

INVITATION TO TENDER

REQUIREMENT SPECIFICATIONS

The Singapore Disability Sports Council (SDSC) is pleased to invite website developers to submit their bid for the enhancement and development of SDSC Corporate Website.

1. INTRODUCTION

The Singapore Disability Sports Council (“SDSC”) is the national body for Persons with Disabilities (PwD), founded in 1973. It aims to transform the lives of PwD through sport as a form of rehabilitative therapy and means to realise their potential. Besides providing platforms for learning sport, SDSC trains talents to represent Singapore at regional and international competitions. 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. Read more about the SDSC at www.sdsc.org.sg.

2. SCOPE OF WORK

The appointed Vendor (“Contractor”) will work with SDSC-appointed representatives for the provision of goods and services as set out in the Scope of Work. The Contractor is responsible for the delivery of items listed below

- Development concepts based on the brief set out in **Annex B**
- Website architecture, migration of existing contents to the new website.
- Successful completion and delivery of a newly enhanced mobile friendly website that is satisfactory to SDSC

3. ADDITIONAL INFORMATION

- 3.1. The Contractor is required to provide a progress report to update SDSC on the progress of the arrangements on a weekly basis and seek clearance from SDSC or its designated officers on matters relating to the project.

- 3.2. The report shall cover:
 - (a) all tasks which are in progress or which were scheduled to begin or end that week;
 - (b) status of problems reported by types of services; and
 - (c) Progress on services requested, or is scheduled to begin and end that week.
- 3.3. The Contractor would be required to conduct and/or attend regular meetings at SDSC or other venues as required for the purposes of discussion/meeting or other matters related to the project.
- 3.4. Any communication materials supplied by SDSC should only be used for the project and should not be reproduced elsewhere or be used for any other purpose unless specified by SDSC.
- 3.5. The Contractor may also propose other value-added services that SDSC may benefit from by engaging its services over and above the requirements mentioned in the specifications.
- 3.6. The Contractor may have to work and liaise with SDSC's existing web hosting vendor.
- 3.7. The Contractor is to consult and obtain SDSC's approval should they need to change any of the above specifications, duties and responsibilities before and during the course of the project.
- 3.8. The Contractor shall undertake to ensure that information to be included in the website is not to be reproduced without the expressed approval of authorised officers from SDSC.
- 3.9. The Contractor shall maintain the integrity and confidentiality of information provided and given access to in the course of website development.
- 3.10. SDSC reserves the right to change the scope of work as well as the proposed development concept within reasonable limits.

4. SCHEDULES

- 4.1. The Contractor shall provide SDSC with a detailed Project Plan for SDSC's approval.

- 4.2. The Project Plan shall include a project schedule that shows in detail, to the task level, how each of the milestones could be achieved.
- 4.3. Any changes to any schedule must be proposed to and approved by SDSC.

5. SUBMISSION OF PROPOSAL

- 5.1. The Contractor shall submit:
- itemised breakdown of the costs according to the table in Annex A
 - A development concept for the website
 - Credentials of the team members working on the project and a short description of the organisation
 - List of major clients for similar development in the past two years and cite 3 referees
 - Links or images of the website developed by the contractor
- 5.2. A briefing shall be held for interested contractors to clarify any questions on the requirements on 22 December 2020. Registration is required for the briefing. Please register via this link <https://forms.gle/TvfJ5BktEf5XCPY38> by 21 December 2020, 12pm.
- 5.3. The closing date for submission of proposals for the ITT is **12 January 2021, 5pm**.
- 5.4. Contact persons

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Corporate Communications Executive
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Lim Wei Hao
Marketing and Development Executive
Mobile: 9189 2553
Email: lim.wei.hao@sdsc.org.sg

6. ACCEPTANCE OF QUOTATION

- 6.1. 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.
- 6.2. SDSC reserves the right to award this ITT as a whole or in part.
- 6.3. Quotes must be completed with clear prices stated, including any service charges or taxes. There should be no hidden costs.

7. EVALUATION

Quotations shall be assessed by a panel on the following:

- 7.1. Strength of creative concept (20%)
- 7.2. Flexibility of proposal (20%)
- 7.2. Experience/portfolio and track record (20%)
- 7.3. Price competitiveness (40%)

Shortlisted contractors may be required to present their concepts to the panel before the award is decided. The presentation date will be informed to shortlisted contractors.

8. TERMINATION

- 8.1. 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.

9. COST

- 9.1. Contractors are to indicate clearly costs, 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.

Annex A: Price Schedule

S/N	Item Description	Cost (S\$)
Compulsory Items		
1	A new layout and design to improve the look and feel of the SDSC website	
2	Sitemap proposal that will enhance the visitor's experience	
3	Review of current CMS and recommend a CMS that can be easily administered by SDSC	
4	Copywriting services and entry of newly developed content into the new website	
5	Migration of existing content to new website	
6	Conduct user training and authoring a user guide for administrators	
7	Any other associative work to ensure the completeness of the project	
Optional Items		
1	Design, development and implementation of a customisable interactive sub-website page	
2	Hosting of website	
3	Change requests allowed and/or provision of technical maintenance/support follow-up	

Annex B: Brief of SDSC corporate website enhancement and development

To ensure that the interface is suitable for visually impaired individuals, users can easily navigate through the website, discover the pages, and pages to be responsive in all forms of devices and screen sizes.

Key Audience

(1) Primary

To learn more about the programmes, services and other opportunities available at SDSC.

- A. Community of Support
Caregivers, associations, teachers, parents, volunteers i.e. public

(2) Secondary

To engage with them on the services and opportunities available for them

- A. Corporates/Governance agencies
Government partners, corporate partners
- B. Athletes/Persons with Disabilities (PWD)
Existing athletes, new PWDs, coaches, officials

7 Basic Categories on Website and search box

- **Home** - Announcement on Programmes, Activities/Workshops, Highlights/Latest Stories etc
- **About** - Mission/Vision, Overview, Governance, Our Executive Committee, Contact Us, Staff Directory, Members (Ordinary, Associate)
- **Sports** - Types of Disability Sports, Programmes, Records
- **Athlete** - Athlete Life Management, Athlete Commission, Financial Schemes
- **Get Involved** - Coaching, Volunteer, Fundraise
- **Happenings** - Calendar of Events, Announcements & Press Room, The Inside Track
- **Sport Associations** - NDSA framework

Other elements to include

- **Get In Touch** - Address, Contact Number, Email
- **Privacy Policy**
- **About SDSC** - Our Executive Committee
- **Affiliations** - International/local affiliations
- **SDSC Social Media** - Facebook, Instagram, LinkedIn, YouTube
- **Corporate Partners**



EXECUTION / DEADLINE (SUBJECT TO CHANGES, WHICH SHALL BE PUBLISHED AS ADDENDUMS TO THIS TENDER)

15 December 2020 – Publication of ITT

22 December 2020 – Briefing for Contractors (Registration required by 21 Dec 2020)

12 January 2021 – Submission of ITT

26-29 January 2021 – Concept Presentation by Shortlisted Contractors

03 February 2021 – Confirmation of Contractor

[Timeline to follow approved Project Plan](#)

By mid May 2021 – Complete handover to SDSC. Launch of new website