

REQUEST FOR INFORMATION FOR EMPLOYMENT AGENCY RECRUITMENT SERVICES FOR THE EARLY CHILDHOOD SECTOR

The Government of the Republic of Singapore c/o the Early Childhood Development Agency (ECDA) invites you to respond to the Request for Information (“RFI”) for Employment Agency recruitment services for the Early Childhood (EC) sector (“Programme”) (2027-2030) (“RFI Submission”).

2. As part of the RFI process, you are invited to submit key information pertaining to your agency. ECDA will appoint employment agencies under the programme, who will in turn provide recruitment services to preschool operators. Employment agencies are encouraged to perform due diligence and conduct necessary market research to understand the demographics of the EC educators before making their RFI Submission.

3. The documents for the RFI Submission (“Documents”) comprise the following:

Section	Pages	Requirement from Employment Agency
Cover Letter	1-2	For Agency’s info
Part 1: Details of the Programme	3-5	
Part 2: Processes Relating to the RFI Submission	6-9	
Part 3: RFI to be Submitted to ECDA	10-14	For Agency to fill in and return to ECDA
Part 3A: Organisation Structure and Organisation Capability		
Part 3B: Declaration		
Annex A: Supplementary information for Agencies	15-16	For Agency’s info

4. **All information on the Programme in this document is provided in confidence to agencies by ECDA. The information must be kept strictly confidential and not shared with any persons who are not authorised recipients, including but not limited to the media, other Employment Agencies and members of the public.** Your Undertaking to Safeguard Official Information and your Non-Disclosure Undertaking to protect the confidentiality and secrecy of all confidential information received in relation to your participation applies to the RFI for the Programme.

5. A briefing will be conducted on 24 September 2026 for agencies that are interested in submitting an RFI response. Agencies should review the information in this Document and confirm their interest by RSVPing for the briefing. Only agencies that attend the briefing will be eligible to submit an RFI response. The deadline for the RFI submission is 15 October 2026. Submissions received after the closing date and time may not be considered.

6. ECDA shall be under no obligation to appoint any Employment Agency to the Programme arising from the submission of the RFI alone. ECDA shall further be under no obligation to provide reasons for non-acceptance of any Employment Agency to the Programme.

7. If you would like to RSVP for the briefing or have any enquiries regarding the RFI submission, please direct them to:

Name: Yong Jerry / Aster Han

Email: Jerry_YONG@ecda.gov.sg

Aster_HAN@ecda.gov.sg

Part 1

DETAILS OF THE PROGRAMME

1 Overview

1.1 ECDA is seeking to appoint Employment Agencies over a 4-year period (2027 – 2030) to recruit EC educators for companies with preschools licensed under the Early Childhood Development Centres (ECDC) Act. Appointment will be subject to yearly renewals based on achievement of performance targets.

1.2 Under the programme, appointed Employment Agencies will:

- (a) Source for both local and foreign educators for the EC sector (with a focus on infant educators), inclusive of candidates with or without professional certifications or training in EC care and education.
- (b) Ensure candidates possess the minimum academic qualifications and language requirements as stipulated in clause 3.1, including arranging for language ability testing where relevant.
- (c) Engage preschool operators for the purposes of facilitating the hiring of EC educators.

1.3 Yearly recruitment targets will be stipulated, and renewal of appointment will be dependent on whether the Employment Agency meets the preceding year's target. While ECDA will facilitate the partnership between the appointed Employment Agency and preschool operators, it would not be an exclusive arrangement, i.e. ECDA will not mandate preschool operators to only utilise appointed agencies for the hiring of EC educators. The appointed employment agencies should seek to establish its competitive edge via affordable pricing and good service standards.

2 Eligibility Conditions

2.1 To be appointed to the Programme, agencies must demonstrate that they meet the following eligibility conditions prior to and throughout the duration of the Programme:

- (a) **Registration and Licensing:** Employment agencies must be registered with the Ministry of Manpower (MOM) as an Employment Agency, with either a Comprehensive License (All) or Comprehensive License (non-FDW)¹.
- (b) **Ownership and Control of Agency:** Relevant personnel (viz agency's owners, directors, and senior management) must declare his/her record of criminal offences, offences committed under the Employment Agencies Act, the Employment Act and the Employment of Foreign Manpower Act, as well as any past insolvency or bankruptcy episodes.

