

Invitation to Tender: Provision of Host Broadcaster Services for Singapore 2025 World Para Swimming Championships

1. Introduction

The Singapore Disability Sports Council (SDSC) is proud to host the 2025 World Para Swimming Championships from 21 to 27 September 2025 at the OCBC Aquatic Centre. As the first Asian host for this prestigious championship, which coincides with Singapore's SG60 celebrations, we invite proposals for the role of Host Broadcaster.

The SDSC is a Non-Governmental Organisation and charity. More information is available on SDSC and the World Para Swimming Championships in **Annex D**.

2. Tender Documents

The following documents are provided to guide prospective vendors in preparing their submissions to meet SDSC's requirements and specifications. These documents can be downloaded from <https://sdsc.org.sg/tenders/> :

- **Tender Guidelines (Annex A)**
- **Conditions of Contract (Annex B)**
- **Tender Specifications (Annex C)**

3. Submission of Tender Offers

Tender offers must be submitted electronically via email to **tenders@sdsc.org.sg**.

4. Closing Date

The deadline for submission is **Monday, 27 January 2025, at 23:59 SGT**.

We look forward to your participation and proposals for this important event. Thank you.

TENDER GUIDELINES

1 Submission Requirements

Tenderers must submit the following documents as part of their proposal:

1.1 Form for Tender (Form A)

Complete and signed Form A must accompany all submissions.

1.2 Company Profile (Form B)

Provide comprehensive details including:

- **General Information:** Company name, address, and contact details.
- **Legal and Financial Status:** Business registration documents, tax compliance certificates, and any other relevant legal documentation.
- **Organizational Structure:** Overview of the company and profiles of the team involved in this project.
- **Relevant Experience:** Track record of broadcasting similar events, with an emphasis on para-sports or international competitions.

1.3 Financial Proposal (Form C)

Provide a detailed breakdown of financial components, including:

- **Cost Breakdown:** Specific costs for production, equipment, and personnel, aligned with the Price Schedule.
- **Cost-Saving Measures:** Proposals for optimizing budgets while maintaining high-quality standards.
- **Sponsorship/Donations:** Any contributions offered, if applicable.
- **Taxes and Service Charges:** Clearly indicate any Government Service Tax or additional service charges to provide a complete picture of contractual costs. The Organizing Committee (OC) will not bear responsibility for costs not disclosed in the tender or communicated before contract signing. Final prices are binding upon contract confirmation.
- **Special Financial Terms:** Specify any unique financial terms required or offered.

1.4 Team and Personnel (Form D)

Provide the following details about your proposed team:

- **CVs of Key Personnel:** Profiles of producers, directors, engineers, camera operators, and other key team members.
- **Past Experience:** Highlight specific roles and projects completed by team members, particularly for similar events.

2. Technical Proposal

2.1 Compliance with Requirements

- **Confirmation:** Assurance of adherence to all tender specifications (e.g., HD video quality, commentary feeds, and lighting standards).
- **Proposed Solutions:** Detailed plans for meeting the Host Broadcast requirements outlined in the tender.

2.2 Broadcast Plan

- **Camera Layouts:** Specifications and positioning for live and recorded coverage.
 - **Production Setup:** Details of equipment to be used (e.g., HD cameras, underwater cameras, OB vans).
 - **Technology:** Overview of software, live streaming platforms, and editing tools.
 - **Signal Transmission:** Methods for delivering international signals to Rights-Holding Broadcasters (RHBs).
 - **Enhancements/Innovations:** Suggestions for improving the broadcast experience.
 - **Contingency Plans:** Strategies to manage power outages, equipment failures, or connectivity issues.
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3. Value-Added Services

- **Additional Offerings:** Include details of promotional content, daily highlight reels, archival footage, or other enhancements.
 - **Innovative Proposals:** Creative broadcasting techniques to increase event visibility.
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4. Project Timeline

Provide a detailed schedule, including:

- **Planning and Setup:** Milestones e.g. venue surveys, rehearsals, and equipment testing.
 - **Live Coverage:** Detailed timeline for event-day operations.
 - **Post-Event Activities:** Steps for wrap-up and post-event deliverables.
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5. Acknowledgement of Exclusion Criteria and Conflict of Interest / Non-Collusion Clauses

Tenderers must submit a signed declaration (Form E) confirming:

- Adherence to the exclusion criteria outlined in the tender.
 - Compliance with conflict-of-interest and non-collusion clauses.
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2 Tender Timeline

Submission Deadline:

Tender proposals must be submitted by **Monday, 27 January 2025, at 23:59 SGT** via email to **tender@sdsc.org.sg**.

Description	Date
Tender Notice	10 January 2025
Submission Deadline	27 January 2025
Appointment of Contractor	By 21 February 2025 (Tentative)

3 Evaluation Criteria

Tenders submitted will be evaluated on the following:

	Criteria	Description	Weightage
1	Price Competitiveness	Includes overall cost and any *sponsorship/donation contributions offered. *Sponsors / Donors will receive acknowledgement. Donors will receive an additional 2.5 times tax exemption.	40%
2	Quality of Proposal	Assesses compliance with requirement specifications and overall proposal quality	40%
3	Experience and/or Track Record	Evaluates past experience and performance in delivering events of a similar nature.	20%
	Total		100%

4 Late tenders

Tenders received after the Closing Date will not be considered, unless the OC announces an extension for all Vendors due to exceptional circumstances.

5 Acceptance of tenders

The OC may, unless the Vendor expressly stipulates to the contrary in the tender, accept whatever part of a tender that the OC wishes. The OC is under no obligation to accept the lowest or any tender.

6 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 OC's discretion, be considered as an Alternative Offer. The Vendor must make any Alternative Offer before the Closing Date. The OC is under no obligation to accept Alternative Offers.

7 Non-Disclosure and Confidentiality

Vendors must treat the Invitation to Tender (ITT), contract, and all associated documentation (including the specification) as private and confidential, along with any information relating to the OC's employees, officers, partners, or business affairs. Vendors shall:

- Acknowledge and respect the confidential nature of the information.
- Maintain the secrecy of the confidential information and uphold the confidence placed in both parties.
- Refrain from using any part of the confidential information for purposes other than tendering, without the OC's prior written consent.
- Avoid disclosing confidential information to third parties without the OC's prior written consent.
- Ensure their knowledge of the confidential information is not employed in any manner that could harm or be detrimental to the OC.
- Use all reasonable efforts to prevent the disclosure of confidential information to third parties.
- Notify the OC immediately of any potential breach of these provisions and acknowledge that damages may not be an adequate remedy for such a breach.

8 Exclusion Criteria

Any Vendor submitting a tender proposal must confirm in writing that:

1. Neither the Vendor nor any related company to which it regularly subcontracts:
 - Is insolvent or undergoing liquidation.
 - Is being administered by the courts or has entered into arrangements with creditors.
 - Has suspended business activities or is the subject of legal proceedings concerning any of the above matters.
 - Is in an analogous situation arising from similar procedures under national legislation or regulations.
2. Neither the Vendor nor any company to which it regularly subcontracts has been convicted of:
 - Fraud, corruption, or involvement in a criminal organisation.
 - Money laundering, offences concerning professional conduct, or breaches of applicable labour or tax legislation.
 - Any other illegal activity by judgement in any national or international court of law.
3. Neither the Vendor nor any company to which it regularly subcontracts has failed to comply with its obligations regarding:
 - Payment of social security contributions.
 - Payment of taxes as required by the relevant legal provisions in the country of operation.

Automatic Exclusion:

Vendors will be automatically excluded from the tender process if:

- They are found guilty of misrepresentation in providing the required information.
- They fail to supply the necessary information as part of their tender bid.

9 Conflict of Interest / Non Collusion

Any Vendor submitting a tender must confirm in writing:

1. Conflict of Interest:

- The Vendor is unaware of any connection between itself, its directors, or senior managers, and the staff of the OC that could influence the outcome of the selection process.
- If any such connections exist, they must be disclosed.

2. Non-Collusion:

- The Vendor has not communicated the amount or approximate amount of its tender to anyone other than the OC.
- The Vendor has not and will not offer any sum of money, commission, gift, inducement, or financial benefit, directly or indirectly, to any person for influencing the tender process or omitting to act in relation to it.

10 Award Procedure

The OC 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.

CONDITIONS OF CONTRACT

1. Definitions

- **SDSC:** Singapore Disability Sports Council
- **Tenderer:** The company submitting this Tender Document as prescribed herein.
- **Contract:** The agreement entered into between the Contractor and SDSC outlining the rights and obligations of both parties.
- **Contractor:** The successful Tenderer whose submission has been accepted in full or part.
- **Contract Price:** The sum stated in the Form of Tender by the Contractor, representing the price for the full and final completion of the works.
- **Works:** The provision and delivery of goods and/or services in conformance with the Tender Specifications.
- **Project Completion Date:** The date by which all goods and/or services must be fully functional and ready, as specified in the Tender Specifications.

2. Instructions for Tender Submissions

2.1 Tenderers must submit the required documents as specified in the Tender Notice electronically via the provided email, along with all relevant supporting data or information, before the closing date of the tender.

2.2 The Tenderer must treat this tender as confidential and must not communicate their prices or disclose any tender-related information to third parties.

2.3 Late or incomplete submissions will be invalid. Submissions through unauthorized methods will not be entertained. Non-compliance with these instructions may result in disqualification from the tender process.

3. Scope of Contract

3.1 The Contractor is required to fully complete the provision of all goods and/or services in accordance with the Contract, in alignment with the directions and satisfaction of SDSC.

4. Documentation

4.1 The Contractor must provide SDSC with one (1) complete set of soft copies of all documentation related to the goods/services provided under the Tender, including planning, design, installation, operation, maintenance, and training materials. The documentation must be the latest version(s).

4.2 In case of any conflict between the Contractor's documentation and the provisions of this Tender Document (excluding supporting data), the Tender Document will prevail unless SDSC agrees otherwise in writing.

5. Intellectual Property Rights and Licenses

5.1 All intellectual property rights arising out of or created in connection with the Singapore 2025 World Para Swimming Championship shall be solely owned by SDSC & WPS. The Contractor hereby assigns, and shall procure that all third parties in whom such intellectual property rights may be vested also assign, all such intellectual property rights absolutely to SDSC & WPS with full title guarantee. The Contractor shall ensure that no part of the Singapore 2025 World Para Swimming Championship, including but not limited to direction, music, lyrics, score, choreography, script, set design, sound design, lighting design, graphics, or any other intellectual property right arising from or related to the Championship, shall be used for any purpose other than the promotion and presentation of the event, unless express written consent from SDSC & WPS is obtained.

5.2 For the purposes of the Contract, intellectual property rights shall include, but not be limited to, any copyright, performance right, design right, trademark (whether registered or unregistered), service mark, trade dress, trade name, goodwill, patent, know-how, confidential information, trade secret, any application (whether pending, in process, or issued) or right to apply for any of the foregoing, and any other industrial, intellectual property or protected right similar to the foregoing (whether registered, registrable, or unregistered) in any country and in any form, media, or technology now known or later developed, as well as any accrued or future rights and causes of action in respect of any infringement of the foregoing.

6. Contractor's Representations and Warranties

6.1 The Contractor represents and warrants the following:

6.1.1 Except where the Contractor procures the assignment of intellectual property rights to SDSC & WPS in accordance with paragraphs 5.1 above, all necessary licenses, clearances, waivers, approvals, or consents have been obtained from relevant rights owners for all intellectual property rights used in the conduct, performance, and/or communication of the Singapore 2025 World Para Swimming Championship. The Contractor shall provide SDSC with originals (or copies for retention by SDSC) of such documents upon request.

6.1.2 The Singapore 2025 World Para Swimming Championship and all related materials shall not breach or infringe any applicable laws, regulations, or directives. Furthermore, the Contractor warrants that no material in relation to the Championship will be deemed inappropriate, unlawful, or objectionable under any relevant laws, including but not limited to defamatory, threatening, offensive, immoral, obscene, vulgar, racist, or criminal content.

6.1.3 The Contractor has obtained all necessary licenses, clearances, waivers, and other approvals or consents for all music compositions, arrangements, and recordings used in the Singapore 2025 World Para Swimming Championship.

7. Fees and Royalties

Unless otherwise agreed in writing with SDSC & WPS, the Contractor is responsible for paying all applicable fees, royalties, or other expenses required to obtain the necessary licenses, clearances, waivers, and consents, at no additional cost to SDSC & WPS.

8. Recordings

8.1 The Contractor acknowledges that SDSC & WPS may record, film, broadcast, photograph, or otherwise reproduce the Singapore 2025 World Para Swimming Championship, including its production, by any means (electronic, digital, etc.) for archival, promotional, publicity, or non-profit purposes, including the promotion of future editions of the Championship. The Contractor shall not undertake any recording, photography, or filming of the Championship or its production without the express written consent of SDSC & WPS, unless otherwise specified in the Contract. The Contractor shall provide SDSC & WPS with a copy of any recordings made at no charge.

8.2 The Contractor shall obtain all necessary consents from athletes, teams, artists, and relevant rights owners for the recording, photography, or filming, and for the use of such materials as outlined in the Contract. These consents must be obtained through engagement contracts with artists and relevant rights owners.

9. Payment Terms

9.1 SDSC commits to settling all outstanding payments to the Contractor within 60 days of receiving all required documentation, including invoices, receipts, and bank details, provided they are complete and in order.

9.2 If amendments to the submitted invoices are required, the 60-day payment timeline will restart from the date the revised invoice is received. SDSC reserves the right to offset any amounts owed by the Contractor against the final payment, if applicable.

9.3 All payments will be made via bank transfer.

10. Miscellaneous

10.1 The Contract does not create or purport to create any rights under the Contracts (Rights of Third Parties) Act 2001 (or any subsequent amendments) that are enforceable by any third party. Only parties to the Contract may enforce its terms and conditions.

8 Coverage materials & Rights

The WPS shall own all rights, title, and interest in and to all coverage materials. The HB cannot charge any rights fees to the RHBs, as all broadcasting rights remain with the WPS. The HB may charge technical fees for the access to the footage (e.g. tapes to the RHBs that shall be agreed with the OC).

21 The Contract

The contract awarded shall be for the mentioned services required, subject to the OC's agreement to the Vendor's proposal. The OC reserves the right to undertake a formal review of the contract.

22 Indemnity

The Contractor shall indemnify the OC in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the OC 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 OC 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.

23 Termination / Cancellation

The OC 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 OC 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 OC.

In the event of termination, all existing purchase orders must be completed.

24 General

- 1 The Contractor shall not use the OC's name, branding or logo other than in accordance with the OC'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.

TENDER SPECIFICATIONS

1 Definitions

For the purpose of this tender exercise, the following definitions would be used.

