



# SINGAPORE 2025 WORLD PARA SWIMMING CHAMPIONSHIP

Audio Visual Requirement Tender Documents

Jointly Organised by



## REQUIREMENT SPECIFICATIONS

### 1. INTRODUCTION

The Singapore Disability Sports Council (SDSC) would like to invite you to tender for provision of Audio Visual Company to provide audio visual equipment and manage the provided items for Singapore 2025 World Para Swimming Championships. The scope of work is as shown, described in or inferred from this document. The Tenderer will also be required to provide thorough support for the physical event, including the working with other appointed vendors appointed by the Organising Committee.

### 2. BACKGROUND OF EVENT

Singapore Disability Sports Council, have been appointed as the host nation for the Singapore 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 addition will be in conjunction with Singapore's 60<sup>th</sup> Birthday.

This tender is called to appoint one event support company to assist the OC & WPS with the Audio Visual requirement. In view of the importance of this event, a Tenderer is required to ensure all logistics and build up requirements are met and that the event will be executed smoothly.

The details of the Singapore 2025 World Para Swimming Championships from the Pre events activation to the actual championship can be found in the table below (to note that the events listed are suggested events and may be taken off if organisers do not want to have them):

Proposed Date	Event Title	Duration	Venue
December 2024	Unveiling of Logo & Mascot	2 hrs	TBC
Jan to July 2025	Pre-Event Activations	Between 2hrs to 6hrs	Vendor to propose
15 to 19 September 2025	Bump in, testing & rehearsal	TBC	OCBC AQC and all activation areas
21 September 2025	Opening ceremony	45 mins	OCBC AQC
21 to 27 September 2025	Championship event management	Whole Day	OCBC AQC
21 to 27 September 2025	Victory Ceremonies	7 Days	OCBC AQC
21 to 27 September 2025	Event time activations	7 Days	Kallang Wave Mall, OCBC Square, Facade of AQC

27 September 2025	Closing Ceremony OR After party	TBC	TBC
October 2025 (TBC)	Volunteers Appreciation	3 hrs	TBC

### 3. SCOPE OF WORK

The scope of work to be undertaken by the Tenderer for the Singapore 2025 World Para Swimming Championship is indicated below:

#### General Requirement

The appointed vendor is to ensure that the following personnel are appointed on a full-time basis to this project from time of award to the final execution of the volunteer's appreciation event.

- Project manager with at least 8 to 10 years of experience handling ground operations for international events and festivals
- Operations Manager (2 pax) with at least 5 to 8 years of experience handling major sporting events and /or festivals
- Lighting Designer (1pax) with experience in designing lighting shows for major events such as SEA Games Opening Ceremony, National Day Parades, etc
- Lighting Technicians (as required)
- LED Programmer (01 Pax)
- LED Assistants (as required)
- Live Feed Director (1 Pax)
- Sound Engineer (1 Pax) with experience in handling Audio Management for major events such as SEA Games Opening Ceremony, National Day Parades, etc
- Sound Technicians (as required)
- Professional and Qualified Riggers for rigging of equipment on truss
- Bump in /out Crew
- On site crew (as required)

The appointed vendor must also obtain the following insurance to cover all parties including the OC of all possible liabilities. (a) workmen compensation insurance (if not already acquired)

The appointed vendor will have to submit to the OC and WPS the Risk Assessment (RAMS) before commencement of any work.

The appointed AV company will have to work with the appointed EMC on all AV requirements. And submit to OC & WPS the Sound, Lights and Visual deployment plan.

The appointed AV company will also be responsible to give any technical drawings that will be required by any authorities for the event.

All Permits such as Professional Engineer Endorsement (PE), Single Line Drawing (SLD) and Licensed Electrical Worker Endorsement (LEW) have to be sought and approved and submitted to the OC & WPS.

#### **Standard services to be delivered**

The OC & WPS expects there to be a standard level of end product that is delivered for the event in terms of the brands used and the conditions of the equipment provided. The standard includes but is not limited to the delivery of the following specific elements or services:

- Preparation for application of required permits, submitting them on time and obtaining the permits required at least 1 week before the commencement of onsite work.
- Proposing suitable and if possible sustainable ways in which equipment can be used for the event.
- Ensuring that all AV equipment is of acceptable standards to match the importance of the event.

