



Singapore 2025 World Para Swimming Championships
Tender for Provision of Accommodation Services for Teams

Introduction

Singapore Disability Sports Council, have been appointed as the host nation for the 2025 World Para Swimming Championship from the 21 to 27 September 2025 at the OCBC Aquatic Centre. This is the first time Singapore will be organising this championship. This year's edition will be in conjunction with Singapore's 60th Birthday.

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 deadline for proposals is 25th November 2024, 12pm.

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 World Para Swimming Championships in **Annex C**.

Thank you.

Warmest regards,

Singapore Disability Sports Council (SDSC)

Annex A Tender Specifications for the Provision of Accommodation Services for Teams

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.

Term	Definition
The Organiser	Singapore 2025 World Para Swimming Championships (WCH2025) Organising Committee, headed by the Singapore Disability Sports Council (SDSC)
The Contractor	Appointed Hotel Partner for WCH2025
Vendor/s	Hotels that are interested in submitting a partnership proposal
WCH2025 Guests	Athletes, Officials of WCH2025 housed at the appointed hotel

2 Timeline for World Para Swimming Championships 2025

Date /Day	Description	Remarks
17 September 2025, Wednesday	Arrival of Teams	A Team Information Desk will be set up by the Organiser at the hotel lobby to assist WCH2025 guests with queries.
18 September 2025, Thursday	Training Day	
19 September 2025, Friday	Training Day	
20 September 2025, Saturday	Training Day	
21 September 2025, Sunday	Competition Day	
22 September 2025, Monday	Competition Day	
23 September 2025, Tuesday	Competition Day	
24 September 2025, Wednesday	Competition Day	
25 September 2025, Thursday	Competition Day	
26 September 2025, Friday	Competition Day	
27 September 2025, Saturday	Competition Day	
28 September 2025, Sunday	Departure of Teams	

3 Guest Profile

Roles	Estimated pax	Estimated rooms	Check-in/ Check-out	Remarks
Athletes	600 pax	300 twin rooms	Refer to table above in clause 2.	Persons with disabilities (Est. 20% would be wheelchair users)
Team Officials	400 pax	200 twin rooms	Various check-in dates depending on the Team's schedule.	Largely persons without disabilities
Total	1000 pax	500 twin rooms	Final check-out date will be 28 Sep 2025	Estimated 100 *wheelchair-friendly twin rooms

*refer to 5c

The Organiser is expecting a minimum reservation of 300 rooms which could go up to 500 rooms.

4 Duties / Scope of Work

The Contractor is required to:

- Provide quality full-board accommodation (includes breakfast, lunch and dinner - buffet style) and related services to WCH2025 guests.

5 Specific Requirements

a. General

- o The Contractor shall appoint one representative to coordinate with the Organiser on discussions, bookings, arrangements, payments and other related matters for WCH2025.

b. Reservations

- o The Contractor shall create and manage the reservation link for WCH2025 guests for booking, inclusive of payment, between May 2025 to August 2025. All room reservations are expected to finalise latest by mid August 2025.

c. Accommodation

- o Accommodation provided to WCH2025 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.
- o 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

- o Meals should comprise non-vegetarian, vegetarian and Halal-certified options for WCH2025 guests.
- o Due to competition timings, meals must be available to WCH2025 guests at the following timings (tentative):
 - Breakfast: 6.00am to 10.00am
 - Lunch: 11.00am to 3.00pm
 - Dinner: 6.00pm to 10.30pm
- o Dining area should be wheelchair-accessible for users to access meals.

f. Games Services

- o The Organizer will be providing the following games services to WCH2025 guests:
 - Delegation Registration Meeting
 - WCH2025 Information Desk
 - Accreditation Centre
 - WCH2025 Transport Desk
 - Arrivals & Departure Information Desk
- o The Contractor shall provide to the Organizer a space of approximately 3000 sq ft for the above services.

g. Location and Transportation

- o 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.
- o WCH2025 guests are expected to take public (MRT) and private transportation (buses and vans) to the Singapore Sports Hub. A convenient and wheelchair accessible pick-up and drop-off area should be designated by the Contractor to the Organiser for transport arrangements.

h. Marketing and Branding

- o The Organiser would be announcing the Contractor as the 'Official Hotel' for the WCH2025, through the marketing collateral for WCH2025 guests.
- o 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 WCH2025 guests to complete payment to the Contractor directly.

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 28 September 2025). 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 28 September 2025.

Invoices or receipts that are submitted after 28 September 2025 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 twin rooms that can be provided
 - b. Guest rooms amenities
 - c. Meal options and menus
- iii) Item 3 – Acknowledgement of Exclusion Criteria and Conflict of Interest / Non-Collusion Clauses (Annex D)

Tender proposals must be submitted by **25 November 2024, 12pm** 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)	13 November 2024
Closing Date for Proposal Submissions	25 November 2024, 12pm
Award of Tender/Partnership	January 2025
Reservations	May – August 2025
Event Dates	17 to 28 September 2025

10 Evaluation Criteria

Tenders submitted will be evaluated on the following:

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

11 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.

12 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.

13 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.

14 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.

15 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.

16 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.

17 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.

18 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.

19 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.

20 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.

21 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 About SDSC and World Para Swimming Championships

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 Singapore 2025 World Para Swimming Championships

The 2025 World Para Swimming Championships will be held in Singapore, marking a significant milestone for the country as it hosts this prestigious event for the first time. Scheduled to take place at the OCBC Aquatic Centre, the championship will bring together elite para-swimmers from around the globe to compete in a wide array of events, showcasing incredible athleticism and determination.

As the premier competition for para-swimming, the 2025 Championships will provide a platform for swimmers to demonstrate their skills and pursue world records. The event is expected to attract a large international audience, highlighting Singapore's commitment to inclusivity, sports excellence, and the growth of para-sports in Asia.

In addition to the thrilling competition, the event will also emphasize innovation in sports infrastructure, accessibility, and the integration of technology, aligning with Singapore's vision as a global hub for sports. Fans and participants alike can look forward to an inspiring week of high-performance swimming and a celebration of diversity in athletics.