

REQUIREMENT SPECIFICATIONS

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1 BACKGROUND

- 1.1 Singapore has won the bid to host the Women's Tennis Association (WTA) Finals from 2014-2018. As part of the strategy to leverage on the content, momentum and buzz created from the WTA brand and the WTA Finals to develop a vibrant local tennis scene and strengthen the tennis ecosystem, Sport Singapore (SportSG), WTA and the Singapore Tennis Association (STA) will co-develop annual international junior events that are anchored in Singapore with the WTA Finals. The WTA Future Stars event will be held in Singapore in conjunction with the WTA Finals week (22 – 29 October, 2017) and will showcase the top junior talent in Asia Pacific.

	WTA Future Stars (WTA, SportSG & STA)
Match Dates	17 – 22 October 2017 Arrival on 16 October and Departure on 23 October
Age Group	U14, U16
Event	Individual (Girls' Singles Only)
Projected number of Participants	48 players & 22 Team Officials
Competition Venue	Kallang Tennis Centre 17 – 20 October (Finals at Singapore Indoor Stadium on 22 October)

2 SCOPE OF SERVICES

- 2.1 The WTA Future Stars and related activities will be held from 16 October to 22 October 2017 at the Kallang Tennis Centre with the Finals being played at the Singapore Indoor Stadium.

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Event Management Services-General

2.2 The Tenderers should have the expertise and solutions to provide the following (but not limited to):

- a) A dedicated project manager/project team to:
 - i) Assist the WTA Future Stars Tournament Director, Donna Kelso and support teams (including but not limited to STA and SportSG) to manage the end-to-end organization and reporting of all venue logistics and tournament/event services;
 - ii) Develop the venue overlay plan;
 - iii) Oversee, manage and coordinate hotel, transportation and meal arrangements with the hotel, transport providers and food and beverage caterer on site at Kallang Tennis Centre as appointed by STA;
 - iv) Provision of a service/information/transport desk at the official hotel for a duration as designated by STA;
 - v) Airport Meet & Greet (the guests' arrival and departure details will be provided at a later date in Oct 2017);
 - vi) Overall management and coordination with STA, venue owners and 3rd party vendors;
 - vii) Overall design support for event branding material (all logos and branding guidelines will be provided upon award of tender);

The hotel, transport providers, caterer and all relevant information will be provided after award.

- b) Supply the venue logistics, setup, dismantling and management for the following and other possible related activities:

Event Management Services - Tournament Venue

2.3 Development of risk and crisis management plan for approval by STA and WTA.

2.4 Supply of public liability insurance for the tournaments. **A liability coverage of up to S\$1,000,000 that includes protection for claims involving:**

- i) Injury or death to participants, volunteers, and spectators;
- ii) Use of field of competition or practice areas;
- iii) General negligence.

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- 2.5 Supply of onsite security services (two unarmed security officers) from 16 Oct to 21 Oct 2017 (1800hrs – 0800hrs daily) or a period as designated by SportSG.
- 2.6 Supply of generator(s) (with daily fuel top-up) for the necessary electrical supply to the venue overlays as required at Kallang Tennis Centre from 17 Oct to 21 Oct 2017 or a period as designated by STA. More details information will be provided during the briefing and site show round at Kallang Tennis Centre.
- 2.7 Supply and management of:
- i) 10 x communication sets (i.e. Walkie Talkie) on rental basis;
 - ii) PA system for announcement covering an estimated area of 150m x 150m (with speakers and 1x standby crew) (17 Oct to 21 Oct 2017)
- 2.8 Design, supply, fabrication, delivery, installation and dismantling of tentages (with planking, air-conditioning/fans and lighting) for (including but not limiting to) to be ready by 16 October;
- i) Athlete Resting Area/ Racquet Stringing Area (estimated 12ft x 60ft x 10ft H);
 - ii) Technical Official Area (estimated 14ft x 30ft x 10ft H);
 - iii) Venue & Tournament Operations Office and store (estimated 40ft x 12ft x 10ftH);
 - iv) Medical Services Area (estimated 14ft x 20ft x 10ftH);
 - v) More details information will be provided during the briefing and site show round at Kallang Tennis Centre.
- 2.9 Supply of the following from 16 Oct to 21 Oct 2017:
- i) Table with skirting (estimated qty 50)
 - ii) Stackable Plastic Chair (estimated qty 300)
 - iii) Cabinet (estimated qty 5)
 - iv) Benches – (estimated qty 16)
 - v) Umbrella with weights- (estimated qty 16)
 - vi) Rental of 2 x printer (with copy and print function for A3 minimally)
 - vii) Internet router for WTA and Tournament staff only (not players, coaches or umpires)
- 2.10 Provision of tournament management services, including but not limited to:
- i) Venue management (coordinate various onsite needs with the Tournament Director and SportSG)
 - i) Security and control access management (coordinate with the security guards on security of the venue)
 - ii) Coordinate with the venue owner on Waste Disposal & Cleaning (17 Oct to 21 Oct 2017)

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- 2.11 All designs, supply, fabrication, delivery, installation and dismantling must meet all safety requirement and certification by the relevant authority and the service provider is to apply for all licenses/permits necessary.

