



Invitation to Tender:

Event Management Services for the Event – Singapore International Triathlon 2020

The Triathlon Association of Singapore invites tenders for provision of Event management services for the Singapore International Triathlon 2020.

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

Tenderer shall submit the required documents no later than **Tuesday, 10 December 2019 at 5pm** (Singapore Time).

Short-listed Tenderers may be required to do presentations to TAS on Friday, 13 December 2019 from 11am onwards. Otherwise, queries will be made via email to Tenderers.

Important Dates	Specific of Timeline
10 December 2019, 5pm	Deadline for submission of Documents
13 December 2019	Shortlisted Candidates will be notified
14 to 18 December 2019	Presentation of Plans
20 December 2019	Award of Contract to Successful Candidate

All enquiries and submissions should be made via email to:

Name - Eugene Ong

Email - eugene.ong@triathlonsingapore.org

Tender Brief:

1. Event Information:

Name of Event – Singapore International Triathlon 2020

Tentative Date of Event – 12,19 or 26 September 2020

Venue – East Coast Park Area E2

Number of Participants: Base on 1500 Participants

2. The Event Management Company will be required to undertake the following roles & responsibilities:

- successful application of all venues, licenses and permits
- engaging and coordinating with contractors to deliver the Event Site and Field of Play (excluding swim) to TAS on race day.
- Engaging and coordinating with a timing system vendor to deliver accurate and desirable results on race day. (And to provide a back-up timing, in case of system failure)
- Engaging an emcee (with sound system), and other fringe activities
- Engaging and coordinating with contractors to provide the following venue services: Cleaning, site security and Traffic/Road Closure Management.
- Present a work plan and schedule for the above

- Monthly updates on the work plan and schedule.

3. Key performance Indicators:

- Delivering the Event Site and Field of Play accurately and according to the approved plan by TAS.
- Delivering an accurate finish time for all participants of the event, with breakdowns of the time for the swim, bike, run and transition.
- Ensuring key stakeholders satisfaction: compliance to Traffic Management rules for Road closure, Minimize public's dissatisfaction from closure of public areas, clean venue after the event etc.

Acceptance of Tender:

TAS shall be under no obligation to accept the lowest or any tender, and shall not enter into correspondence with any tenderer regarding the reasons for non-acceptance of a tender.

TAS may accept the whole, or any part(s) of the Tender from any tenderer, unless the tenderer expressly stipulates to the contrary in his tender.

In the event that the tenderer cannot meet the budget/requirements of TAS, TAS reserves the right to not accept any tender at all eventually.

TAS shall issue a letter of award to the successful tenderer, accepting the tender. This letter shall create a binding contract on the part of the Tenderer to supply TAS with the stipulated services and pricing offered in the tender.

Tender Price:

The Tenderer shall in his tender, quote in Singapore Dollars, and shall ensure accuracy of all information and pricing provided in the tender.

The Tenderer shall provide the required itemize prices of all items indicated in Annex A. The itemized prices for each items quoted shall be held firm upon successful acceptance of the tender.

The Tenderer may also quote any cost of optional items that they deem necessary to carry out his requirements, or to value add his tender to conduct a successful event, for TAS's consideration.

Any deviation from the quoted pricing in the tender shall be specified and approved by TAS before engaging of the external contractors.

TAS reserved the right to engage any external contractor, and subsequently hand over to the successful tenderer for their coordination to deliver their job scope.

Annex A

Event Management Company Details

Company's Name	
UEN/ACRA No	
Address	
Company's Website	
Contact Person Name	
Designation	
Telephone / Mobile	
Email	

Price Schedule: Summary

Description	Sub total	Remarks
Event Management Services		
Operations		
Venue Services		
Timing & Results		
Others (Fringe Activities)		

Price Schedule: Breakdown

Event Management Services						
SN	Item	Description	Quantity	Unit Price	Sub Total	Remark
1	Event Management Fees					
2	Permits & License (Please list down below)					

Operations						
SN	Item	Description	Quantity	Unit Price	Sub Total	Remark
1	Event Site, Transition & Run Course Setup	Manpower & Transportation of Logistics				
	Metal Barricades		500			
	Water Barricades		100			
	Cones		100			
	Bike Racks		300			
	Start Gantry		1			
	Finish Gantry		1			
	Slope Tentages	10' x 20', include fan, light and powerpoint	10			
	Slope Tentages	20' x 32' Include fan, light and powerpoint	2			
	Gazebo Tentages	10' x 10' Include fan, light and powerpoint	5			
	Gazebo Tentages	18' x 18' include fan, light and powerpoint	5			
	Prize Presentation Tentage	16' x 20'	1			
	Prize Presentation Stage and backdrop	4' height stage with carpet and stairs	1			
	Tables		50			
	Chairs		100			
	Generator					
	Wayfinding Signages	A3 Size	20			
	Technical Signages	A3 Size	30			
	Portable Toilets		10			
	Carpets	P-Pet Blue				
2	Road Closure & Bike Course Setup	Manpower & Transportation of Logistics				
	Metal Barricades					
	Water Barricades					
	Cones					
	Technical Signages					

	Traffic Advisory Signages					
3	Others (please indicate below)					

Venue Services						
SN	Item	Description	Quantity	Unit Price	Sub Total	Remark
1	Cleaning Services	Cleaners & Equipment, including bins				
2	Site Security	Security Officers				
3	Auxiliary Police	APO Static				
4	Auxiliary Police	APO Roving				

Timing & Results						
SN	Item	Description	Quantity	Unit Price	Sub Total	Remark

Other Services						
SN	Item	Description	Quantity	Unit Price	Sub Total	Remark
1	Emcee					
2	Sound System					