¹ Licence for non-Foreign Domestic Workers (FDW) worker types only.

3 Indicative Programme Parameters

3.1 Employment Agencies are to take into account the following parameters when they submit the required information in [Part 3A](#). These parameters are indicative and preliminary in nature and should be used for the purpose of this RFI Submission only. For the avoidance of doubt, ECDA may vary the requirements of the Programme in accordance with Part 2, clause 9.1 of this Document.

Manpower Profile

- (a) Employment Agencies will source for both local (Singapore Citizen/Permanent Resident) and foreign educators on Work Permit or S Pass. The EC sector is part of the Services sector and is subject to source country restrictions for the hiring of workers on Work Permit. Employment Agencies will be able to source for Work Permit holders only from specified foreign sources (see Annex A).
- (b) Educator candidates will also be required to meet age, academic and language criteria as listed in [Table 1](#) below:

Table 1: Expected Educator Profiles

Criteria	Requirements
Age	21 and above
Academic Qualifications	Minimum of 10 years of formal education
Language Requirement, in at least 1 category	Proficiency in English, with the following requirements: • GCE 'O' Level, C6; or • A C6 equivalent in any English Language Acceptable Alternatives* (ELAA); or • Score of 5 on the Workplace Literacy (WPL) Comprehensive Series
	Proficiency in Chinese (Mandarin), with the following requirements: • GCE 'O' Level, C6; or • A C6 equivalent in any Chinese Language Acceptable Alternatives* (CLAA); or • Chinese Proficiency Test (HSK) Level 5

See [Annex A](#) for list of language acceptable alternatives

- (c) Employment Agencies will source for EC educators possessing any of the following EC qualifications:
- EC degree, equivalent to qualifications for Preschool Educators (teaching 18 months to 6 years)²
 - EC diploma, equivalent to qualifications for Preschool Educators (teaching 18 months to 6 years)²

² Certification mapped to the L2 level. Local EC qualifications mapping can be found at [list-of-ec-quals.pdf](#). For candidates with foreign EC qualifications, ECDA will assess if the qualifications are sufficiently aligned to ECDA-approved EC programmes.

- c. EC certificate, equivalent to qualifications for Early Years and Infant Educators (teaching 2 months to 3 years)³
- d. No EC certification, for subsequent training in Singapore as either Infant Educators or Assistant Infant Educators (candidates with a general degree or diploma preferred)

Fee Requirements

For the entire duration of the programme, all appointed Employment Agencies shall charge to preschool operators placement fees of no more than 1 month of educators' fixed monthly salaries. Fees for other services are not subjected to fee requirements, but Employment Agencies should seek to offer affordable pricing to stay competitive.

³ Certifications mapped to the EY1 and EY2 level. Local EC qualifications mapping can be found at [list-of-ec-quals.pdf](#). For candidates with foreign EC qualifications, ECDA will assess if the qualifications are sufficiently aligned to ECDA-approved EC programmes.

Part 2

PROCESSES RELATING TO THE RFI SUBMISSION

DEFINITIONS

- 1 Unless the context otherwise requires, the following definitions shall apply:
- (a) “Document” means the invitation to participate in this RFI Submission and comprises all documents forwarded to the Employment Agency inclusive of the Cover Letter, Part 1 (Details of the Programme), Part 2 (Processes Relating to the RFI Submission), Part 3 (RFI to be Submitted to ECDA), and any other documents and forms enclosed.
 - (b) “Appointed EA” means the successful Employment Agencies to be appointed by the Government.
 - (c) “Agency” means a person or his permitted assigns who is submitting Part 3 (RFI to be submitted to ECDA) and may include two or more persons if appropriate.
 - (d) “The Government” means the Government of the Republic of Singapore as represented by the Early Childhood Development Agency (“ECDA”).
 - (e) “Complete Submission” means the submission of Part 3 (RFI to be Submitted to ECDA) duly completed.

SUBMISSION PROCESS

2.1 Agencies shall submit the required information in accordance with the mode(s) of submission and deadline specified in the Cover Letter. Submissions of Part 3 (RFI to be submitted to ECDA) must be in accordance with the requirements stated in Part 1 (Details of the Programme) and Part 2 (Processes Relating to the RFI Submission) of this Document. The Government reserves the right to reject any submission not submitted in accordance with the mode(s) of submission and requirements specified in this Document.