Site Briefing

- More details will be shared at a site briefing to be held at Kallang Tennis Centre (52 Stadium Road, 39/724)

2.12 **Tender must reach the STA by email or post by 5.00pm on 6st September 2017**

For the avoidance of doubt, the stated quantity (if any) in the Tender (Requirement Specifications) is merely an estimate and in no way bind STA to take up the total quantity specified therein. The items will be affected via written documentation and payment of the items by STA will be computed based on the actual quantities required by STA in the course of the Contract, and using the unit prices specified herein.

STA reserved the rights to award this Tender in full or in part(s) to one or more Contractors.

3 KEY MILESTONES

- 3.1 The key milestones for the project are as follows:

S/No.	Milestones	Tentative Commencement Period
1	Confirmation of tenderer's interest	29 August 2017
2	Site Briefing	31 August 2017
3	Tender submission	6 September 2017
4	Appointment of the Service Providers	September 2017
5	Project kick-off and planning	September 2017
6	Approval of plans by Sport Singapore, WTA and STA	September 2017
7	Tournament and related activities	16 - 22 Oct 2017

- 3.2 STA reserves the right to alter the stated commencement period when deemed necessary.

4 PROPOSAL

Company Profile

- 4.1 The Tenderer shall provide a summary of their company profile, including, but not limited to:
- a) Main scope of work and clientele;
 - b) Years of operation in Singapore.

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- 4.2 Tenderer should demonstrate the ability to Comply with Requirement Specifications and achieve the project deliverables. They should include track records of similar projects commissioned by other public agencies/ organisations, both locally and internationally. Tenderer should include their past experiences in handling events with local and/or international participation.

5. PROJECT AND OPERATION TEAM

- 5.1 The Tenderer shall submit their team details including but are not limited to the following:

- a) The Tenderer's proposed project and operation team organisation chart complete with lines of report and responsibility/ section that each member will focus for the project;
- b) Team members' curriculum vitae, track record and the relevant working experience; demonstrating

- A sound knowledge of the event management;
- At least 5 years of proven track record in the sporting industry.

- 5.2 All costs and expenses incurred in the submission of the Tender shall be borne solely by the Tenderer. STA, WTA and Sport Singapore will not attend to any claims for costs, expense or disbursement whatsoever.

6 Evaluation Criteria

S/NO	Evaluation Criteria	Percentage (%)
1	Price competitiveness of the Tender Proposal	50%
2	Quality of Service	25%
3	Track Record of the company & Project Team Experience with Tennis events	25%

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7 Tender Specification (Please use this form for quotations)

S/N	Items	Quotation per S/N (Excluding GST) with breakdown of sub-items, where applicable
1.	Event Management Fee	
2.	Venue Logistics, Setup, Dismantling and Management Activities, such as: <ul style="list-style-type: none"> • Hotel and airport set-up 	
3.	Licenses/Permits (FSB, PE, PELU, LEW, SCDF) required for Overlays	
4.	Development of Risk and Crisis Management Plan	
5.	Supply of Public Liability	
6.	Tournament Management Services: <ul style="list-style-type: none"> • Venue Management Security • Control Access Management • Cleaning Management 	
7.	Supply of onsite Security Services for off-peak hours: <ul style="list-style-type: none"> • 6 days: <ul style="list-style-type: none"> ○ 1 set-up day on 16 Oct ○ Event Date: 17 - 20 Oct ○ Buffer for 21 Oct 	
8.	Supply of Generators <ul style="list-style-type: none"> • 6 days: <ul style="list-style-type: none"> ○ 1 set-up day on 16 Oct ○ Event Date: 17 - 20 Oct ○ Buffer for 21 Oct 	
9.	Tents, with planking, air-conditioning/fans and lighting <ul style="list-style-type: none"> • Athletes resting area/racquet stringing area • Technical official area • Venue & tournament operations office and store • Medical services area <ul style="list-style-type: none"> ○ Tents shelter over grandstands 	
10.	FF & E <ul style="list-style-type: none"> • Table with blue skirtings' • Stackable plastic chair • Cabinet • Benches • Umbrella with weights • Printer (with copy, & print) • Internet router • Signboards(Office signboards, bus drop-off and pick-up sign boards, directional signboards) 	

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11.	Rental of Public Announcement system <ul style="list-style-type: none">• 6 days:<ul style="list-style-type: none">○ 1 set-up day on 16 Oct○ Event Date: 17 - 20 Oct Buffer for 21 Oct	
12.	<ul style="list-style-type: none">• Communications (14 set of walkies talkies)• PA System for announcement covering an estimated area of 150m x 150m (with speakers and 1x standby crew)	