Term	Definition
The Organiser (OC)	Singapore Disability Sports Council (SDSC)
The Event	Singapore 2025 World Para Swimming Championships (WCH2025)
The Contractor	Appointed Host Broadcaster for WCH2025
Tenderers	Vendors that are interested in submitting a partnership proposal

2 Timeline for World Para Swimming Championships 2025

Date /Day	Description	Remarks
17 September 2025, Wednesday	Arrival of Teams	
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 Role of the Host Broadcaster (HB)

The main role of the Host Broadcaster (HB) is to produce and transmit unbiased, multilateral video and audio feed(s)—i.e. International Signal, which will be used by the Rights-Holding Broadcasters (RHBs) around the world—Daily Highlights, Daily News Feeds and any materials agreed with WPS, and to provide services to the RHBs.

4 Production

4.1 Broadcasting Principles

The Host Broadcaster (HB) will produce the International Signal (Multilateral Feed) for the competition, comprising live and recorded television coverage. This must adhere to professional broadcast production practices, standards, and equipment, delivered competently by knowledgeable, trained, and qualified personnel.

Final coverage plans for each event will be based on:

- Reasonable requests from Rights-Holding Broadcasters (RHBs).
- Demand for live or recorded coverage.
- Agreements reached with World Para Swimming (WPS) and the Organising Committee (OC).

WPS and OC will provide the HB with the Broadcasting Requirements, including standards and potential enhancements.

4.2 Production Standards

The International Signal must meet the following specifications:

- **Video:**
 - High Definition (HD).
 - Frame size: 1920 x 1080i.
 - Frame rate: 25fps.
 - Picture aspect ratio: 16:9.
- **Audio:**
 - Channel 1: International Sound (stereo left).
 - Channel 2: International Sound (stereo right).
 - Channel 3: English commentary (mono).

The signal will include:

- Event presentation, competitions, TV graphics, and music in consultation with WPS (finalized 6 months before the event, i.e., G-6).
- Graphics design, running orders, and promotional materials.
- Data & Timing TV graphics, which may include a sponsor's logo as per OC instructions.

Further information will be sent accordingly to the attending and non-attending RHBs, including but not limited to running orders, graphics design and identity and promotion materials.

4.3 Production Requirements

These specifications are based on experiences from past competitions.

- 1 x OB unit
- 13 to 17 x HD cameras with tally and talkback intercom including the following:
 - o 6 x HD camera channel
 - o 2 x HD super slo-mo camera channel (incl. super LSM)
 - o 1 x RF cameras
 - o 1 x Pico HSSM pole camera
 - o 2 x underwater camera
 - o 1 x 50m automated or remote track cam
 - o 2 x Overhead robotic camera
 - o 1 x Hot-head camera
 - o 2 x 11:1 lenses
 - o 4 x 86:1 lenses
- 3 x Video Recording Machines
 - o 2 x recorder
 - o 1 x player
- EVS for slo-mo replays and on-site editing
- On-site edit station (e.g. Final Cut Pro edit station)
- Audio mics for International Sound and Reporter/Interviewer
- Audio and visual equipment for Commentary Positions (refer to Section 4.8.2.)
- Radio (walkie talkie) sets
- 1 x SNG unit for “Live” feeds and highlights, newsfeed playouts
- 2 x Encoder for live streaming distribution
- Graphics interface and operations for results and timing device
- Creations of opening and closing sequence based on the Host City
- Creation design replay animation/transition wipes based on the event logo
- Production of Beauty shots including venue and Host City
- 1 x ENG crew
 - o Cameraman
 - o Reporter (English-speaking)
 - o Assistant
 - o Camera with microphone for interviews

Optional: Vendors may propose cost-saving solutions without compromising quality.

4.4 Technical Crew

The technical crew provided must be experienced Outside Broadcast (OB) professionals, each preferably with a minimum of three (3) years' experience and proven experience in Para swimming and/or swimming events.

The HB must submit the list and CVs of production personnel to WPS and OC to be reviewed prior to the final decision of the HB appointment.

The HB will endeavour to hire local crew where possible and provide an accurate daily schedule in advance of the event. If the schedule causes any local crewing issues, they have to be raised immediately.

OC Rights: OC reserves the right to appoint key broadcast roles, including Executive Producer, Production Manager, Director, and others.

4.5 Video and Audio Standards

The equipment provided must be full HD with comprehensive test and measurement provision. Matched time delays must be used to ensure accurate lip-sync between vision and sound for all sources.

Every camera will have to be accurately exposed, white-balanced, colour-balanced and colour matched to each other at all times. Special consideration needs to be given to the radio-linked wireless cameras, for which the telemetry is essential in order to provide a cue light to the cameraman and full exposure and colour balance control. The wireless cameras will require coverage reception over the entire Field of Play (FOP).

The International Sound (Audio 1 and 2) associated with the Multilateral Feeds will be produced in stereo and shall consist of a full mix of general background sound and competitor effects. The audio level and sound effects must be accurately controlled and balanced for use as a suitable background for multilateral and unilateral broadcast. Commentary coverage is to be clear and mixed with the effects at a suitable level for the Host output. The replay sound is to be free from wow and flutter and matched to the pictures.

