



**Invitation to Tender:
Joint organizing of the event - Singapore International Triathlon**

Period: 2018 & 2019, with an option for annual extension for a further 3 years.

Part 1: Introduction

The Triathlon Association of Singapore (TAS), invites tenders for the joint organizing of the said event for a period of 2 years from the year 2018 onwards, with an option for annual extension for a further 3 years.

Documents to Submit:
a) Company Profile & Track Record
b) Annex A: Tender Application Form
c) Proposed Event Plan

Important Dates	Specific of Timeline
18 October 2017, 5pm	Deadline for Submission of Documents
20 October 2017	Shortlisted Candidates will be notified
23 to 27 October 2017	Shortlisted Candidates to present their plans to TAS
31 October 2017	Award of Contract to Successful Candidate

All enquiries and submissions should be via email to:

Eugene Ong

Email: eugene.ong@triathlonsingapore.org

Part 2: Requirement Specifications

- 1) The events shall be conducted in accordance to the following standards, where applicable:
http://www.triathlon.org/about/downloads/category/event_organisers_manual
http://www.triathlon.org/about/downloads/category/continental_events_rules_and_recommendations
http://www.triathlon.org/about/downloads/category/loc_requirements
- 2) The events shall comply with ITU Competition Rules, where applicable:
http://www.triathlon.org/about/downloads/category/competition_rules
- 3) Date and Venue of the events shall be decided by the joint organizer, but must be communicated to TAS for approval.
- 4) The joint organizer shall undertake the following responsibility:
 - a) Event marketing, Sponsorship and Publicity (including website)
 - b) Event Operations (including setup of Field of Play and Venue, all logistics and equipments)
 - c) Registration of participants and volunteers
 - d) Participant's Competency (includes health checks and trials)
- 5) The events shall include at least the following components and categories:
 - a) National Triathlon Championship (Draft-Legal)
 - b) Youth Super Sprint (Draft-Legal)
 - c) Club Challenge
 - d) Age Group Standard
 - e) Age Group Sprint
 - f) Age Group Youth and Kids
- 6) The following plans needs to be submitted to TAS for prior approval, no later than 3 months from the event date:
 - a) Field of Play
 - b) Venue Layout
 - c) Road Closure (if any)
 - d) Marketing
 - e) Risk Assessment
 - f) Crisis Management
 - g) Medical & Evacuation
 - h) Race categories, Race Schedules, Race rules and Regulations (to be approved by TAS before launch of registration)
- 7) Rights and Obligations
 - a) The joint organizer reserve the exclusive rights to all income.
 - b) The joint organizer reserves the exclusive rights to confirmation and appointment of all sponsorship deals, commercial and merchandise sales.
 - c) The joint organizer reserves the exclusive rights to use the name of the events for their own marketing purposes.
 - d) The joint organizer bears full financial obligation of the events.
- 8) The Joint organizer is expected to provide TAS the following annually:

(Note: Open for negotiation. Please propose in Annex A)

- a) 2 weeks before the event - Fixed event fee of SGD\$20,000.
 - b) 2 weeks after the event - SGD \$20,000, based on the first SGD 20,000 profit calculated from P&L account. (All costs of the event to be validated by official invoices and will be open to audit when required. Any shortfalls in the total amount payable to TAS, will be accrued/brought forward to the next year's account)
 - c) 2 weeks after the event - 10% of Nett Profits, after deduction of (b)
 - d) 15% Nett Commission for any cash sponsorship/Grant/Commercial secured by the joint organizer, and 25% if secured by TAS (sponsorship monies less funds used for branding/commercial viability for sponsors, up to a cap of 25% usage)
 - e) 20% of all revenue collected from Trials and Clinics.
 - f) Public Liability coverage for the event
 - g) Race entry / Race Packs for TAS's Triathlon Training Squad athletes (Estimated 25 athletes)
 - h) Discount Code 10% for TAS members
- 9) Day of Race (DOR) license fee shall be charged to participants on top of their entry fees, and not absorbed by the joint organizer as part of their expenses. This should also be clearly made known on the event website/social media, and during participants' registration. The fees are to be collected by the joint organizer and paid to TAS, latest 2 weeks after the event.
- a) \$6 per participant (Non TAS members) for Standard and Sprint distances
 - b) \$3 for all other distances
- 10) TAS shall provide the following:
- a) Sanctioning of the event
 - b) Team of qualified Technical Officials to ensure fair and even conduct of the event.
 - c) Personal Accident Insurance for all participants, Volunteers and Staff.
 - d) Support in liaising with relevant agencies for permits and license
 - e) Consultation and advisory services
 - f) Bid for ITU Asian Cup, Asian Championships, World Cup or World Championships (where required by joint organizer)
- 11) The joint organizer shall conduct de-briefs on all areas of the event, and submit a Post-event Report within 2 months after the event
- 12) TAS reserve the right to terminate the contract for subsequent years should the above requirement specifications are not complied with.
- 13) The contract might be consider for annual extension for up to a period of 3 years, should TAS be satisfied with the performance of the joint organizer for the first 2 years.
- 14) The joint organizer is expected to be an affiliate member of TAS for the period of contract, annual membership fee of SGD\$100 applies. The Race Director of the event should also be a certified TAS Community Level 2 Technical Official or higher.