

Singtel - Singapore Cancer Society Race Against Cancer 2019

RFP Number: SCS-CP-001/19

RFP Posting Date: 22 January 2019



Introduction:

The Singapore Cancer Society (SCS) was established in 1964, registered as a charity in 1984, and was accorded IPC (Institution of a Public Character) status as a charity in 1995 by the Ministry of Health. SCS is a community-based voluntary welfare organisation dedicated to minimising the impact of cancer through public education, screening, patient services, financial assistance, research and advocacy. Being self-funded, the Society is dependent on public donations to provide quality services to cancer patients, their families and members of the public.

SCS invites your proposal for the following items:

Request For Proposal (RFP) for the event management of Singtel - Singapore Cancer Society Race Against Cancer 2019 (RAC), to be held on 28 July 2019. RAC is a SCS' annual flagship charity event aimed at rallying the community together in the fight against cancer, as well as to raise funds for the various programmes and services, including cancer treatment subsidy, hospice home care, welfare assistance for needy patients, cancer rehabilitation programmes, and Help the Children and Youth Programme.

Event Details:

Date: 28th July 2019
Time: 7AM – 10AM
Categories: 5.5KM Fun Run
10KM and 15KM Competitive
10KM Team Challenge
Audience Size: 7,500 runners
Venue: East Coast Park, Angsana Green

RFP Description

This RFP shall call for participating vendors to propose the cost for the relevant items required for to organize, set up and execute the charity event. Tenderers shall be experienced in organizing large scale race and charity events, and would ensure that the event would be a positive experience for all, enhancing and building the Race Against Cancer brand.

Compulsory signing of Confidentiality Undertaking

Tenderers are to download the attachment "Confidentiality Undertaking" form, sign it and hand it in person to Singapore Cancer Society during the collection of RFP Document.

The Confidentiality Undertaking is to be duly signed by an authorized signatory from the Tenderers. Two authorized signatories (Principal and Witness) are required.

Evaluation Criteria

SCS would evaluate the Tenderers' proposal based on the following criteria:

- 1) Ability to Meet Tender Specifications: the ability to meet all required tender specifications
- 2) Vendor's Credentials: vendor's event specialisation, customer references, no. of years in events management and company's financial status
- 3) Solution to Fit: proposed project gantt chart timeline and project management capability
- 4) Total cost of staging the race, understanding the needs and sensitivity in working with a charity
- 5) Other Value Add: Pro-bono services, discounts, in-kind sponsorship and ideas that will enhance the race experience at minimal cost.

Evaluation Documents Submission

Please submit the following documents in order to facilitate the evaluation process:

- 1) **2 sets of Past Customer References.** Please provide the following information:
 - a. Name
 - b. Designation
 - c. Name of Organization
 - d. Contact Details (Email & Telephone)
 - e. Event Name Collaborated & Year
- 2) **List of Large Scale Sporting Events Organized Since 2014**
- 3) **Proposed Project Gantt Chart Timeline.** Please provide detailed timeline of each function:
 - a. Set up of Event Microsite & Registration Portal
 - b. Volunteer Management (e.g.: Briefing / Role Allocation)
 - c. Logistics (e.g.: REPC / Event Day Set-up / Tear Down)
 - d. Others
- 4) **Summary of Staff Assigned to Project**
(e.g.: Race Director / Volunteer Management / Marketing / Logistics / Programme Coordinator/ Any Other Key Staff)
 - a. Name
 - b. Designation
 - c. Area of Responsibilities
 - d. Years of relevant experience
- 5) **Profile of Company**
- 6) **Company's Latest Audited Financial Statement**

Tender Price

The Tenderer shall quote in Singapore Dollars in their offer for the items in their proposal. GST should be indicated separately.

The Tenderer shall propose a payment milestone for the approval of the SCS management team.

Validity of Offers

Proposals shall remain valid for acceptance for three (3) months after the closing date of this RFP (the "Validity Period").

The Validity Period may be extended by SCS by period or periods not exceeding in total two (2) calendar months.

Withdrawal of Proposal

No Tenderer may withdraw its proposal after the RFP closing date.

Ownership of Proposal

All documents submitted by the Participating Vendor in response to the RFP shall become the property of SCS. However, intellectual property in the information contained in the Proposal shall remain vested in the relevant Participating Vendor. This clause is without prejudice to any provisions to the contrary in any subsequent contract between the successful Tenderer and SCS.

