



# SINGAPORE 2025 WORLD PARA SWIMMING CHAMPIONSHIP

Sports Presentation Tender Documents

Jointly Organised by



## REQUIREMENT SPECIFICATIONS

### INTRODUCTION

1. The Singapore Disability Sports Council (SDSC) would like to invite you to tender for provision of sports presentation services to plan, coordinate, organise and manage 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 management of any subcontractor.

### BACKGROUND OF EVENT

2. 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 years' addition will be in conjunction with Singapore's 60<sup>th</sup> Birthday.
3. This tender is called for various engagements leading to the main championships. In view of the importance of this event, a Tenderer is required to ensure all event requirements are met and that the event will be executed smoothly.
4. The details of the Singapore 2025 World Para Swimming Championships from the pre event activations 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
--------------------	-------------------------	-------	-----

## 5. Project Management

The company is responsible for effectively managing the project, from appointment, through to completion; taking into consideration a range of planning, communication, reporting and compliance elements throughout the duration of the appointment.

The company is required to fulfil the following key project management elements:

- Planning of all identified and agreed elements for the delivery of Sport Presentation and Victory Ceremonies in the lead-up to and during the event.
- Development of a Sports Presentation Plan by the first week of March 2025, which will be subject to approval by the OC & WPS, including milestones and project tasks.
- Attend the post event debrief and provide information for the Championships post event report.

## 6. Key Personnel & Delivery Workforce

The company is required to identify, appoint and deploy suitably qualified and experienced personnel for the event for bump-in/out periods, during scheduled competition, agreed technical rehearsals and any other required pre-production as identified and agreed between the company and the OC (as a minimum):

- a. Sport Presentation Manager / Producer
- b. Floor Manager/ Assistant Producer
- c. In venue commentator/announcer
- d. Ceremonies manager

The company should detail the key personnel that will make up the Sports Presentation team including names and experience where applicable.

In addition to the workforce provided by the company, the OC will appoint a small pool of Sport Presentation and Victory Ceremonies volunteers for the event, following identification and agreement of requirements with the appointed company.

## 7. Creative theme

The event brand has been created by a Singapore based agency;

- Brand style guide.
- Singapore 2025 Creative Idea Development

The company will implement the brand in innovative ways across all elements of sports presentation from graphics to screen content, music choice to victory ceremony delivery, opening and closing ceremonies to athlete entry and spectator engagement.

The creative agency will also be providing draft visuals of an event Mascot; The company shall use these to create a 3D/animated version and incorporate into the Sports Presentation Plan.

## **8. Narrative/Storytelling**

The Sports Presentation company will play an important role in creating the narrative around the event and support the goals of the social impact strategy and the marketing and communications team to tell stories within the venue that inspire, excite and empower change.

## **9. Sport Presentation Elements**

The delivery of Sport Presentation has certain elements that are common across most sporting events. Accordingly, the OC & WPS has identified a standard level of presentation to be scoped and delivered across the event.

Further, it is required that the supplier identifies any additional sport specific elements that are required to meet with the needs of the event and that shall also be considered 'standard' and included within the provision of agreed Sport Presentation services for the event.

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

The OC & WPS expects there to be a standard level of Sport Presentation delivered. The standard includes but is not limited to the delivery of the following specific elements or services:

1. All pre-production requirements for competition production, coordination, management and delivery, including but not limited to:
  - a. Development of run sheets (including sign-off procedures)
  - a. Script writing for announcers
  - b. Pre and post competition cueing
2. Athlete introductions (in line with agreed protocols)
3. Deliver the event opening and closing ceremonies. The opening ceremony will take place prior to the evening finals session of the first day of competition and should last no longer than 30 minutes. There will be a small proportion of formal introductions, and then the ceremony can be used to excite the athletes and crowd for the competition days ahead.
4. Sport specific information and explanations including classification
5. Music played in-venue (pre, during and post competition in line with agreed protocols) including but not limited to:
  - a. Research, selection and programming of all music
  - b. Entries and exits of athletes and/or teams
  - c. Stings
  - d. Required studio editing
  - e. Supply of all CD or media stock
6. Audience engagement and information

7. Video Board and scoreboard operation
8. Agreed presentation equipment (i.e. lighting) and other technical equipment, including the programming of instant replay machines.
9. Floor/stage manage the delivery of each identified victory ceremony, in line with the protocols of OC & WPS, for which the standard includes but is not limited to the delivery of the following specific elements or services:
  - a. Identification and provision of national anthem for each National Paralympic Committee (NPC)
  - b. Development of sign-off process for national anthems by NPCs
  - c. Delivery of trays, flags and costumes used in delivery of victory ceremonies

## **10. Accessibility and inclusivity**

The company should ensure the presentation of the event 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 OC & WPS is keen to explore ideas and technologies which will support it in this area.

