"> ○ Vendor to provide energy consumption data for proposed products for consideration.
Lubricants & Chemicals	<p>Certification:</p> <ul style="list-style-type: none"> ▪ Hazardous substances license from National Environment Agency (NEA). 	<p>Other Considerations:</p> <ul style="list-style-type: none"> ▪ Products/Material possess Singapore Green Label eco-labeling where possible. ▪ Obtain National Sanitation Foundation (NSF)/ Technical Inspection Association (TUV)/ Society of Surveillance (SGS) /Adblue diesel exhaust fluid / American Society for Testing and Materials (ASTM) testing.

Products

Material Categories	Mandatory Requirements	Desired/Optional Requirements
Pyrotechnics	<p>Requirement:</p> <ul style="list-style-type: none"> Products to be perchlorate-free. 	<p>Material:</p> <ul style="list-style-type: none"> Products containing low or no smoke chemical contents. Alternative products (i.e., light show, drone etc.)
Room Amenities, Perfumes and Colognes and Fragrances	<p>Requirement:</p> <ul style="list-style-type: none"> Biodegradable material / FSC paper material to be quote instead of plastic (FSC-Forest Stewardship Council). 	<p>Certification:</p> <ul style="list-style-type: none"> Vendor to obtain certification. Provide “Bio” material certification for bottle. <p>Other Considerations:</p> <ul style="list-style-type: none"> Green solution <ul style="list-style-type: none"> Use paraben free, Methylisothiazolinone (preservatives, to prevent growth of bacteria), cruelty free.

Notes:

- The Sourcing Guidelines shall be reviewed and updated periodically, and the latest version shall be posted on the RWS Procurement website.*
- The Sourcing Guidelines shall be read in conjunction with the [Sustainable Procurement Policy](#) and [RWS Supplier Code of Conduct](#).*
- Suppliers must comply with the mandatory requirements. RWS may make exceptions on a case-by-case basis.*

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