All coverage is to be free from any noise, hum, clicks, break-up or timing disturbance of any kind.

The HB will also make available Guide Production talkback either as an embedded track or in analogue. Other isolated feeds (both video & audio) may need to be provided subject to agreement between WPS and HB.

4.6 Data & Timing, TV Graphics, and Sports Technology

Real-time data for timing, scoring, and results must be integrated into the broadcast. OC may hire a TV graphics provider that will act in close cooperation with HB.

The graphics feeds will be in HD-SDI and will include a key and fill signal for each feed. Three (3) HD-SDI feeds (in 1920 x 1080) will be received from the Data & Timing location:

- Timing Fill
- Timing Key
- Overhead back-up video camera

All TV graphics will be produced in the 16:9 aspect ratio with all editorial information in a 4:3 safe area.

Talkback system and HD Mixer-out picture monitor will be provided to the Data & Timing location, for communication and workflow between the HB and the Data & Timing personnel.

A TV graphics generator device/system will be provided in the Outside Broadcasting Van (OB Van) and will be interfaced with the computer-generated venue information, athlete IDs, start lists, lane line-ups, timing & results and etc. in captions and graphics in the agreed event style. Space will be required for such devices and its operator who will require talk back to the director.

All presentation graphics will be in English and will include start numbers, start lists, names of competitors, abbreviations for countries, results and records.

The HB will be responsible for on-site integration as required with all third-party technology providers (e.g. Hawkeye, Atos and Omega, etc.). This includes but is not limited to video review, on-venue-results and timing & scoring.

4.7 Lighting

Lighting for FOP and broadcast areas (e.g. Mixed Zone) must be of the highest quality for television and photographic coverage. WPS reserves the right to instruct and approve final changes to the installed lighting during live camera rehearsals and other suitable times.

These are general guidelines that intend to provide a general background for delivering the highest quality broadcasting feeds that need to be confirmed on a venue basis:

- Light Source
 - o All lamps (bulbs) shall have a correlated colour temperature (Tk) of 5600K and have a CIE colour rendering index (CRI) Ra of ≥ 90 ; low wattage lamps are preferred.
- Design Calculation and Measurements
 - o Light levels (vertical illuminance) calculated to the cameras at 1.5m above the FOP;
 - o Light levels (horizontal illuminance) on the FOP surface; all calculated/measured on a 2m grid.
- Minimum Illuminance (light level)
 - o The minimum light level (vertical illuminance) at any point of the FOP is to be no less than 1,600 lux towards the main cameras and $\geq 1,200$ lux towards the four directions facing the sides of the FOP.
 - o Minimum vertical illuminance to the SSM and HSSM cameras should be about 2,000 lux, without compromising the uniformity.
- HD television demands for highly uniform light over the FOP surface and across the virtual vertical planes to the cameras. A maximum to minimum ratio not to exceed 1.5:1.
- A ratio of average horizontal to average vertical not to exceed 2:1.
- A minimum ratio of 4:1 vertical between the FOP and audience areas.
- A uniform colour temperature (example 5600K) from all sources.
- Light should reach any point of the FOP from at least three directions.

More details to be provided after the Venue Survey.

4.8 Commentary Positions

4.8.1 Location and position

Commentary Positions for the HB and RHBs shall be made available at the venue, providing the commentators with an excellent view of the event. OC will appoint the commentators for this event.

4.8.2 Technical provision

OC

The OC shall be responsible for providing the media clients with cabin or space (overlay construction may be required) with furniture, power, HVAC (refer to Section 5.5) and protected internet connection (wired and/or Wi-Fi) with stable quality.

HB

The HB shall be responsible for providing with professional equipment and technical support at the Commentary Positions on a “fully equipped” and “partially equipped” basis. For OC, the HB must provide one (1) free-of-charge fully equipped, accessible Commentary Position for two (2) commentators.

For RHBs, Commentary Positions will be provided according to the booking requests from the RHBs. Such RHBs’ bookings will be charged according to the Directory of Services (DOS—a.k.a. Rate Card), which is previously agreed with WPS.

“Non-equipped” Commentary Positions may be available to the RHBs but these do not require equipment provision from the HB.

Commentary Positions types:

CP Type	Item Category	Item	Provider
Fully Equipped	Visual	HD monitor(s)	HB
	Audio	Headsets with mics	HB
	Audio	Lip mics (if required)	
	Audio	Audio Mixer (with talkback function)	HB
	Audio	Headset amplifier	HB
	Technology	Commentary Information System (CIS) or similar service	OC
	Technology	Internet (wired or closed Wi-Fi network)	OC
	Furniture	Tabled workspace	OC
	Furniture	Chairs	OC
	Energy	Power	OC
Partially Equipped	Visual	HD monitor(s)	HB
	Technology	Internet (wired or closed Wi-Fi network)	OC
	Furniture	Tabled workspace	OC
	Furniture	Chairs	OC

	Energy	Power	OC
Non-Equipped	Technology	Internet (wired or closed Wi-Fi network)	OC
	Furniture	Tabled workspace	OC
	Furniture	Chairs	OC
	Energy	Power	OC

4.9 Broadcast Compound

Taking the HB's needs and RHBs' bookings into consideration, the HB is responsible for producing the Broadcast Compound plan, which will be agreed between WPS, HB and OC, providing adequate and safe parking for the HB operation and any other RHBs that may be on site.

The size of the area required will depend on the numbers and sizes of the vehicles, equipment, units and cabins and the duration of the event. It should be located as close as possible to the majority of camera positions, Commentary Control Room (CCR) and Commentary Positions, in order to minimise the length of cabling and costs.

A power supply plan will be agreed between WPS, HB and OC. There must be a main supply and a reserve supply for the duration of the Host Broadcast coverage and for the use of RHBs (as required). Power distribution will be rigged in accordance with local regulations. However, there must be no live terminals exposed.

The OC is responsible for ensuring that the ground of the Broadcast Compound is:

- properly levelled;
- prepared to withstand the weight of the vehicles, equipment, units and cabins;
- well-drained;
- prepared with the installation of utility and internet requirements; and
- secured with appropriate arrangements (i.e. security fences, 24-hour security) made for access control both during and outside of competition hours/days.

4.10 Connectivity

The HB will provide:

- Three (3) dedicated internet lines (minimum 20 Mbps upload and 20 Mbps download speed for each line) to the Broadcast Compound and/or designated location(s) notified by WPS. Exact location(s) to be determined after the Venue Survey.
- Separate closed internet network for general work purposes to designated location(s) notified by the WPS. Exact location(s) to be determined after the Venue Survey.
- Separate closed Wi-Fi internet network for RHBs and Media in all media areas, including but not limited to the Mixed Zone (MZ), Commentary Positions, Media Tribune and Venue Media Centre (VMC). Exact location(s) to be determined after the Venue Survey.

Upon arrival, the dedicated internet connections will be cabled by the HB to the OB router position in the Broadcast Compound or HB production area.

4.11 Coverage Deliverables

The OC intends to deliver the following feeds:

- **Live Streaming:** Full coverage of all sessions with English commentary and TV graphics.
 - **Daily Highlights:** 26-minute packages with international sound, separate English track guide commentary, scripts and shot lists.
 - **(Subject to HB's proposal and requests by RHBs) Daily News Feeds:** 5-minute edited packages for media.
 - **(Subject to HB's proposal and requests by RHBs) Clipping Service:** Individual session clips available within 60 minutes post-session.
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4.12 Raw Footage and Archival

The raw footage captured by the HB will be provided on request of the RHBs. The HB may charge the RHBs when providing this service with the pricing previously agreed with WPS.

After the event is finished, the HB will also be responsible to deliver to OC free-of-charge one (1) high quality copy of the International Signal (including Medal Ceremonies), full-speed compilations of all isolated slow-motion cameras, Daily Highlights, Daily News Feeds and any other produced materials recorded on digital hard drive(s) or other professional format approved by the WPS. These hard drive(s) will be sent to an address provided by the WPS for archival purposes.

The specifications of the digital copy are the following:

- Container: .mov (QuickTime)
- Video Codec: ProRes422 or suitable high quality alternative
- Meta Data: Full results for all events
- Frame rate: 25 fps (PAL)
- Frame size: 1920 x 1080 (HD)
- Audio on 4 channels mono
 - o Channel 1 & 2: International Sound
 - o Channel 3 & 4: English commentary

5 Distribution

5.1 On-Site Distribution

The Host Broadcaster (HB) will ensure the digital distribution of the HD programme feed via fibre optic cables (or other agreed methods). This feed must be made available at the following locations:

- **Media Tribune**, including Commentary Positions.
- **Other media areas**, as confirmed by the Organising Committee (OC), such as:
 - o Mixed Zone (MZ).

- Venue Media Centre (VMC).
- **Data & Timing locations.**
- **Sport Presentation areas.**

This distribution will be provided free of charge unless it falls under the Directory of Services (DOS) or a special Rate Card request.

5.2 Satellite Distribution

The HB is responsible for the uplinking of the International Signal to international satellites to facilitate global distribution. This process will be coordinated with World Para Swimming (WPS).

- One (1) live International Signal feed will be distributed via satellite.

Optional:

Vendors may propose alternative transmission methods that offer cost-saving solutions while maintaining the required signal quality.

5.3 Live Streaming and Additional Services

The HB, with assistance from the OC, will manage the setup, distribution, and monitoring of live streaming for multilateral feeds. These streams will be provided to:

- **WPS and IPC official channels.**
- **Destinations requested by Rights-Holding Broadcasters (RHBs).**
- **Other agreed platforms** as required.

WPS will provide all necessary technical specifications to the HB. The HB must ensure that all programmes are delivered promptly and free of charge.