## **11. Video Board content**

To enhance the in-venue atmosphere and experience of athletes and spectators, the company is required to develop appropriate video board content to be utilised and displayed as part of Sport Presentation and following the brand guidelines.

Other, appropriate, videoboard content may be identified and agreed between the company and the OC & WPS as required or appropriate including partner content.

All video board content produced by the appointed company will become the property of Singapore Disability Sports Council and World Para Swimming and must be provided in a format that allows the effective documenting and transfer of knowledge.

## **12. Technical / equipment elements**

The company is required to provide technical equipment that facilitates the implementation and delivery of the agreed sport presentation plan, where such equipment is not provided by the OC or Venue (and noted as goods and/or services specifically excluded from the contract within this scope of works). All technical installations should be planned to be completed in sufficient time to allow the production crews up to one day of rehearsals for the event.

Items that the supplier is required to provide to ensure the successful delivery of Sport Presentation during the event include:

1. Audio operator's equipment (to work with appointed AV company and cost it in your tender submission if such items are not provided by appointed AV company in their contract)

2. Specific audio enhancement to meet with proposed sport specific Sport Presentation elements proposed (to work with appointed AV company and cost it in your tender submission if such items are not provided by appointed AV company in their contract)
3. Other technical or equipment enhancements to meet with proposed sport specific Sport Presentation elements proposed including show lighting
4. Any specialist staff, resources or technical management required to operate identified technical / equipment elements

The contractor will be required to undertake an audit of existing technical / equipment elements (including but not limited to venue PA, video board and audio systems) within the venue, upon commencement of the contract, to determine the suitability for Sport Presentation requirements. Additional temporary infrastructure and technology must be outlined following a site visit estimated to take In November 2024.

The contractor should submit a detailed costing for audio enhancements and show lighting. Contact details for a local preferred supplier can be provided by the OC if required.

The OC will be procuring a LED screen that is 35m x 5m which will have up to 3 split source capabilities. This screen will be placed at the 3 level of East Entrance stands. The appointed Sports Presentation company will have to work with the appointed AV company to maximise the use of the LED Screen during the competition period.

### **13. Additional Project Elements**

In addition to the key requirements identified above, the following general additional project requirements will be expected (according to agreed timelines identified with the company through the development of a sports presentation plan):

- Be available for identified internal planning sessions and/or working group meetings (from time to time as required) and attend scheduled key internal or external meetings as determined and agreed in advance including attendance at the local organising committee who will meet (either remotely or in person) at least monthly prior to the competition delivery date.
- Support the compilation of identified or required documentation, resources or supporting files (including media) in line with responsibilities to comply with OC transfer of knowledge programme
- Attend other relevant meetings, complete other tasks or activities as identified and agreed where they are determined to have an impact on the successful completion and delivery of the project.

For further clarity, the official language for the event and the only language required to be communicated as part of Sport Presentation is English.

The company is also responsible for ensuring that all elements within the scope of works fully integrate all competing athletes at the event.

#### **14. 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 travel, energy, materials and kit.

#### **15. 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.

#### **16. 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 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.

## **17. 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.

## **18. 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.

## **19. 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.

## **20. 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 Date and Time, or such longer period as may separately be agreed in writing between the Tenderer and the Authority.

## **21. 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.

## **22. 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.

## **23. 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.

#### **24. 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.

#### **25. 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.

#### **26. 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.

#### **27. 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.

## **28. 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.

## **29. 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.

## **30. 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.

## **31. 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

## **32. 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.

## **33. 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.

### **34. 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.

### **35. 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.

### **36. 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 Oct 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 12 to 31 December 2024
- Contract Signing 30 March 2025

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

### 37. 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.

### 38. 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 Friday 22 November 2024.
- Tenderers are to note that the OC 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 & WPS is not obligated to award all items in the price schedule should the OC & WPS feel that the item is not required at the point of contracting. However the OC & WPS 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.

### 39. 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 Briefing (virtual):

Only those who have attended the compulsory virtual 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 meeting link will be sent to you once we receive your registration.

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

Other Evaluation Criteria	Rank
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.	1st in importance
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.	2nd in importance
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	3rd in importance

Criterion 4: Full Compliance the Tender Proposal shall comply fully with the Form of Tender and Requirement Specifications.	4th in importance
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 pertaining to bankruptcy, the making of false declarations, corrupt practices, criminal acts, etc.	5th in importance

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	XXXXXXXXXX
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: