



**Citi Para Swimming World Series Singapore 2023**  
**Tender for Provision of Accommodation Services**

**Introduction**

The Singapore Disability Sports Council (SDSC) is hosting the Asian leg of the World Para Swimming (WPS) World Series in April 2023. About 150 top para swimmers from around the world are expected to congregate in Singapore for this meet. The meet will be headlined by Singapore's top athletes and Paralympians such as Yip Pin Xiu, Toh Wei Soong and Sophie Soon.

We are seeking a valued partner to be appointed as our "Official Hotel" for this event.

The tender specifications can be found in **Annex A**. All interested hotels are invited to submit their proposal, together with the price schedule in **Annex B**. The evaluation criteria are advised in **Annex C**.

Deadline for proposals is 9 December 2022, 5.00pm. Please refer to **Annex D** for the contact persons.

Please kindly note that the SDSC is a non-governmental organisation and charity recognised as the national sports body for persons with disabilities and national sports association for para sport. It collaborates closely with the Ministry of Culture, Community and Youth (MCCY) and Sport Singapore to promote para sport in Singapore. More information is available on SDSC and the WPS World Series in **Annex E**.

Thank you.

Warmest regards,

Singapore Disability Sports Council (SDSC)

## **Annex A Tender Specifications for the Provision of Accommodation Services**

For the purpose of this tender, the SDSC shall be known as the Organiser.

### **1 Definitions**

For the purpose of this tender exercise, the following definitions would be used.

<b>Term</b>	<b>Definition</b>
The Organiser	Citi Para Swimming World Series Singapore 2023 (SG23WPS) Organising Committee, headed by the Singapore Disability Sports Council (SDSC)
The Contractor	Appointed Hotel Partner for SG23WPS
Vendor/s	Hotels that are interested in submitting a partnership proposal
SG23WPS Guests	Athletes, Officials of SG23WPS housed at the appointed hotel

### **2 Timeline for Citi Para Swimming World Series Singapore 2023**

<b>Date /Day</b>	<b>Description</b>	<b>Remarks</b>
24 April 2023, Monday	Arrival of WPS Representative	A Team Information Desk will be set up by the Organiser at the hotel lobby to assist SG23WPS guests with queries.
25 April 2023, Tuesday	Arrival of Teams	
26 April 2023, Wednesday	Training Day	
27 April 2023, Thursday	Training Day	
28 April 2023, Friday	Training Day	
29 April 2023, Saturday	Competition Day	
30 April 2023, Sunday	Competition Day	
1 May 2023, Monday	Competition Day	
2 May 2023, Tuesday	Departure of Teams	

### 3 Guest Profile

#### Optional

Roles	Est. pax	Est. rooms	Check-in/ Check-out	Remarks
Athletes	150 pax	75 twin rooms	25 Apr 2023/ 2 May 2023	Persons with disabilities (Est. 20% would be wheelchair users)
Team Officials	70 pax	35 twin rooms	25 Apr 2023/ 2 May 2023	Largely persons without disabilities
Technical Officials	15 pax	15 single rooms	25 Apr 2023/ 2 May 2023	Persons without disabilities
WPS Representative	3 pax	3 single rooms	24 Apr 2023/ 2 May 2023	Persons without disabilities
<b>Total</b>	<b>238 pax</b>	<b>110 twin rooms, 18 single rooms</b>		<b>Est. 25 *wheelchair- friendly twin rooms</b>

\*refer to 5c

### 4 Duties / Scope of Work

The Contractor is required to:

- Provide quality full-board accommodation (includes breakfast, lunch and dinner) and related services to SG23WPS guests.

### 5 Specific Requirements

#### a. General

- The Contractor shall appoint one representative to coordinate with the Organiser on discussions, bookings, arrangements, payments and other related matters for SG23WPS.

#### b. Reservations

- The Contractor shall receive instructions from the Organiser on room reservations and cancellations for SG23WPS guests between March 2023 to Apr 2023. All room reservations are expected to finalise latest by 10 April 2023.

#### c. Accommodation

- Accommodation provided to SG23WPS guests is generally expected to be well-furnished with basic amenities, i.e. toiletries, towels, daily complimentary drinking water, hot shower in non-slip shower area, safe, free WIFI. Rooms should be cleaned daily.
- Accommodation for wheelchair users must be wheelchair-friendly, i.e.
  - Lift to room level

- Sufficient space in room for wheelchairs to manoeuvre;
- No/insignificant kerb or barrier between bed to bathroom;
- Preferably with a detachable shower-head and plastic shower chair.

#### **d. Meals**

- Meals should comprise non-vegetarian, vegetarian and Halal-certified options for SG23WPS guests.
- Due to competition timings, meals must be available to SG23WPS guests at the following timings:
  - Breakfast: 6.00am to 10.00am
  - Lunch: 11.00am to 3.00pm
  - Dinner: 6.00pm to 10.30pm
- Dining area should be wheelchair-accessible for users to access meals.

