



INVITATION TO QUOTE

SPECIAL OLYMPICS SINGAPORE SWIMMING OUTREACH PROGRAMME

This Invitation to Quote set out by the Special Olympics Singapore (SOSG) seeks to appoint the vendor for conceptualizing and writing for the following project below.

The deadline for submission of your quote and company profile is **19 March 2023**.

(A) Introduction

Special Olympics is a global inclusion movement using sport, health, education and leadership programs every day around the world to end discrimination against and empower people with intellectual disabilities. 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 Olympics athletes, and the community.

(B) Background

SOSG Swimming Outreach Programme provides year round training programme by engaging volunteers as assistant coach. As it has become mandatory for SOSG to provide NROC qualified coaches when conducting the training programme, thus this has prevented us from securing training venue. SOSG wants to continue to offer year round training program by engaging a swimming club.

(C) About the Project

1. The Post

SOSG seeks two experienced and forward-thinking Swimming Club or Coach from April 2023 to March 2024. As the Swimming Club/Coach appointed by SOSG, the incumbent will help to drive the current swimming outreach programme together with staff of SOSG. The swimming Club/Coach need to display initiative and confidence and leadership and mentoring skills. He or She will be required to develop the swimming framework for SOSG, mentor the assistant trainers (SOSG volunteers) to coach the athletes using scientific coaching principles.



2. Main Responsibilities

- 2.1 Develop a swimming framework for SOSG.
- 2.2 Plan and develop the programme for SOSG Swimming outreach programme
- 2.3 Mentor assistant trainers in their coaching to the athletes
- 2.4 Evaluate and report the progress of the athletes in a quarterly period after seeking review with the assistant trainers
- 2.5 Execute detailed weekly session planning and tracking of athlete's performance
- 2.6 Ensure that the pool is safe and conducive at all training sessions
- 2.7 Maintain all necessary administrative log records

3. Requirements for the coach

- 3.1 NROC Registered Coach in Swimming
- 3.2 Certified with Standard First Aid and CPR-AED
- 3.3 Minimum 3 years swim coaching experience; experience coaching athletes with intellectual disability / autism spectrum disorder would be a bonus
- 3.4 Able to multi-task and work independently or as a team
- 3.5 Portray a professional attitude and maintain good relationships with athletes, parents, assistant trainers and staff
- 3.6 Excellent teaching and interaction skills
- 3.7 Able and willing to work with athletes of varied ages
- 3.8 Demonstrate an understanding of SOSG mission and vision

4. Key Performance Indicators (KPIs)

- 4.1 Develop and execute the specified Swimming Framework for SOSG
- 4.2 Conduct at least an assistant trainer's training session once every 2-3 months
- 4.3 Provide necessary reports of athlete's progression in consultation with the various volunteers/assistant trainers involved
- 4.4 Ensure that the swim sessions are conducted in a safe and controlled environment
- 4.5 Plan and abide to the Risk Assessment Method Statement (RAMS) for the respective venue.

5. Equipment

- 5.1 All equipment will be provided by the vendor during the contract period.



(D) Instruction for Vendor- Format of Proposal

1. Your Proposal

Please provide a proposal based on the brief provided

2. Your Experience

Please tell us about your experience. We are interested in hearing about your current and previous projects that best match our requirement.

Please provide 3 sample projects that can be relevant.

3. Price

You should quote a fee from appointment to completion of project. You should break this down and include your breakdown of the quote.

- You should provide an hourly rate for all personnel you envisage being involved in our requirement. You should note that we will only commission work on hourly rate. Also quote any fee that is outside the agreed scope of your direct service to the athletes.

4. Scope of Service

Please provide a brief statement on the scope of your service for this project. This should include any exclusions or services that would attract an additional cost.

Location of Pool	Coach Required	Hours of Services
Hougang SC (North / North East / East Location)	1	9am – 12noon (3 hours)
Clementi SC (West / Central Location)	1	9am – 12noon (3 hours)

5. References

You should provide references for completed projects within the last 5 years as follows:

- Client reference for a recently completed project as per point 2.
- Client reference ideally not from private sectors. You should provide contact details for each referee.



(E) Timeline

The procurement timetable is shown below and may be subject to change.

Completion Date	Milestone	Responsibility
February 2023	Invitation to Quote issued	SOSG
March 2023	Submission of Proposals	Swimming Coach/Club
March 2023	Review of proposals and interview of the shortlisted clubs	SOSG
1 st week April 2023	Inform and brief volunteers of programme	SOSG
1 st week Apr 2023	<ul style="list-style-type: none"> • Award of project & contract signing • Interview all the coaches and shortlist • Briefing & training session with the coaches on disability 	SOSG
Mid-Apr 2023	2 weeks' club coaches to observe athletes Planning and changes to the initial curriculum /structure submitted	Swimming Coach/Club
1 st week of May 2023	Submission of curriculum/structure	SOSG
May 2023	Start of Program	Swimming Coach/Club
4 th week Aug 2023	Submission of mid-point review report and any changes to the existing plans	Swimming Coach/Club
1 st week March 2024	Submission of end of programme reports	Swimming Coach/Club

(F) Submission of Quote

You should send your quote electronically to:

Rayyan Affan
rayyan@specialolympics.org.sg
 Sports Executive
 Special Olympics Singapore

No Later than 19 March 2023, 2359hr



(G) Presentation of Proposal

Following receipt of the quote, SOSG will invite no more than 4 to present a detailed proposal. Those invited to present a proposal will be informed of this decision by 19th March 2023, or as soon as possible thereafter.

(H) Evaluation Criteria

We will use the following template to evaluate your ITQ submission

Tender Section	Maximum Marks	Percentage of Overall Score
Your proposal	50	50%
Your experience	15	15%
Price	15	15%
Scope of Service	15	15%
References	5	5%
Total	100	100%

(J) Questions

We expect this document to provide all the information you require to complete your tender information. However, if your wish for further clarification or additional information you can contact:

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