6 Services for RHBs

The Rights-Holding Broadcasters (RHBs) will be offered a range of equipment, services, and facilities through the **Directory of Services (DOS)**, also known as the Rate Card. These services may include but are not limited to:

- Edit suites.
- Off-tube recording facilities.
- Recording equipment.
- Office space and equipment storage.
- Access to edit facilities, off-tube booths, and Commentary Positions at venues.

The HB must submit the first draft of the DOS to World Para Swimming (WPS) for approval by **February 2025**.

6.1 Comprehensive Service Offering

The DOS will provide RHBs with a complete, fully integrated service supported by a user-friendly ordering and billing process. It will detail all equipment and services available from both the Host Broadcaster (HB) and Organising Committee (OC).

6.2 Customization and Flexibility

The HB, in collaboration with the OC, will:

- Develop and implement all necessary support services and facilities to fulfill commitments to RHBs.
 - Maintain flexibility to accommodate additional equipment and service requests from RHBs, if needed.
-

6.3 Coordination and Booking

The HB will oversee the coordination and allocation of unilateral bookings for RHBs, including:

- Production services.
- Technical facilities.

Additional Options:

- Audio carrier services may be booked by RHBs based on specific needs during the event.

7 Planning & Venue Operations

7.1 Planning

The Host Broadcaster (HB) is required to provide timely and accurate information as requested by the Organising Committee (OC) and World Para Swimming (WPS). This includes but is not limited to:

- Technical details of Outside Broadcast (OB) vehicles/units.
- Camera specifications.
- EVS (video server) and VT (video tape) specifications.
- Audio equipment specifications.
- Vision equipment specifications.
- Uplink and encoder specifications.
- Crew details, including names, roles, and CVs of key personnel.
- Schedules for:
 - **Logistics:** Arrival, park-up, rigging, de-rigging, and departure.
 - **Broadcast:** Camera tests, live stream tests, rehearsals, and transmissions.

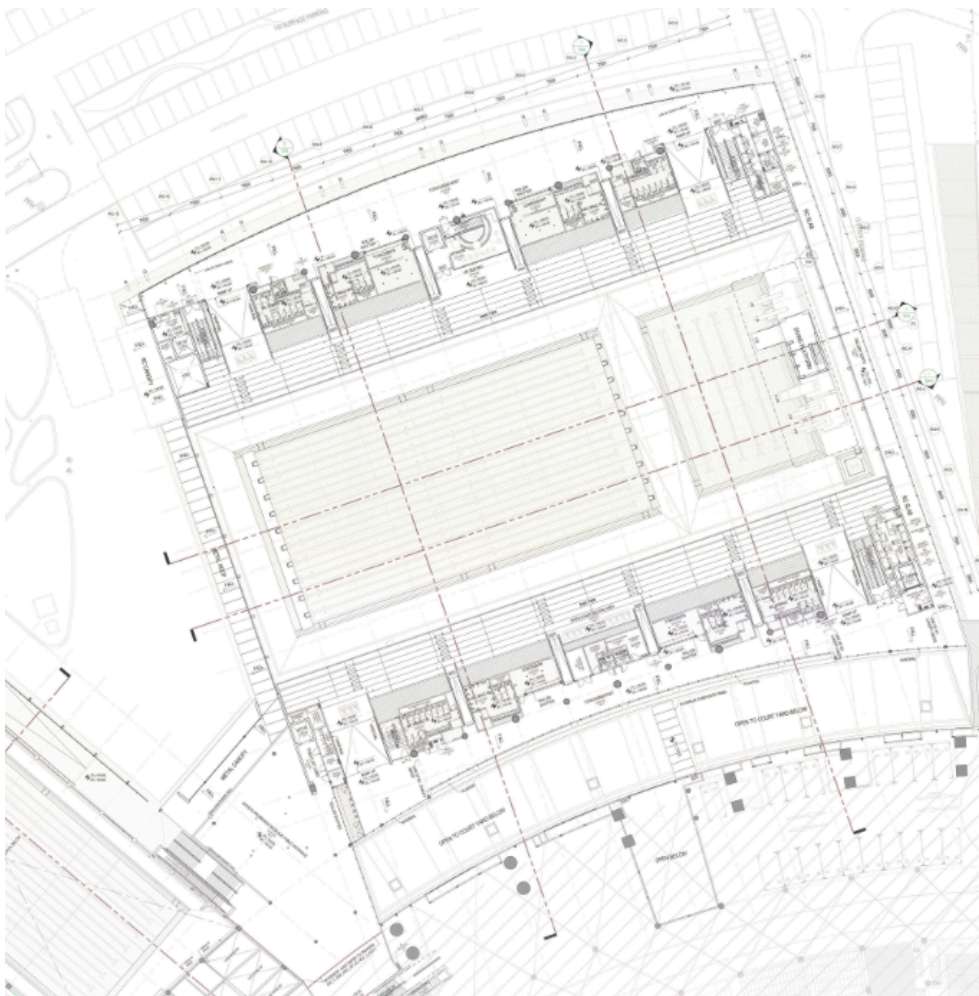
Any changes to the submitted planning information must be agreed upon with the OC and WPS.

