



TENDER NOTICE

INVITATION TO TENDER FOR SPORT COACH SERVICE PROVIDER

1) About Special Olympics Singapore (SOSG)

Mission

To promote and provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympic athletes and the community.

Vision

Enhancing the potential of athletes with intellectual disability and celebrating the human spirit common to all.

2) Invitation to Tender (ITT)

In this Invitation to Tender, Special Olympics Singapore are inviting Swimming coach service providers or Swimming coaches to submit a formal proposal for the provision of comprehensive Swimming coaching arrangements, and related services to SOSG in accordance with all the terms and conditions as set out in the ITT.

3) Submission of Tender

Each Tender must be submitted in accordance with this ITT. Any Tender not made in accordance will not be considered. Bidders will be bound by the submitted proposal and deemed to have submitted a declaration of compliance with this ITT.

The proposal, along with all other accompanying documents, must be in soft copy (with company letterhead), email to samy@specialolympics.org.sg and submitted by 2359hrs (GMT+8) on **12 March 2024**. Late submissions will not be considered.

Vendors are required to quote for a **minimum** of one of the venues to be evaluated for the tender. Vendors can quote for all 3 venues if they wish to so.

Submission of quotation document are required to state the following:

- a) A brief summary of experience
- b) Sessions vendor is interested to take up
- c) Hourly rates of coaches

All coaches must be **NROC-certified** and possess a **valid First-aid certificate**.

In the event that SOSG seeks clarification upon any aspect of your quotation, you are required to respond within the next **two (2)** working days.

Special Olympics Singapore

Blk 2 St George's Road, #01-65, Singapore 322002 Tel (65) 6293 3182

www.specialolympics.org.sg Email admin@specialolympics.org.sg

Facebook [SpecialOlympicsSingapore](https://www.facebook.com/SpecialOlympicsSingapore) Instagram [@SpecialOlympicsSg](https://www.instagram.com/SpecialOlympicsSg)

PATRON-IN-CHIEF:

Mr Tharman Shanmugaratnam

President of the Republic of Singapore

Donations are tax-exempted * UEN No.: S91SS0003B

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



4) Evaluation Criteria

All submitted proposals will be evaluated based on the following merits:

- a) Meeting the tender specifications;
- b) Completeness & reliability of services;
- c) Cost effectiveness &
- d) Track record and related experience

Appointed agent will be notified via email within **ten (10)** working days after submission deadline.

5) Specifications

Comprehensive SPORT Coach Arrangements from 1 April 2024 to 31 March 2025.

- a) Curriculum and Training Plan – to firm up a 1-year Training Plan for the athletes;
- b) Coaching and Guidance – to provide coaching to athletes with intellectual disability according to the training plan;
- c) Monitoring – to monitor the progression and well-being of the athletes;
- d) Working with on-site Volunteers – to equip them with the necessary knowledge to conduct the activities according to the training plan;

Forecasted Weekly Training Schedule

Venue/Day	Start Date	From	To	No. of Sessions	No. of Coach required	Est. No. of Athletes per session
Our Tampines Hub Swimming Complex	6 Apr 2024 (Sat)	0900hrs	1200hrs	3 sessions @ 1h	1	5
Clementi Swimming Complex		0900hrs	1200hrs	3 sessions @ 1h	1	5
Delta Swimming Complex		0900hrs	1100hrs	2 sessions @ 1h	1	5

6) Terms of Reference

Late submission acceptance is solely at SOSG’s discretion.

- a) SOSG reserves the right to amend the specifications to the deliverables.
- b) SOSG reserves the right to cancel the request for proposal at any point prior to entering an agreement with appointed agent.
- c) SOSG is not obliged to select the lowest quote nor explain basis of appointment.
- d) Appointed agent should keep all information provided by SOSG confidential.
- e) No gifts nor benefits should be given to staff or members of SOSG.
- f) SOSG reserves the right to award the contract in full or in parts.
- g) Payment will be based on the actual number of hours conducted for the period of the contract.

7) Enquiries

All enquiries with regards to this ITT should be directed to Mr. Samy Lim via email at samy@specialolympics.org.sg.

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