#### **e. Location and Transportation**

- The Contractor should be located near the city centre, or within 15-minutes' travelling time to Singapore Sports Hub, by both public and private transportation.
- SG23WPS guests are expected to take public (MRT) and private transportation (mini-buses and vans) to the Singapore Sports Hub (Stadium MRT). A convenient and wheelchair accessible pick-up and drop-off area should be designated by the Contractor to the Organiser for transport arrangements.

#### **e. Marketing and Branding**

- The Organiser would be announcing the Contractor as the 'Official Hotel' for the SG23WPS, through the marketing collateral for SG23WPS guests.
- Press will be engaged to recognise the Contractor's contributions only if the Contractor provides sponsorship terms that are accepted by the Organiser.

## **6 Prices**

Any Government Service Tax or additional service charges must be clearly indicated on the Price Schedule (Annex B) to provide a full picture of the contractual cost. The Organiser shall not be liable for any costs that are neither indicated in the tender nor informed before the contract is signed. Upon contract confirmation, prices are considered as final.

## **7 Payment Terms**

Due to its non-profit nature, the Organiser does not hold significant reserves to allow payment of arrears in full, and will require SG23WPS guests to complete payment transfers to its account so as to accumulate sufficient funds for payment completion to SG23WPS contractors.

However, the Organiser undertakes to complete the payment of all outstanding amounts due to all contractors within 30 days of event completion (i.e. 30 days from 2 May 2023), regardless of any outstanding dues owed by SG23WPS guests to the Organiser. This is on the condition that all relevant documentation (i.e. invoices / receipts and bank details) are submitted, in good condition and accurate, to the Organiser before or on 2 May 2023.

Invoices or receipts that are submitted after 2 May 2023 shall be processed within 30 days of the date of submission.

Vendors should bear this in mind when proposing the Payment Schedule and Terms.

Any amendments to the invoice due to the Contractor's oversight shall renew the notice period for payment from the date of revision. The Organiser shall be entitled to off-set against the price set out in the Contract any sum owed to the Organiser by the Contractor.

Payments shall be made via bank transfers only.

## 8 Tender Submissions

Vendors must submit the following documents

- i) Item 1 - Pricing Schedule (refer to **Annex B**)
- ii) Item 2 - Proposal containing details of:
  - a. Max. number of rooms that can be provided
  - b. Guest rooms amenities
  - c. Meal options and menus
  - d. Payment schedule / terms
- iii) Item 3 – Acknowledgement of Exclusion Criteria and Conflict of Interest / Non-Collusion Clauses (Annex F)

Tender proposals must be submitted by **9 December 2022, 5pm** via email to **tender@sdsc.org.sg**

Vendors shall arrange for the Organiser to conduct site visits to view the guest rooms and dining area, if shortlisted.

## 9 Timeline

Description	Date
Tender Notice and Invitation to Tender (ITT)	8 November 2022
Closing Date for Proposal Submissions	9 December 2022
Site Visits	Dec 2022 - Jan 2023
Award of Tender/Partnership	January 2023
Reservations	March – April 2023
Event Dates	25 April to 2 May 2023

## 10 Late tenders

Tenders received after the Closing Date will not be considered, unless the Organiser announces an extension for all Vendors due to exceptional circumstances.

## **11 Acceptance of tenders**

The Organiser may, unless the Vendor expressly stipulates to the contrary in the tender, accept whatever part of a tender that the Organiser wishes. The Organiser is under no obligation to accept the lowest or any tender.

## **12 Alternative offer**

If the Vendor wishes to propose modifications to the tender (which may provide a better way to achieve the Organiser's requirements), these may, at the Organiser's discretion, be considered as an Alternative Offer. The Vendor must make any Alternative Offer before the Closing Date. The Organiser is under no obligation to accept Alternative Offers.

## **13 Non-Disclosure and Confidentiality**

Vendors must treat the Invitation to Tender (ITT), contract and all associated documentation (including the Specification) and any other information relating to organiser's employees, officers, partners or its business or affairs as private and confidential. Vendors shall:

- a. recognise the confidential nature of the information;
- b. respect the confidence placed in both parties by maintaining the secrecy of the Confidential Information;
- c. do not employ any part of the Confidential Information without Organiser's prior written consent, for any purpose except that of tendering from organiser;
- d. do not disclose Confidential Information to third parties without Organiser's prior written consent;
- e. do not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to the Organiser;
- f. use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- g. Notify Organiser immediately of any possible breach of the provisions of such and acknowledge that damages may not be an adequate remedy for such a breach.