Deliver all end products in the best quality possible and on time for the event.

#### **4. Accessibility and Inclusivity**

The company should ensure the equipment at the event venue is as inclusive and accessible as possible and identify specific initiatives which could further support accessibility to audience members with differing impairments including visual, hearing and intellectual impairments.

The appointed vendor should also be able to work with the OC's accessibility team to ensure that the venue is made well accessible.

#### **5. Requirements**

The requirements for the various activities of the events are listed in Part 2 (Price Schedule). Vendors are to note that measurements will have to be taken during the onsite briefing before submission of proposal.

#### **6. Sustainability**

The company shall identify how they will support the Championships ambition to ensure decisions and actions are sustainable before, during and after the championships in their approach and policies. This could include areas such as energy saving, materials and kit.

#### **7. Partnership Opportunities**

The OC invites applicants to include any proposals for a wider partnership / sponsorship within their submission.

Partnership / sponsorship proposals should also clarify:

Any fees / discounts / additional services / value in kind the supplier can offer the event.

Any partnership / sponsorship rights requested by the company. Note the OC is also able to discuss upon request available partnership / sponsorship rights that can be provided as part of this.

The event provides a high-profile partnership to truly demonstrate and celebrate diversity and inclusion, whilst inspiring future generations to sport and the benefits it provides. This provides your business and brand the opportunity to create positive social impacts for individuals within communities.

Singapore 2025 will mark the first time the World Championships take place in Asia and will be aligned with Singapore's 60th birthday celebration. It will also be the first edition of the World Para Swimming Championships to be held in the same host nation and year as the World Aquatics Championships.

Singapore has successfully hosted international Para swimming events in recent years, particularly the Citi Para Swimming World Series. The latest edition was held in May at the OCBC Aquatic Centre with over 120 Para swimmers from 21 nations.

When considering submissions for this tender, the OC will first assess the ability of the companies to deliver against the core requirements of the tender. The OC will then consider any partnership proposals.

## **8. LIQUIDATED DAMAGES**

The works shall be delivered based on the agreed project schedule. SDSC reserves the right to deduct any quantum from the contract sum as deemed reasonable if any of the works or services provided is not completed to SDSC's satisfaction / requirements and results in embarrassment to SDSC, or if the appointed Contractor fails to manage the installation work adequately to SDSC's satisfaction. SDSC also reserves the right to appoint a third party to complete/make good any works or services which have not been fulfilled after reasonable notice has been provided. The additional cost of appointing this third party (if any) shall be borne by the Contractor.

The deductions will be made from the Contractor's payments or from any monies due or which may become due to the Contractor or will be recovered from the Contractor as a debt.

## **9. ELIGIBILITY**

All persons who are debarred from participating in public sector tenders are not eligible to participate in this Invitation to Tender. Where a Tenderer is debarred after the submission of its Tender Offer, the Tenderer shall not be considered for the award of this Invitation to Tender. If a Tender Offer is submitted without explicitly mentioning that the Tenderer is currently debarred, the Authority shall treat the submission of the Tender Offer as an express continuing declaration by the Tenderer that the Tenderer is in fact eligible to participate in this Invitation to Tender and, if such a declaration is discovered to be false, the Authority will be entitled to, at any time, rescind any contract entered into pursuant to such a Tender Offer without the Authority being liable therefor in damages or compensation.

## **10. COMPLIANCE WITH INSTRUCTIONS**

Any Tender Offer which is not submitted according to the instructions contained and in the form(s) prescribed in this Invitation to Tender is liable to be rejected.

The Tenderer's Tender Offer may include alternative offer(s).

The Tenderer's Tender Offer may include qualifications or variations to any provision of this Invitation to Tender or may be an offer which does not fully comply with the Requirement Specifications.

## **11. TENDERING PERIOD**

This Invitation to Tender shall be closed on the Closing Date and Time. "Closing Date and Time" means the date and time specified in Clause 12, or such other date and time as notified by the Authority from time to time through its official procurement website. Tender Offers received after the Closing Date and Time shall be disqualified.

