



TENDER NOTICE

INVITATION TO TENDER FOR TRAVEL ARRANGEMENT PROPOSAL FROM TRAVEL AGENTS

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 travel agents to submit a formal proposal for the provision of comprehensive travel 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 e.d@specialolympics.org.sg and submitted by 2359 (GMT+8) on 1st Feb 2023. Late submissions will not be considered.

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.



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 Travel Arrangements Special Olympics World Summer Games 2023

- a) Airport Transfers/Coach Arrangements
- b) Flight Arrangements
- c) Visa Applications
- d) Travel or related insurance
- e) Others

Forecasted Travel Plans

Travel to Berlin, Germany for Sports Competition

| Date (city of departure) | From | To | Flight Class | No. of Passenger | Remark |
|-----------------------------|-------------------------------|-------------------------------|--------------|---------------------|----------------------|
| 9/06/22 | Singapore | Berlin Brandenburg Airport | Economy | 1 | 1stop flight max. |
| 12/06/22 | Singapore | Berlin Brandenburg Airport | Economy | 47 | |
| 26/06/22 | Berlin Brandenburg Airport | Singapore | Economy | 47 | |

Additional Remark:

For stop over, preference of at least 1.5hr between flight time.



6) Terms of Reference

- a) Late submission acceptance is solely at SOSG's discretion.
- b) SOSG reserves the right to amend the specifications to the deliverables.
- c) SOSG reserves the right to cancel the request for proposal at any point prior to entering an agreement with appointed agent.
- d) SOSG is not obliged to select the lowest quote nor explain basis of appointment.
- e) Appointed agent should keep all information provided by SOSG confidential.
- f) No gifts nor benefits should be given to staff or members of SOSG.
- g) SOSG reserves the right to award in full or in parts.

7) Enquiries

All enquiries with regards to this ITT should be directed to Mr. Vinnce Wu via email at e.d@specialolympics.org.sg

This document is listed as of 1st Jan 2023.