2.2 Agencies are advised to study the Document very carefully before finalising their submission. The onus is on the Agency to ensure that a Complete Submission is submitted.

2.3 The Government may not entertain any request made after the RFI Submission has closed, for a variation of the submission or for submission of additional items that may have been omitted from the original submission, on any ground whatsoever.

2.4 The Agency shall be solely responsible for any omissions or errors.

ACCEPTANCE OF DOCUMENT

3.1 The Government shall be under no obligation to disclose any reasons for the non-acceptance of any Agency for the Programme. The Government shall also not be obliged to enter into any correspondence with any Agency over the same.

3.2 For the avoidance of doubt, this RFI Submission is not intended to create or impose any legal obligations on the Government to select any Agency for the Programme. Nothing in this RFI Submission shall constitute a binding agreement between any Agency and the Government for acceptance onto the Programme.

3.3 The Government reserves the right to accept the submission(s) of one or more Agencies.

CONFIDENTIALITY

4.1 Except with the consent in writing of the Government, the Agency shall not disclose this RFI Submission, or any of its provisions, or any specifications, plans, or information issued by the Government. The Agency's Undertaking to Safeguard Official Information and Non-Disclosure Undertaking apply to this Document as well.

4.2 The Government may require an unsuccessful Agency not appointed as an Appointed EA to return any specifications, plans, or instructions issued by the Government.

OWNERSHIP OF DOCUMENTS

5. All documents submitted by the Agency in response to this Document shall become the property of the Government. However, intellectual property in the information contained in the Complete Submission submitted by the Agency shall remain vested in the Agency. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Agency and the Government.

EXPENSE OF AGENCY

6. In no case will any expense incurred by the Agency in the preparation of the Complete Submission be borne by the Government.

APPLICABLE LAW

7. All submissions submitted pursuant to this Document and the formation of any resulting contracts or agreements shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose and the Parties agree to submit to the exclusive jurisdiction of the Singapore courts.

SHORT-LISTING OF AGENCIES

8.1 The Government reserves the right to shortlist any Agency and give those shortlisted the opportunity to submit an amended submission on the basis of the Government's revised requirements, in accordance with a common deadline. The Government may conduct briefings for shortlisted Agencies to issue supplementary terms to the Document.

8.2 The amended submission received based on the revised requirements shall form the basis of the final evaluation. The amended submission received in the final round shall be complete and comprehensive. In the event of any contradiction or inconsistency between the final submission (or any part thereof) and an earlier submission, the contents of the final submission shall prevail.

CORRIGENDA TO DOCUMENT

9.1 The Government reserves the right to amend any terms in, or to issue supplementary terms to the Document at any time prior to the deadline for the RFI Submission.

9.2 The Government shall have the right to extend the closing date and time for the RFI Submission if supplementary terms and conditions are issued under this paragraph.

DISCLAIMER

10. This Document may not contain all information which Agencies may require. Agencies should therefore make their own inquiries and seek such clarifications they think necessary. The Government shall not be liable to any Agency for any information in this Document which is incomplete or inaccurate.

ENQUIRIES

11. No oral representation by the Government shall be:

- (a) accepted or construed as modifying or varying any of the provisions, terms or conditions in the Document, or
- (b) binding on the Government.

COPYRIGHT

12. The Government reserves to itself all copyright in this Document.

Part 3

INFORMATION TO BE SUBMITTED TO ECDA

Please complete the following parts:

Part	Checklist (Please complete all parts where applicable)
3A	Organisation Structure and Organisation Capability
3B	Declaration Form

Part 3A

Organisation Structure and Organisation Capability

Please complete all the fields below. If there are not enough rows, please add more rows where needed.

