

# Call for Provision of Services to Produce Children’s Books

## 1. INTRODUCTION

### 1.1 SDSC

The Singapore Disability Sports Council (SDSC) is a charity advocating sports for Persons with Disabilities (PWDs). It aims to transform the lives of PWDs through sport. Our success stories include Jason Chee, former para table tennis player and ASEAN Para Games gold medalist, and Yip Pin Xiu, Singapore’s first Paralympic gold medallist.

### 1.2 I’mPOSSIBLE Programme

I’mPOSSIBLE is an international education programme on the Paralympic values and Paralympic Movement. I’mPOSSIBLE aims to change the perceptions of how young people perceive people with an impairment, thus bringing about a more inclusive society.

### 1.3 I’mPOSSIBLE Celebrations 2021

2021 marks the year of the Tokyo Paralympic Games, with 8 para athletes from Singapore having qualified or nearing qualification for the Games. To rally support for our local para athletes, SDSC would like to produce four sets of children storybooks based on the stories of our local para athletes.

## 2. SCOPE OF WORK

### 2.1 Overview

Services are sought to research, write and illustrate four sets of children’s storybooks, based on stories of four selected para athletes.

The stories shall demonstrate:

- the para athletes’ struggles
- the para athletes’ journeys to the Paralympics
- key takeaways on Paralympic Values, which are “Courage”, “Determination”, “Inspiration” and “Equality”

Each set of storybooks would contain:

1. One beginner reader version of 32 pages suitable for younger children (6 years old and below)
2. One early reader version of 80 pages suitable for older children (7 to 12 years old)

These storybooks would be distributed in e-versions to preschools and primary schools, and where funds allow, printed for education and fundraising purposes.

The Contractor shall also provide SDSC with the raw files of illustrations used in the storybooks to produce complementary lesson materials, such as colouring pages.

### 2.2 Samples

S/N	Title
1	Race to Rio: Joseph Schooling Goes for Olympic Gold
2	The Mermaid Who Became A Champion - Yip Pin Xiu

### **2.3 Copyright**

Interested Contractors should note that the intellectual property of the content and materials shall belong to SDSC throughout the development and eventual production of the children's storybooks.

## **3. PROJECT SCHEDULE**

### **3.1 Schedule**

The schedule for this project is:

<b>Date</b>	<b>Deliverable</b>
2 February 2021	Publication of Invitation To Quote (ITQ)
11 February 2021	Deadline for submission of Quotation
19 February 2021	Appointment of Contractor
22 - 26 February 2021	Meeting with Contractor
1 - 31 March 2021	Delivery of services
5 April 2021	Delivery of final products to SDSC

## **4. SUBMISSION OF QUOTE**

4.1 Interested Contractors are invited to submit:

- Itemised breakdown of the costs according to the price schedule in Annex A
- Past works of similar nature (children's stories, children's illustrations) for reference

4.2 Closing date for submission is 11 February 2021, 12.00pm. Please email to:

Lim Wei Hao  
 Marketing and Development Executive  
 Mobile: 9189 2553  
 Email: [lim.wei.hao@sdsc.org.sg](mailto:lim.wei.hao@sdsc.org.sg)

Stefanie Pitchian  
 Corporate Communications Executive  
 Mobile: 8157 4165  
 Email: [stefanie.pitchian@sdsc.org.sg](mailto:stefanie.pitchian@sdsc.org.sg)

## **5. ACCEPTANCE OF QUOTATION**

5.1 SDSC shall be under no obligation to accept the lowest or any quotation. SDSC reserves the right to award the quotation to any Contractor and will not enter into correspondence with any Contractor regarding the reasons for non-acceptance of a quotation.

5.2 SDSC reserves the right to award this ITQ as a whole or in part.

5.3 Quotes must be completed with clear prices stated, including any service charges or taxes. There should be no hidden costs.



## **6. VARIATION**

6.1 Either party can vary the terms of engagement as long as the other party agrees to such variation in writing.

## **7. EVALUATION**

7.1 Quotations shall be assessed based on:

- Price competitiveness (50%)
- Quality of past works (50%)

## **8. TERMINATION**

8.1 SDSC may terminate the contract if the Contractor fails to deliver the agreed services within the agreed timeline.

## **9. COST**

9.1 Contractors are to indicate all costs clearly, using the template in Annex A, including costs for items not requested in the specifications but additional value-added work proposed.

9.2 Payment terms: 100% upon completion of the project and satisfactory receipt of commissioned works, within 30 days of proper invoice submission.

SDSC reserves the right to reject the delivered goods if they are deemed unsatisfactory or not in accordance to the specifications laid out and agreed upon through this award.

**Annex A: Price Schedule**

S/N	Item Description	Cost (S\$)
<b>Mandatory Items</b>		
1	Editorial services, including <ul style="list-style-type: none"> <li>- Conduct of research interviews</li> <li>- Creative writing and editing</li> </ul>	
2	Illustration services, including <ul style="list-style-type: none"> <li>- Book Cover</li> <li>- In-story illustrations</li> </ul> Illustrations to be provided in full colour as well as outlines only for colouring purposes.	
3	Layout	
<b>Optional Items</b>		
1	Printing costs such as: <ul style="list-style-type: none"> <li>- 500 copies or less</li> <li>- 500-1,000 copies</li> <li>- More than 1,000 copies</li> </ul> Full colour print; perfect bind; gloss laminate for cover; 120gsm for inside pages and 150gsm for cover	