



## **Citi Para Swimming World Series Singapore 2024**

### **Tender for Provision of Venue Overlay**

#### **Introduction**

The Singapore Disability Sports Council (SDSC) is hosting the Asian leg of the World Para Swimming (WPS) World Series in May 2024. 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.

The tender specifications can be found in **Annex A**. All interested vendors are invited to submit their proposal. The evaluation criteria are advised in **Annex B**.

Deadline for proposals is 25 March 2024, 5pm. Please refer to **Annex C** 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 D**.

Thank you.

Warmest regards,

Singapore Disability Sports Council (SDSC)

## **Annex A Tender Specifications for the Provision of Venue Overlay**

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>
Event	Citi Para Swimming World Series Singapore 2024 (SG24WPS)
The Organiser	Citi Para Swimming World Series Singapore 2024 (SG24WPS) Organising Committee, headed by the Singapore Disability Sports Council (SDSC)
The Vendor	Vendors that are interested to submit the proposal

### **2 Timeline for Citi Para Swimming World Series Singapore 2024**

<b>Date /Day</b>	<b>Description</b>
13 May 2024, Monday	Setup
14 May 2024, Tuesday	Event Day - Training
15 May 2024, Wednesday	Event Day - Training
16 May 2024, Thursday	Event Day - Training
17 May 2024, Friday	Event Day - Competition
18 May 2024, Saturday	Event Day - Competition
19 May 2024, Sunday	Event Day - Competition
20 May 2024, Monday	Tear Down

### **3 Duties / Scope of Work**

The Vendor is required to supply, install & dismantle the venue overlay for the event.

#### **Mandatory - (i) to (iii)**

##### i) Venue Overlay - Field of Play

- Item 1 - Main backdrop (3 panel)
- Item 2 - Backdrop / partition
- Item 3 - Platform for LED screen
- Item 4 - Side Backdrop
- Item 5 - Ramp
- Item 6 - Big A-Board
- Item 7 - Small A-Board
- Item 8 - Banner

##### ii) Venue Overlay - Athlete Lounge

- Item 9 - System panel (partition) with door
- Item 10 - Rental of Standing Industrial Fan
- Item 11 - Rental of Table w/ Skirting
- Item 12 - Rental of plastic PVC chairs

iii) Venue Overlay - East stand  
Item 13 - Platform for Mediacorp

**Optional - (iv) to (vii)**

iv) Venue Overlay - Courtyard  
Item 14 - Air-conditioned Tentage (Ice bath)  
Item 15 - Air-conditioned Tentage (Team area)

v) Venue Overlay - Outside Venue  
Item 16 - PVC Wrapped Backdrop  
Item 17 - Big Banner  
Item 18 - Pillar Box

vi) Sport presentation  
Item 19 - Athlete entrance

vii) Fan Zone  
- Proposed concept  
- Vendors may propose alternative concepts for our consideration.

Kindly refer to the attached Annex A-1 for more details on the specifications.

#### **4 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.

#### **5 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 SG24WPS guests to complete payment transfers to its account so as to accumulate sufficient funds for payment completion to SG24WPS vendors.

However, the Organiser undertakes to complete the payment of all outstanding amounts due to all vendors within 30 days of event completion (i.e. 30 days from 20 May 2024), regardless of any outstanding dues owed by SG24WPS 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 20 May 2024.

Invoices or receipts that are submitted after 20 May 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 Vendor'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 Vendor.

Payments shall be made via bank transfers only.

## 6 Tender Submissions

Vendors must submit the following documents

- i) Item 1 - Pricing Schedule
- ii) Item 2 – Acknowledgement of Exclusion Criteria and Conflict of Interest / Non-Collusion Clauses (Annex E)

Tender proposals must be submitted by **25 March 2024, 5pm** via email to [tender@sdsc.org.sg](mailto:tender@sdsc.org.sg).

## 7 Timeline

Description	Date
Tender Notice and Invitation to Tender (ITT)	12 March 2024
Closing Date for Proposal Submissions	25 March 2024, 5pm
Award of Tender	Early April 2024
Event Dates	13 May to 20 May 2024

## 8 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.

## 9 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.

## 10 Alternative offer

If the Vendor wishes to propose modifications to the tender (which may provide a better way to achieve the Organizer'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.

## **11 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 organizer'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 organizer;
- 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.

## **12 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.

### **13 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 Organizer 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.

### **14 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.

### **15 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.

### **16 Indemnity**

The Vendor 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 Vendor or its employees, agents or sub-vendors 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 Vendor.

## **17 Termination / Cancellation**

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

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

- 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.

## **18 General**

- 1 The Vendor shall not use the Organiser's name, branding or logo other than in accordance with the Organiser's written instructions or authorisation.
- 2 The Vendor 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 Vendor'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 B Evaluation Criteria for Tender**

Tenders submitted will be evaluated on the following:

<b>Criteria</b>	<b>Description</b>	<b>Weightage</b>
1	Price Competitiveness	40%
2	Ability to meet requirements	25%
3	Track record	20%
4	Compatibility of Payment Schedule and Terms	15%
	<b>Total</b>	<b>100%</b>



**Annex C      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 D 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 realize their potential through sports. SDSC has been an advocate of disability sports for the past 50 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 2024

Singapore will be the only Asian host for the WPS World Series 2024. Singapore is honoured to be part of the largest World Series for para swimming, lining up as the 5th hosting country for the 2024 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 E DECLARATION ON HONOR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

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

**Citi Para Swimming World Series Singapore 2024 –  
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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>	