Section A: Organisation Structure			
Agency Name (as registered on ACRA):			
UEN:		EA Licence No.:	
EA Licence Type:	☐ Comprehensive Licence (All) ☐ Comprehensive Licence (non-FDW) ☐ Comprehensive Licence (Local) ☐ Select Licence		
Size of EA Operations Team	No. of Key Appointment Holders		
	No. of EA Personnel		
	No. of Non-EA Personnel involved in EA operations ⁴		
List of Key Appointment Holders			
S/N	Name	EA Personnel Registration Number	Role (Owner, Partner etc.)
1			
2			
How many years has your agency been operating as a registered EA?			
Does your agency provide recruitment services for local workers?			☐ Yes ☐ No
Does your agency provide recruitment services for foreign workers?			☐ Yes ☐ No
Types of Work Passes processed	☐ S Pass ☐ Work Permit for migrant worker ☐ Work Permit for migrant domestic worker ☐ Others (Please specify: _____)		
Has your agency accrued any demerit points in the past year?			☐ Yes ☐ No
If you have answered yes to the above question, please provide a list of infringements in the past year and the number of points issued for each infringement.			
Infringement(s)		Demerit point(s) issued	
Section B: Organisation Capability			
1) Please state the annual number of successful hires processed by your agency, based on work pass type, over the past 3 years.			
Work Pass type	Indicative annual throughput (3 years)		
	2023	2024	2025
Local worker			
S Pass			
Work Permit for migrant worker			
Work Permit for migrant domestic worker			
Others			

⁴ Personnel not involved in [work that require an EA licence or Certificate of Employment Intermediaries \(CEI\)](#), such as coordinating with partner overseas agencies without accessing data on jobseekers or communicating with jobseekers.

2) Please state the number of companies that your agency has successfully provided recruitment services for over the past 3 years.

Year	Number of clients (companies)
2023	
2024	
2025	

3) Provide a short brief to market your agency's services, highlighting any key specialisations or unique selling point. To include the following info: sector(s) served (e.g. services sector, domestic work sector), experience in sourcing for specific professional/academic qualifications of candidate as requested by client etc.

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4) Has your agency provided educator recruitment services for the Singapore Early Childhood sector?

☐ Yes

☐ No

If Yes, please complete the following:

Please provide a list of Singapore preschool operators that have used your agency's services, and specific job role(s) or professional/academic qualifications of candidate you have helped to source for.

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5) List down the sources your agency recruits from. Include the number of overseas partners for each source, and an estimated annual throughput for the work passes processed for each source.

Source	Number of overseas partner agencies	Estimated annual throughput

Section C: Service Delivery and Fees

6) Please indicate the types of service that your agency provides from start-to-end, time taken for each step and the fees involved (if applicable). Be as comprehensive as possible. Fees quoted will be used for the evaluation of EAs.

Service (with description)	Est time taken	Fee/pax
<i>E.g. Candidate identification & pre-screening, including checks of validity of educational qualification, administration of language testing etc.</i>		

7) Please describe in detail the processes involved in each service type listed in (6).
e.g. How does your agency intend to market the available jobs and identify candidates? What is the specific replacement policy for candidates found to be unsuitable after employment?

Section D: Crisis Management

8) What processes does your agency have for addressing any disputes between your agency and workers/companies that have engaged your services?

Section E: Client Testimonials and Reviews

9) Please provide testimonials or reviews (no more than 3) submitted by **companies** that have engaged your agency for **recruitment services** in the past 3 years.

Part 3B

DECLARATION

To: The Government of the Republic of Singapore c/o Early Childhood Development Agency 51 Cuppage Road #08-01 Singapore 229469 Attention: Mr Yong Jerry / Ms Aster Han Sector Planning	Name of Employment Agency: _____ Address: _____ _____ _____
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We acknowledge that ECDA shall be under no obligation to appoint any Employment Agency to the Programme arising from this RFI Submission exercise. ECDA shall further be under no obligation to give reason(s) for the non-acceptance of any Agency for the Programme.

2 Our RFI Submission is fully consistent with Part 1 and Part 2 of this Document. In the event that this is not true, we acknowledge that ECDA reserves the right to: (a) treat our Document as if it did not include any such inconsistency, contradiction or derogation, or (b) reject our Document.

3 We declare that the facts stated in this submission (including all the accompanying information and documents) are true and correct to the best of our knowledge and we have not wilfully suppressed any material fact. We also declare that the legal entity is currently not involved in any pending or anticipated litigation.