## **12. VALIDITY PERIOD**

Tender Offers submitted shall remain valid for acceptance for the Validity Period. "Validity Period" means a period of 90 days from the Closing and Time, or such longer period as may separately be agreed in writing between the Tenderer and the Authority.

## **13. TENDER OFFER**

The Tenderer must satisfy itself before tendering as to the correctness and sufficiency of its Tender Offer for the supply of the Goods and Services, and all matters and things necessary for the proper execution and completion of such supply, including any duty, custom and excise, licence, transport and insurance expense, regardless of whether such matters or things were specifically set out in this Invitation to Tender.

The Tenderer must ensure that its Tender Offer is complete, and that the information in its Tender Offer is clearly visible without further action required by the Authority. In particular, the Tenderer must ensure that all information in any softcopy or spreadsheet or other document is not hidden in rows or otherwise not visible. Any part of the Tender Offer that is not clearly visible without further action required by the Authority may be excluded from the Tender Offer and may not be considered in the evaluation of such Tender Offer.

The Tenderer shall be deemed to have been thoroughly acquainted by its own independent observations and enquiries as to all matters which can in any way influence its Tender Price.

The Tenderer shall quote in its Tender Offer the all-in firm prices for the Goods and Services in Singapore Dollars. The Tender Price shall be deemed to have included the delivery of all items and performance of all services to meet the requirements in the Invitation to Tender irrespective of whether such items or services have been specifically listed or priced in the Tender Offer.

The Tenderer shall notify the Authority in writing of any ambiguity, discrepancy, conflict, inconsistency or omission in or between any of the documents in this Invitation to Tender and seek clarification about the same from the Authority at least seven (7) days before the Closing Date and Time.

No oral representation shall be:

(a) binding on the Authority; or

(b) construed as modifying or varying any of the provisions of this Invitation to Tender.

#### **14. WITHDRAWAL OF TENDER OFFER**

No Tender Offer may be withdrawn after the Closing Date and Time. Any Tenderer who attempts to do so may, in addition to any remedy which the Authority may have against it, be liable to be debarred from future public sector tenders.

#### **15. ACCEPTANCE OF TENDER OFFER**

The Authority shall be under no obligation to accept the lowest priced or any Tender Offer.

The Authority may accept the whole or any part(s) of the Tender Offer as it may decide, unless the Tenderer expressly stipulates in its Tender Offer that certain parts of the Tender Offer are to be treated as indivisible. The prices shall be adjusted in accordance with the schedules of prices set out in the Tender Offer.

The issuance by the Authority of a Letter of Acceptance accepting the Tenderer's Tender Offer or part of the Tender Offer shall create a binding contract (to the extent accepted by the Authority) between the Authority and such Tenderer. The Conditions of Contract shall apply to such contract. This contract for this call for tenders shall be done by the 30 day of March 2025

A Letter of Acceptance may be issued to a successful Tenderer by hand or post to the address specified in its Tender Offer. Such issuance of the Letter of Acceptance by hand or post shall be deemed effective communication of acceptance.

Notwithstanding the issuance of the Letter of Acceptance, the Authority may require the Tenderer to sign a formal agreement in respect of the Contract and the Tenderer must do so without unnecessary delay. In the event that the Tender Offer is submitted by a duly authorised agent, the formal agreement is to be executed by its principal.

The Authority shall have the right to accept the Tender Offers of one Tenderer.

#### **16. CONFIDENTIALITY**

Except with the prior consent in writing of the Authority, the Tenderer must not disclose to any person (other than employees, sub-contractors, suppliers or agents on a "need-to-know" basis for the purposes of preparing or submitting a Tender Offer or subsequent clarifications)

this Invitation to Tender, or any of its provisions, or any specification, plan, drawing, pattern, sample or information issued by the Authority in connection with this Invitation to Tender.

The Authority may require an unsuccessful Tenderer to return or destroy any specifications, plans, drawings, patterns, samples or information issued by the Authority in connection with this Invitation to Tender.

Where the Authority requires any information or document to be returned or destroyed, the Tenderer must provide written confirmation of such return or destruction to the Authority no later than 10 Working Days (or any other date agreed by the Authority) after the Authority's notification, and where required by the Authority, provide satisfactory proof of such destruction.

