

Singapore Tennis Association  
100 Tyrwhitt Road, #04-02  
Jalan Besar Swimming Complex  
Singapore 207542

To Whom It May Concern:

### **INVITATION TO TENDER (ITT) for STA CONSULTANCY SERVICE**

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:
  - Document 1 Instructions and information on the tendering procedures.
  - Document 2 Specification of the Requirement.
  - Document 3 Declaration and information to be provided by tenderer.
  - Annex A Tender Document
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 One (1) copy of your tender must be received by the Singapore Tennis Association (STA) no later than **15 March 2019 at 5.00 pm**. Late tenders will **not** be considered.
- 4 Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information.

I look forward to your response.

Yours sincerely

## INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Wilson Tay at [wilsontay@singtennis.org.sg](mailto:wilsontay@singtennis.org.sg) or 6295 2283 if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

### Contract Period

- 2 The contract is to be for a period of three (3) years, with an option to extend at the discretion of the STA executive committee

### Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

### Returning Tenders

- 4 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

### Acceptance of Tenders

- 5 By issuing this invitation the STA is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

### Inducements

- 6 Offering an inducement of any kind in relation to obtaining this or any other contract with the Singapore Tennis Association will disqualify your tender from being considered and may constitute a criminal offence.

### Confidentiality of Tenders

- 7 Please note the following requirements, you must not:
- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
  - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
  - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

## Costs and Expenses

- 8 You will not be entitled to claim from the STA any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

## Debriefing

- 9 Following the award of contract, a courtesy email will also be sent to all unsuccessful bidders.

## Evaluation Criteria

10

S/NO	Evaluation Criteria	Percentage (%)
1	Price competitiveness of the Tender Proposal	50%
2	Board Member of Regional or International Tennis Federation	25%
3	Experience at organising Major Tennis Event (i.e. YOG, SEA)	25%

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

- 11 *Your capability to perform the contract will be evaluated using Evaluation Criteria. The award criteria set out above. Only the best scoring organisations in the selection stage will have their tenders assessed.*

## Freedom of Information

- 12 The Singapore Tennis Association (STA) is committed to open government and to meeting their responsibilities under the Ministry of Manpower Act. Accordingly, all information submitted to the STA may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the STA should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

## Basis of the Contract

- 13 The specification in Document 2, and the terms and conditions in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and the STA.

## Tender Period

- 14 This timetable is provisional and may be subject to change but will be adhered to by the STA as far as reasonably possible.

<b>Milestones</b>	<b>Key Dates</b>
Advertisement	22 Feb 2019
Tender Submission	15 Mar 2019
Appointment of the service	1 Apr 2019 (Approx.)

### **Format of Bids**

15 Tenderers should present their proposals in the following format:

**Section 1 Table of Contents**

**Section 2 Management Summary**

**Section 3 Meeting the Specification**

**Section 4 Cost and Charging Arrangements**

**Section 5 Declarations, Undertakings and Attachments** (see Document 3)

### **Conclusions**

16 Whilst every endeavour has been made to give tenderers an accurate description of the STA's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

## SPECIFICATION OF REQUIREMENT

The Consultant shall provide daily training and guidance to the Deputy General Manager of the STA to discharge the roles and responsibilities of a General Manager and together with the Deputy General Manager actively be involved with the following: -

- i) Management of STA in consultation with the Management Committee
- ii) Achieving strategic, operational, funding and development plans
- iii) Overseeing marketing and communication plans for STA's events
- iv) Liaising with Members of the Management Committee
- v) Attending Management Committee meetings.
- vi) Attending other meetings with the DY GM e.g. Sponsors, Sport Sg, International meetings, etc
- vii) Organising Annual General Meetings
- viii) Provide assistance and support to the Training and Development Subcommittee on the following programs: -
  - SPEX
  - National Training Squad (Kallang and Farrer Park)
  - Rising Stars
  - National Youth / Senior Squad
- ix) Provide assistance and support to the Selection Subcommittee with regard to Selection Criteria and Selection Trials for National Representations

**DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER**

Declarations

- 1 ..... (Name of tenderer) declares that we accept the STA's standard terms and conditions included at Document 3 as the basis of the contract; and
- 2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
- 3 declare that the tender will remain valid until *(insert a date)* and that we are not entitled to claim from the STA any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

signed declaration by the Tenderer,

(Name/NRIC) .....

**Undertaking**

The STA requires all tenderers to make full and frank disclosure to the STA in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

signed undertaking by the Tenderer,

(Name/NRIC) .....

**ANNEX A**

<p><i>Insert Photo Here</i></p>	<p><b>Family Name:</b></p>		<p><b>Given Name:</b></p>		<p><b>Gender:</b></p>	
	<p><b>Date of Birth:</b></p>		<p><b>Email:</b></p>		<p><b>Contact Number:</b></p>	
<p>Skill/Experience in relation to the requirement as layout in Document 2</p>						
<p>Professional Experience related to Tennis</p>	<p><b>i.e. : Tournament Organiser for major games from South East Asian (SEA) Games to Olympic Games including Youth Olympic Games (YOG)</b></p>					
<p>Expected Remuneration and Charging Arrangement</p>						

*To Note: To better facilitate the selection process, please attached a copy of your most updated CV.*