4 We understand that ECDA may request for more information when required.

5 We accept that if any of the information submitted to ECDA in this RFI Submission is in any way false or incorrect, ECDA reserves the right to not consider this submission.

6 I/We*, _____ (Name(s) in Block Letters) warrant, represent and declare that we have been duly authorized to submit, endorse the RFI Submission, receive instruction, give any information, accept any Agreement and act for and on behalf of _____ (Insert Name of Agency as per information declared in Part 3B of the Document) for purposes of being considered for the Programme.

Dated _____ 2026.

_____	_____	_____
Name	Designation	Authorised Signature

CONFIDENTIAL

Annex A: Supplementary Information

Services Sector Work Permit sources

Source Type	Sources
Traditional Sources	• Malaysia • People's Republic of China (PRC) • North Asian sources (NAS): • Hong Kong (HKSAR passport) • Macau • South Korea • Taiwan
Non-Traditional Source Occupation List	• Bangladesh • Bhutan • Cambodia • India • Laos • Myanmar • Philippines • Sri Lanka • Thailand

List of English Language Acceptable Alternatives (ELAA) for GCE 'O' Level C6

Assessment	Acceptable Alternative
GCSE English	C
IGCSE English as First Language (A* to G grading scale) ⁵	C
IGCSE English as First Language (9 to 1 grading scale) ¹	4 / 5
ICCE General Certificate 'English' or 'English 1'	C
IELTS (Academic) ⁶	Band 5.5
Linguaskill General / Business ⁷	At least 162
SPM EL 1119 (Cambridge GCE 'O' level EL1)	C6 (before 2009) C (after 2009)
SPM (from 2021 onwards)	B2 (CEFR)
TOEFL paper	At least 497
TOEFL computer-based test	At least 170
TOEFL Internet-based test	At least 59
International Baccalaureate Diploma Extended Essay in English	Satisfactory Score (Grade 4) Satisfactory Standard (Grade C)
Accredited Degree where the medium of instruction is English	Successful completion of the degree programme
GCE 'AO' General Paper	C6
GCE 'H1' General Paper	E

⁵ Only applies to IGCSE qualifications endorsed by Cambridge International Examination (CIE) and Pearson Edexcel.

⁶ IELTS assessments are accepted only if they are taken at an authorised IELTS testing centre. Tests done via proctoring (live/remote) are currently not recognised.

⁷ Linguaskills General or Linguaskills Business assessments are accepted only if they are taken at a Cambridge Assessment English authorised testing centre. Tests done via proctoring (live/remote) are currently not recognised.

Integrated Programme Year 4 Language Arts	C6
Grade in EL1 obtained in a national or state examination after 10 years of formal education with English as the medium of instruction	Credit in EL1 equivalent to a C6 in GCE 'O' level examination or any acceptable alternatives as listed (proof of equivalence to C6 in GCE 'O' level examination is to be provided by the candidate)

List of Chinese Language Acceptable Alternatives (CLAA) for GCE 'O' Level C6

Assessment	Acceptable Alternative
GCE 'AO' Chinese Language	C6
GCE 'H1' Chinese Language	E
Accredited Degree where the medium of instruction is Chinese	Successful completion of the degree programme
GCSE Chinese (Mandarin) (Code: 4670)	C
Grade in Chinese Language obtained in a national or state examination after 10 years of formal education with Chinese Language as the medium of instruction	Credit in CL equivalent to a C6 in GCE 'O' level examination or any acceptable alternatives as listed (proof of equivalence to C6 in GCE 'O' level examination is to be provided by the candidate)
Hanyu Shuiping Kaoshi (HSK) 汉语水平考试	Level 5 with at least 60 marks in the Listening, Reading and Writing components and a pass in HSK Advanced Oral assessment, or Level 5 with at least 60 marks in the Listening, Reading and Writing components and a pass in HSK Level 5 Oral assessment
iGCSE Chinese Language (Code: 0509 and 0523)	C
Sijil Pelajaran Malaysia (SPM) Chinese Language (Code: 6351)	6C
Sijil Tinggi Persekolahan Malaysia (STPM) Chinese Language	C+
Test of Chinese as a Foreign Language (TOCFL) 华语文能力测试	Band B Level 3
Unified Examination Certificate (UEC) – Senior Middle Level Only	C8