#### **17. OWNERSHIP OF TENDER DOCUMENTS**

All documents submitted by the Tenderer in response to this Invitation to Tender shall become the property of the Authority. However, intellectual property in the information contained in the Tender Offer shall remain vested in the Tenderer. This Clause is without prejudice to any provision to the contrary in any subsequent contract between the Tenderer and the Authority.

#### **18. ALTERATION, ERASURES OR ILLEGIBILITY**

A Tender Offer bearing any amendment or erasure (other than amendments made by the Tenderer itself which are initialled by the Tenderer), or in which any information is not legibly stated, is liable to be rejected.

#### **19. AUTHORITY'S CLARIFICATIONS ON TENDERER'S TENDER OFFER**

In the event that the Authority seeks clarification on any aspect of the Tenderer's Tender Offer, the Tenderer must provide full and comprehensive responses within one (1) day of notification.

#### **20. EXPENSE OF TENDERER**

In no case will any expense incurred by the Tenderer in the preparation or submission of its Tender Offer or subsequent clarifications be borne by the Authority.

#### **21. GOODS AND SERVICES TAX**

The Tenderer must not include in the prices proposed in its Tender Offer, GST chargeable for the supply of goods or services required in this Invitation to Tender. All prices quoted must be exclusive of GST.

If the Contractor is a taxable person under the GST Act, the Authority will reimburse the Contractor for any GST chargeable by the Contractor on the supply by the Contractor of goods and services provided pursuant to this Invitation to Tender.



## **22. GST REGISTRATION**

The Tenderer shall declare its GST status in its Tender Offer. The Tenderer shall clearly indicate whether it is, or will be, a taxable person under the GST Act. The Tenderer shall furnish its GST registration number to the Authority, if available.

A Tenderer who declares itself to be a non-taxable person under the GST Act but which becomes a taxable person at any time thereafter shall forthwith inform the Authority of its change in GST status.

## **23. OWNERSHIP STATUS OF TENDERER**

The Tenderer must provide in its Tender Offer full information on the name and address of any person, company or corporation which Controls the Tenderer

## **24. SHORTLISTING TENDERERS**

The Authority shall have the right to shortlist Tenderers in accordance with the criteria set forth in this Invitation to Tender, and give those so shortlisted the opportunity to submit new or amended Tender Offers on the basis of the Authority's revised requirements, in accordance with a common deadline.

Tender Offers received based on the firm and updated requirements shall form the basis of the final tender evaluation. The Tender Offers received in the final round must be complete and comprehensive, and shall over-ride all Tender Offers previously submitted. The final Tender Offer must not make references to previous Tender Offers. All Tender Offers received in the previous rounds shall be treated as lapsed. Such final Tender Offers must be submitted as instructed by the Authority.

## **25. CORRIGENDA TO INVITATION TO TENDER**

The Authority shall have the right to amend any terms in, or to issue supplementary terms to this Invitation to Tender at any time prior to the Closing Date and Time.

## **26. DISCLAIMER AND LIMITATION OF LIABILITY**

This Invitation to Tender may not contain all the information which Tenderers may require. Tenderers should therefore make their own inquiries and seek such clarifications they think necessary. The Authority shall not be liable to any Tenderer for any information in this Invitation to Tender which is incomplete or inaccurate.

The Authority shall not be liable for any loss of profit or indirect or consequential losses arising from or in connection with any failure by the Authority to comply with its legal obligations in conducting this Invitation to Tender, considering or evaluating any Tender Offer or accepting any Tender Offer. Any liability shall be limited to the costs of preparing and submitting the Tender Offer reasonably incurred by the Tenderer.

## 27. PAYMENTS TO SUCCESSFUL TENDERER

All payments to be made under the Contract by the Authority to the successful tenderer shall be effected through Interbank GIRO Systems and/or other Electronic Payment Systems ("Systems").

The successful Tenderer shall submit the duly completed and signed direct credit authorisation form within ten (10) working days from the date of the Letter of Acceptance to effect payments through such systems.

In the event that the payment arrangement through such Systems terminates or becomes ineffective for any reasons whatsoever, the successful Tenderer shall re-submit all the necessary forms to the Authority's Financial Accounting Department within 10 working days from the date of termination.