7.2 Production Plan & Broadcast Compound Plan

The HB must submit a detailed **Production Plan** and **Broadcast Compound Plan** after consulting with the OC and WPS. These should include:

- Locations for cameras, sound, vision, and VT.
- Timings and operational positions for OB vans.
- Detailed camera and broadcast configurations, such as talkback systems, monitor stack plans, cue routing, outgoing signal setups, and equipment lists.
- Schedules for all related activities.

Venue surveys with the OC, WPS, and HB are projected to be held by **February 2025**. The first versions of the Production Plan and Broadcast Compound Plan must be submitted to the OC and WPS by **March 2025** and subsequently shared with Rights-Holding Broadcasters (RHBs).



Overview of Event Venue

7.3 Power

The HB and OC will agree on a power supply plan, which will include:

- A main and reserve power supply for the duration of the Host Broadcast coverage.
 - Additional supply for RHBs as required.
 - Power distribution systems compliant with local regulations, ensuring no live terminals are exposed.
-

7.4 Infrastructure and Facilities

The OC will provide necessary infrastructure for broadcast operations, including but not limited to:

- Overlay structures such as camera platforms, tents, cabins, and fences.
- Lockable office/workspace near or within the Broadcast Compound.
- Technology and utilities required for broadcasting needs.

The HB and OC will work collaboratively to meet all broadcast requirements.

7.5 Heating, Ventilation, and Air Conditioning (HVAC)

Adequate HVAC systems will be provided by the OC to ensure optimal working conditions for personnel and equipment. This will be determined in consultation with the HB.

7.6 Cleaning and Waste Management (CNW)

The OC is responsible for providing cleaning and waste management services for all broadcast and media areas. The HB must adhere to the CNW guidelines provided by the OC.

7.7 Security

The OC will arrange 24-hour security to safeguard HB and RHB assets within the Broadcast Compound and other designated areas.

7.8 HB Logistics

- The OC will organise one technical site visit for the HB in Singapore.
 - The HB must cover its own costs for flights, accommodation, catering, and ground transportation, which should be included as a line item in the tender proposal if required.
 - The HB is responsible for the shipment and customs clearance of its equipment, with assistance from the OC to ensure timely delivery.
-

7.9 Venue Management

HB Responsibilities:

The HB must establish a venue management team to oversee the implementation of the production and technical plans. This team will manage four operational areas:

1. Production.
2. Engineering and operations (including technical production, transmission, and commentary).
3. Distribution.
4. Information.

OC Responsibilities:

The OC will appoint a dedicated Broadcast Services Manager to coordinate between the OC, HB, and all relevant stakeholders, such as venue owners, logistics providers, and other OC Functional Areas (FAs).

7.10 Access Control & Field of Play (FOP) Management

The OC and WPS will jointly determine and implement access control procedures for the Field of Play (FOP), including the issuance of Supplementary Access Control Devices (SACDs).

7.11 Sport Presentation

The HB will provide technical support to the OC-designated Sport Presentation team. The HB must remain flexible to accommodate additional equipment and service requests from the Sport Presentation team as required.

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.

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.

FORM OF TENDER

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 Madam / Sir,

1. We hereby offer ("Offer") and undertake on your acceptance of our Tender Offer to supply and deliver the Equipment and Works for SINGAPORE DOLLARS

_____ (S\$ _____)
as detailed below.

and / or (for offers based on alternative specifications)

We hereby offer ("Offer") and undertake on your acceptance of our Tender Offer to supply and deliver the Equipment and Works for SINGAPORE DOLLARS

_____ (S\$ _____)
as detailed below.

3. Our Tender Offer/s 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).

4. We understand that you are not bound to accept the lowest or any Tender Offer/s 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.

5. Unless and until a formal agreement is executed, 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.

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.

Name of Company Contact Person

Designation:

Contact: Email:

TENDERER PROFILE

Company Name	
Company Registered Address	
Country of Incorporation	
Years Of Establishment	
Ownership	
Registration Number with ACRA (State Financial Category)	
GST Registration No	
Total Paid-up Capital:	
Please attach copy of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Organisation Chart <input type="checkbox"/> Latest Audited Balance Sheet and P&L Statement <input type="checkbox"/> Track record in broadcasting similar events, particularly para-sports or international competitions. 	

PRICE SCHEDULE

S/ N	Cost Category	Description	Qty	Unit Price	Total Price	Remarks
1	Project Management					
2	Technical Equipment					
3	Technical and Production Manpower					
4	Production Management					

Note: Please duplicate this schedule if you're submitted a second offer based on alternatives that will deliver the same standard of work required by this contract.

PROJECT TEAM PROFILE

Please complete below and state clearly the qualifications and experience of the staff in your team who would be assigned to this project, if awarded. Please attach their CVs.					
S/N	Name	Designation	Contact	Yrs of experience	Experience in similar projects, if any
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

DECLARATION OF HONOUR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

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

**Singapore 2025 World Para Swimming Championships –
Tender for Host Broadcaster**

1 SUBMITTED by:

Tenderer name	
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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

Name	
Designation	
Signature	
Company Stamp	
Date	