## **14 Exclusion Criteria**

Any Vendor submitting a tender proposal is required to confirm in writing:

- A. Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- B. Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgement in any court of law whether national or international;
- C. Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Vendor will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

#### **15 Conflict of Interest / Non Collusion**

Any Vendor is required to confirm in writing:

1. That it is not aware of any connection between it or any of its directors or senior managers and the staff of the Organiser which may affect the outcome of the selection process. If there are such connections, the Vendor is required to disclose them.
2. That it has not communicated to anyone other than the Organiser on the amount or approximate amount of the tender.
3. That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

#### **16 Award Procedure**

The Organiser will review all proposals after the Closing Date and determine, in accordance with the Evaluation Criteria, whether to award the contract to any one of them.

#### **17 The Contract**

The contract awarded shall be for the mentioned services required, subject to the Organiser's agreement to the Vendor's proposal. The Organiser reserves the right to undertake a formal review of the contract.

#### **18 Indemnity**

The Contractor shall indemnify the Organiser in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Organiser as a result of or in connection with any act or omission of the Contractor or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Organiser by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services by the Contractor.

#### **19 Termination / Cancellation**

The Organiser may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Contractor at least 21 days' notice.

The Organiser may terminate the Contract with immediate effect by giving written notice to the Contractor and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Contractor at any time if the Contractor:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Organiser.

In the event of termination, all existing purchase orders must be completed.

## **20 General**

- 1 The Contractor shall not use the Organiser's name, branding or logo other than in accordance with the Organiser's written instructions or authorisation.
- 2 The Contractor may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Contractor's prior written consent.
- 3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- 4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- 5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 6 The Contract shall be governed by and construed in accordance with Law. Parties irrevocably submit to the exclusive jurisdiction of the courts to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- 7 A person who is not a party to the Contract shall not have any rights under or in connection with it.



### **Annex C Evaluation Criteria for Tender**

Tenders submitted will be evaluated on the following:

<b>Criteria</b>	<b>Description</b>	<b>Weightage</b>
1	Proximity to OCBC Aquatic Centre by public transportation (MRT)	25%
2	Price	40%
3	Quality of Proposal e.g. rooms, meals	20%
4	Compatibility of Payment Schedule and Terms	15%
	<b>Total</b>	<b>100%</b>

**Annex D Contact Persons**

<b>Queries on</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
Specifications	(Mr) Justinian Chua	+65 6342 3564	<a href="mailto:justinian.chua@sdsc.org.sg">justinian.chua@sdsc.org.sg</a>
Tender Submissions	NA	NA	<a href="mailto:tender@sdsc.org.sg">tender@sdsc.org.sg</a>



## **Annex E About SDSC and Citi Para Swimming World Series**

### About Singapore Disability Sports Council

The Singapore Disability Sports Council (SDSC) is the national sports body for persons with disabilities (PWD) in Singapore. It is a social services organisation registered with the Commissioner of Charities. The goal of SDSC is to enable persons with disabilities (PWD) to realise their potential through sports. SDSC has been an advocate of disability sports for the past 49 years. SDSC trains talents to represent Singapore and pursue excellence at regional and international competitions.

Sports for people with disabilities form the very cornerstone of SDSC's existence. SDSC's goal is to promote, through sports, the well-being of the people with disabilities in Singapore, and helping them to live full and independent lives.

### About Citi Para Swimming World Series Singapore 2023

Singapore will be the only Asian host for the WPS World Series 2023. Singapore is honoured to be part of the largest World Series for para swimming, lining up as the 5th hosting country for the 2023 leg. The international competition will be a timely opportunity for regional countries to compete with international swimmers in a 3-day competition. The event is expected to welcome about 150 swimmers.

The competition will be held at the OCBC Aquatic Centre, a world-class swimming facility that is designed with a 10-lane 50m competition pool, 8-lane 50m training pool and an audience capacity of 3,000.

**Annex F DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

(To be completed by the authorised representative of the tenderer)

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**1. SUBMITTED by:**

<b>Tenderer name</b>	
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**2. STATEMENT:**

I, the undersigned, (Name) \_\_\_\_\_ being the authorised representative of the above tenderer, hereby declare that:

**(a) Exclusion Criteria**

- Neither the Tenderer nor any related company to which the Tenderer regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither the Tenderer nor a company to which the Tenderer regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgement in any court of law whether national or international;
- Neither the Tenderer nor a company to which the Tenderer regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

**(b) Conflict of Interest / Non Collusion**

- That the Tenderer is not aware of any connection between it or any of its directors or senior managers and the staff of the Singapore Disability Sports Council which may affect the outcome of the selection process. If there are such connections, the Tenderer will disclose in writing to the Management of Singapore Disability Sports Council.
- That the Tenderer has not communicated to anyone other than the Singapore Disability Sports Council on the amount or approximate amount of the tender.

### 3. Authorised Representative

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Company Stamp</b>	
<b>Date</b>	