



INVITATION TO QUOTE

BOWLING COACH SERVICE PROVIDER INVITATION TO QUOTE FOR SPECIAL OLYMPICS SINGAPORE BOWLING OUTREACH PROGRAMME

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 Quote (ITQ)

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

3) Submission of Quote

Each Quote must be submitted in accordance with this ITQ. Any Quote 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 ITQ.

The proposal, along with all other accompanying documents, must be in soft copy (with company letterhead), and emailed to rachelng@specialolympics.org.sg and samy@specialolympics.org.sg.

Submission of proposals must be sent by **2359 (GMT+8) on 7 March 2025**.

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.

Vendors are required to quote for a minimum of one of the days to be evaluated. Vendors are allowed to quote from one session to all the sessions listed.

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 Instagram @SpecialOlympicsSg

PATRON-IN-CHIEF:

Mr Tharman Shanmugaratnam

President of the Republic of Singapore

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Submission of quotation document are required to state the following:

- a) A brief summary of experience
- b) The sessions that the vendor is interested to take up
- c) Hourly rates of coaches

All coaches must possess a valid First-aid certificate.

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 vendor will be notified via email within **Seven (7)** working days after submission deadline.

5) Specifications

Comprehensive Bowling Coach Arrangements from 1 April 2025 to 31 March 2026.

- 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 work together with the on-site volunteers to ensure meaningful engagement of the athletes.



Forecasted Weekly Training Schedule

Venue	Day	Time	No. of Athletes	No. of Coaches Required	Level
Serangoon Gardens Country Club	Monday	6 pm to 8 pm	18-20	2	Recreation & Intermediate
Serangoon Gardens Country Club	Thursday	7pm to 9pm	8-10	1	Recreation & Intermediate
Sonic Bowl @ SAFRA CCK	Tuesday	6 pm to 8 pm	20-22	2	Recreation & Intermediate
Serangoon Gardens Country Club	Thursday	7pm to 9 pm	6-10	1	Beginner* (Learn To Bowl)

***Coaches for Learn To Bowl must have relevant experience and have at least 1 year experience working with people with intellectual disabilities and autism.**

***Coaches must attend at least one of SOSG Volunteer Orientation**

Coaches must be comfortable working with caregivers of people with intellectual disabilities and autism.

6) Terms of Reference

- Late submission acceptance is solely at SOSG's discretion.
- SOSG reserves the right to amend the specifications to the deliverables.
- SOSG reserves the right to cancel the request for proposal at any point prior to entering an agreement with appointed agent.
- SOSG is not obliged to select the lowest quote nor explain basis of appointment.
- Appointed vendor should keep all information provided by SOSG confidential.
- No gifts nor benefits should be given to staff or members of SOSG.
- SOSG reserves the right to award in full or in parts.
- 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 ITQ should be directed to Ms. Rachel Ng at rachelng@specialolympics.org.sg or Mr Samy Lim at samy@specialolympics.org.sg.

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