Clarifications

In the event that SCS seeks clarification upon any aspect of a Tenderer's Proposal, such Tenderer shall provide full and comprehensive response as soon as possible, and in any event, within two (2) days of notification.

Shortlist and Revisions

SCS reserves the right to shortlist one or more Participating Vendors. The SCS may also, at any time and from time to time, revise, clarify or supplement this RFP. If the RFP is revised, clarified or supplemented, the SCS may if it deems necessary in its sole discretion, give all Tenderers, or where Tenderers have been shortlisted, all of the shortlisted Tenderers, the opportunity to submit new or amended proposals on the basis of SCS' revised, clarified or supplemented requirements, in accordance with a common dateline. Save as aforesaid, or save otherwise at the request of or with the consent of SCS, no Tenderer may, revise or supplement its Proposal after the RFP closing date.

The proposals received based on the firm and updated requirements shall form the basis of the final tender evaluation. The proposals received in the final round shall be complete and comprehensive, and shall over-ride all proposals previously submitted with SCS.

Acceptance

SCS is not bound to accept the lowest priced or any proposal, and is not bound to assign any reason for not accepting any tender. SCS does not normally enter into correspondence with any Tenderer regarding the reasons for non-acceptance of a RFP.

When accepting a Proposal, SCS may accept the whole or any part of the Proposal and the proposed contract price shall be adjusted in accordance with the schedule of prices set out in the Proposal.

The issue by SCS a letter of acceptance accepting the Proposal or part of the Proposal shall create a binding contract on the part of the successful Tenderer to supply to SCS the matters offered in the Proposal, subject to the terms of the RFP.

SCS reserves the right to accept the offer(s) (or parts thereof) of one or more Tenderer(s) and/or to award different aspects of the RFP to different Tenderers.

Notification

SCS is not obliged to notify Tenderers if their Proposals are unsuccessful.

Language

The Proposal including all data, documents, catalogues etc. must be written in easily comprehensible English Language.

Expenses

In no event will any expense incurred by a Tenderer in the preparation or, submission of its Proposal

be borne by SCS. A Tenderer shall indemnify SCS from and against all legal costs and expenses, on a solicitor-and-client basis, incurred in connection with the enforcement of any Proposal submitted by the said Tenderer.

Law

All proposals submitted pursuant to this RFP and the formation of any resulting contract shall be governed by Singapore Law.

Contract Terms and Conditions

All Tenderers hereby acknowledge that they have read and understood the Contract Terms and Conditions, and each Tenderer hereby agrees with SCS that, if such Tenderer is the successful Tenderer under this RFP, then notwithstanding anything to the contrary, the Contract Terms and Conditions shall be deemed incorporated into any resultant contract between such Tenderer and the SCS arising from this RFP, and such said Contract Terms and Conditions shall govern and prevail over any inconsistent terms that may be contained in the said successful Tenderer's Proposal.

RFP Document Collection

The RFP document is to be collected from:

Date: 22 – 25 & 28 - 29 January 2019

Day: Tuesday – Friday & Monday - Tuesday

Time: 1000HRS – 1700HRS

Venue: Singapore Cancer Society, 15 Enggor Street #04-01, Realty Centre, Singapore 079716

Tender Briefing

Upon collection of RFP Documents, Tenders must attend Tender Briefing. Unable to do so shall result in disqualification from the tender process. The details of Tender Brief as follows:

Date: 31 January 2019

Day: Thursday

Time: 1500HRS – 1630HRS

Venue: Singapore Cancer Society, 15 Enggor Street #06-01, Realty Centre, Singapore 079716

Tender Presentation

Shortlisted Tenderers must attend Tender Presentation, unable to do so shall result in disqualification from the tender process. Arrangement shall be made with shortlisted tenderer at least 1 day in advance for tender presentation date and time. The tender presentation dates as follow:

Date: 20 - 21 February 2019

Day: Wednesday - Thursday

Time: 0930HRS – 1700HRS

Venue: Singapore Cancer Society, 15 Enggor Street #06-01, Realty Centre, Singapore 079716

For clarification and collection of RFP document, please contact Mr Alvin Tan, Executive, Community Partnerships, SCS, at rac@singaporecancersociety.org.sg

RFP Closing Date

Participating Vendor are to submit all proposals in 2 hardcopies & 2 editable softcopies in CD by the following date and time to SCS:

Date: **19 February 2019, Tuesday**

Time: **1200HRS**

Venue: **Singapore Cancer Society
15 Enggor Street #04-01, Realty Centre, Singapore 079716**

SCS reserves the right to reject all or any late submissions.