



INVITATION TO QUOTE

BOWLING COACH SERVICE PROVIDER TENDER INVITATION 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 Tender (ITT)

In this Invitation to Tender, 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 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), and emailed to rachelng@specialolympics.org.sg. Submission of proposals must be sent by 2359 (GMT+8) on **12 March 2024**.

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 for the tender. Vendors are allowed to quote from one session to all the session 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) Sessions 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 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 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
Forte Bowl	Monday	5pm to 7pm	18	2
Forte Bowl	Tuesday	5.30pm to 7.30pm	20	2
Serangoon Gardens Country Club	Thursday	7pm to 9pm	18	2
Sonic Bowl @ Safra CCK	Monday/Tuesday (TBC)	TBC	10 to 12	1

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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 vendor 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.
- h) 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 Ms. Rachel Ng at rachelng@specialolympics.org.sg.

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