All payments will be made within 30 days after receipt of invoice which can only be issued by the tenderer to the authority after satisfactory delivery of the items listed in the LOA. The authority will make payment for this project in stages as agreed by both parties after the award of the contract.

## 18. Tender Timetable

The LOC intends to follow the timetable below in performing the tender evaluation and contract award process:

● Call For Tender	04 November 2024
● Site Briefing	12 November 2024
● Clarification Period	05 to 15 Nov 2024
● Tender closes	22 November 2024
● Shortlisted Vendors Presentation	25 to 29 November 2024
● Final Evaluation & Clarifications	30 Nov to 03 Dec 2024
● Tender Award(via Email)	11 December 2024
● Kick Off Meeting	11 to 31 December 2024
● Contract Signing	30 March 2025

The dates above are subject to change at the OC's discretion.

## 29. Discussion and Clarification

If you have any questions regarding the tender document or the Championships, please contact [sureshkumar.r@sdsc.org.sg](mailto:sureshkumar.r@sdsc.org.sg) Singapore 2025 Para Swimming World Championships, Event Director.

## 30. Tender submission

- All tenders are to be submitted via [tender@sdsc.org.sg](mailto:tender@sdsc.org.sg) . Any other form of submission will not be accepted.
- Please submit your completed tender by 12pm on Monday, 22 November 2024.

- Tenderers are to note that the OC & WPS is not obligated to award the contract as a whole or to the lowest quote.
- Late submission will not be entertained.
- Tender documents submitted should include:
  - Company portfolio
  - Company's Track Record for the past 5 years organising similar level events.
  - Bizsafe Certification or Equivalent
  - Company's audited accounts for the past 3 years
  - Concepts of the Volunteers Appreciation, Pre-Event Activations & Event Period Activations.
  - A summary on how the company intends to fulfil the brief, including a proposed top line project plan (timeline) from appointment to conclusion including bump in/out outlining all areas of activity.
  - Supporting evidence of relevant skills and experience (e.g., list of relevant previous events, projects, and references) that will meet the event's needs.
  - CVs of staff to be employed on the project, their qualifications to carry out the work, individual time commitment to the project and identification of areas which they will be working on.
  - Detailed breakdown of all costs related to your proposal in the attached Price Schedule (Part 2). Tenderers are to submit all cost bids in the format provided. The tenderers may add lines for any additional items that they deem necessary for the event to run smoothly. The tenderer shall not include or request for any items that are not listed as part of the tender submission.
  - Tenderer will have to honour all costs tendered during submission upon acceptance of the LOA.
  - Tenderers are to note that the OC is not obligated to award all items in the price schedule should the OC feel that the item is not required at the point of contracting. However the OC will reserve all rights to reinstate the item at a later time should it become a requirement again. If this happens the contractor will have to honour the cost that they have quoted at the time of submission.
  - It is compulsory for tenderers to submit the attached compliance table and the Form of Tender (Part 1 & Annex A).
- Failure to submit any of these required documents will result in the submitted bid being disqualified.

### **31. EVALUATION CRITERIA**

The Organising Committee shall evaluate the Tender proposals based on the following criteria:

Critical Criteria:

Non-compliance with any of the following critical criteria shall preclude the Tender Proposal from further evaluation by the Organising Committee:

Debarment Status:

The Tenderer shall not be suspended or debarred by the Standing Committee On Debarment, c/o Ministry of Finance, Singapore, from participating in public sector projects.

**Compulsory Site Briefing:**

Only those who have attended the compulsory site briefing will be allowed to submit their tender. Tenderers who do not attend will not be accepted. Please register for the tender briefing by 12 noon Friday 08 November 2024 at [sureshkumar.r@sdsc.org.sg](mailto:sureshkumar.r@sdsc.org.sg). The site briefing venue will be sent to only companies who register for the site visit.

**Other Criteria (Ranked in Decreasing / Equal\* order of importance)**

<b>Other Evaluation Criteria</b>	<b>Rank</b>
<p>Criterion 1: Overall proposed approach that is aligned to the expected key deliverables and its suitability, e.g: (i) Value added services (ii) Good timeline control (iii) Effective communication on what are the priorities in terms of event planning and management.</p>	<p>1st in importance</p>
<p>Criterion 2: Track record / Experience of the company. Tenderers are to demonstrate their experience and technical capability in handling events/projects of this scale. Please submit the necessary supporting documents: (i) Compliance and adherence to past events (at least during the last 3 years) in terms of overall branding, marketing, event planning and execution. (ii) Track records/performance in planning and executing existing and past projects.</p>	<p>2nd in importance</p>
<p>Criterion 3: Cost effectiveness of the price quotation submitted including - taking into consideration of the total costs (firm award items + optional award items) *P-score calculation is used in this scoring</p>	<p>3rd in importance</p>
<p>Criterion 4: Full Compliance the Tender Proposal shall comply fully with the Form of Tender and Requirement Specifications.</p>	<p>4th in importance</p>
<p>Criterion 5: Financial Solvency Registration with Government Registration Authority (GRA) under the required Government Supplier Registration (GSR) Supply Head (Event Management) and Financial Grade of minimum S5; and Tenderer's financial statement to demonstrate financial solvency. Please submit the necessary supporting documents. If the Tenderer has applied for the GRA registration but has not received the registration outcome, the Tenderer may enclose a copy of the receipt of the registration fee paid or the application for registration together with their Tender. Tenderers are required to submit supporting documents, if any, on matters</p>	<p>5th in importance</p>

pertaining to bankruptcy, the making of false declarations, corrupt practices, criminal acts, etc.	
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For the cost effectiveness criterion, the scoring of a tenderer can be derived using the formula:

$$P\text{-Score} = \frac{\text{Lowest Tenderer's price} \times \text{Weightage for Cost Effectiveness criterion (\%)}}{\text{Tenderer's price}}$$

Under the quantitative method, Price and Quality Attributes are assigned weightages and translated into quantitative scores which are then totaled up to give a Combined Score during evaluation.

S/N	Criteria	Weightage
1	Price Competitiveness	40%
2	Quality	
i	Quality of Proposal	20%
ii	Team composition, capability and expertise of project team members	20%
iii	Experience and/or Track Record of events of similar nature of the Event Management Company in the last ten years	10%
iv	Compliance to Requirements Specifications	5%
v	Compliance to Terms & Conditions	5%
<b>TOTAL</b>		<b>100%</b>

FORM OF TENDER

TENDER NO: \_\_\_\_\_

PROVISION OF EVENT MANAGEMENT SERVICES FOR PLANNING AND EXECUTION OF SINGAPORE 2025 WORLD PARA SWIMMING CHAMPIONSHIP from 21 to 27 SEPTEMBER 2025

To: Singapore Disability Sports Council ('The Client')  
Singapore Sports Hub 3 Stadium Drive,  
#01-34, Singapore 397630

Dear Sirs

1. We hereby offer ("Offer") and undertake on your acceptance of our Tender Offer to supply and deliver the Equipment and Works for SINGAPORS DOLLARS \_\_\_\_\_ (\$\$ \_\_\_\_\_) as detailed below.

2. Our Tender Offer is made subject to the Instructions to Tenderer and the Conditions of Contract (which we have not qualified or changed) and we agree that our Tender Offer remains open for consideration for a period of 3 months commencing on the Closing Date for the submission of Tender Offers (as communicated by the Institute to us).

3. We understand that you are not bound to accept the lowest or any Tender Offer you may receive and that you reserve the right to, and we agree that you may accept our Tender Offer in whole or in part in accordance with Clause 25 of the Instructions to Tenderers.

4. Unless and until a formal agreement is executed, as may be required by you under Clause 25.5 of the Instructions to Tenderers, our Tender Offer set out in paragraph 1 hereof and your written acceptance thereof subject to any Authorised Variations shall constitute a binding agreement between us.

5. All terms used in this Form of Tender which are defined in the Conditions of Contract shall have the meanings so ascribed to them.

6. We further undertake to give you any further information that you may require or upon your request, make a presentation on such aspects of our Tender Offer as you may require.

Company Contact Person: -

Name & Signature:

Designation:

Contact: Email:

Company Stamp:

