

# PROVISION OF EVENT MANAGEMENT SERVICE FOR THE PUBLIC SERVICE SPORTS AND FAMILY DAY 2022

## NOTES TO TENDERERS

- 1 Applications are open to tender for provision of event management service for the Civil Service Club's Public Service Sports and Family Day 2022.
- 2 The tentative details for the Public Service Sports and Family Day 2022 are as follow:
  - Tentative Date : Saturday, 30 July 2022
  - Time : 7.30am to 1.30pm
  - Venue Options : Gardens By The Bay (Bay East)  
(Area under Sheares Bridge and Promenade Lawn)
- 3 The Form of Tender and Scope of Works are given in Annexes B and C respectively.
- 4 Tenderers must itemize the cost of items provided for in their tender. Indicative budget for this project is about \$100,000 (exclude GST).
- 5 The Tender is based on approximately 3,000 participants. Actual number of participants shall only be confirmed nearer the date of the event. Cost of items affected by participation number, can be adjusted accordingly.
- 6 Tenderer must detail the activities and programme in the tender including the following:
  - a) Theme and Concepts
  - b) Marketing and Publicity Supports
  - c) Covid-19 Vaccination-Differentiated Safe Management Measures
  - d) Special Features/Attractions
  - e) Mass Yoga
  - f) Three Interactive Team Games
  - g) Telematch Competition
  - h) Organise the CSC Cycle (include activities to engage cyclists)
  - i) Support for Dragon Boat Race
  - j) Amazing Race
  - k) Games for Families
  - l) Provision of Games Booths
  - m) Fringe Activities
  - n) Carnival Activities
  - o) Master-of-Ceremony
  - p) Stage Performance and Artistes
  - q) Safety and Medical Coverage
- 7 The tenderer shall be assessed based on the following criteria:
  - a) Price
  - b) Track records
  - c) Unique experience and appeal of the activities
  - d) Marketing Support

- e) Ability to deliver Scope of Works
- f) Experience in permits requirements
- g) Covid-19 safe management measures
- h) Value-added items

8 The submission of tender is by HAND to be deposited in the assigned Locked Tender Box at 3<sup>rd</sup> Storey, Corporate Services Office, Club CSC @ Tessensohn, 60 Tessensohn Road, Singapore 217664.

9 The closing date for the submission of tender will be on **Friday, 20 May 2022 at 12.00pm**. Any submission after the stipulated date and time will not be considered.

## **INFORMATION ON PUBLIC SERVICE SPORTS AND FAMILY DAY 2022**

1 The Civil Service Club (CSC) will be staging its 20th Public Service Sports and Family Day (PSSFD), on Saturday, 30 July 2022 from 7.30am to 1.30pm. The objectives of the event are to promote a healthy lifestyle and to enhance interactions among Public Service Officers from different government agencies. The event is also held to celebrate Public Service Week.

2 The PSSFD involves about 3,000 public service officers from different Ministries and Statutory Boards and their family members coming together under one roof to compete in multi-events and also participate in fun and healthy sporting activities. It is the biggest event in the CSC's sporting calendar. Participants must registered to take part in the event.

3 The PSSFD have four thematic activities: sport competitions, healthy lifestyle activities, family carnival activities and fringe activities. Besides these activities, it is also serves as a platform for family bonding. The featured programme and activities include:

- a) 5km Healthy Lifestyle Walk (with quiz/games to occupy walkers) from event venue to Marina Barrage and back
- b) Telematch Competition (Team)
- c) Dragon Boat Race (Team)
- d) Amazing Race (Team)
- e) Three Interactive games (eg archery tag, bubble football, obstacle course inflatables)
- f) Mass Aerobics / Yoga
- g) CSC Cycle (starting from Changi Clubhouse)
- h) Water Sports Tryout
- i) Sports Try-out
- j) Family Treasure Hunt
- k) Bazaar (with 30 stores)
- l) Carnival Activities
- m) Children's activities

4 All registered participants can take part in the 5-km Healthy Lifestyle walk. There are activities along the route to engage walkers besides the healthy lifestyle element. Beside the walk, families can also take part in a Family Treasure Hunt.

5 The CSC Dragon Boat Race, Interactive Team Games, Telematch Competition, Amazing Race and STAR Games are competitive events in which teams from different agencies compete for prizes. The event company has to work with different partners such People's Association, Singapore Dragon Boat Association, Sport Singapore and venue owners to stage the events which are open to Public Service Officers only.

6 The CSC Cycle involve about 50 to 100 cyclists cycling from CSC Changi Clubhouse to the event venue. The objective is to promote Changi Clubhouse as a cycling hub in the east. There are activities along the route to engage the cyclists.

7 Information on last year's event and activities are available at [www.csc.sg/sportsday/](http://www.csc.sg/sportsday/)

**PROVISION OF EVENT MANAGEMENT SERVICES FOR  
THE PUBLIC SERVICE SPORTS AND FAMILY DAY 2022**

**FORM OF TENDER**

1. This TENDER must be deposited in the assigned Locked Tender Box at 3rd Storey, Corporate Services Office, Club CSC @ Tessensohn, 60 Tessensohn Road, Singapore 217664 before **Friday, 20 May 2022 at 12.00pm.**
2. Having carefully read the Notes to Tenderers, we, the undersigned, offer to provide the event management services as specified in the scope of works, for the Public Service Sports and Family Day 2022.
3. The total sum for the tender based on 3,000 participants is SGD\$\_\_\_\_\_ (excludes GST)
4. We, the undersigned, shall provide the services in accordance with the specifications, scope of works and terms and conditions set out herein.
5. We, the undersigned, agree to present the proposals to the CSC Tender Evaluation Committee whenever called upon.
6. We, the undersigned, agree that the Civil Service Club reserves the right not to accept the lowest, the whole or part of any Tender which it may receive. The Civil Service Club also reserves the right to recall the tender.
7. We agree that this Tender is valid for a period of sixty (60) days after the closing date of tender and agree that this Tender shall not be amended or withdrawn within the said period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

As witness our hand the day and year first above written.

Signature of Tenderer (Authorised  
Representative of the Company)

Witness By:

\_\_\_\_\_  
Name, NRIC (last 3 digits + alphabet) and  
Designation of Tenderer

\_\_\_\_\_  
Name, NRIC (last 3 digits + alphabet) and  
Designation of Witness

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_

|                 |  |                  |  |
|-----------------|--|------------------|--|
| Name of Company |  | Business Reg No. |  |
| Office Address  |  |                  |  |
| Telephone       |  | Fax Number       |  |
| Company Stamp   |  | Website Address  |  |

**PUBLIC SERVICE SPORTS AND FAMILY DAY 2022**  
**SATURDAY, 30 July 2022, 7.30AM TO 1.30PM**

**SCOPE OF WORKS**

Note: The Scope of Works is based on 3,000 participants

| <b>S/N</b> | <b>ITEM DESCRIPTION</b>  |
|------------|--|
| <b>1</b>   | <b>PUBLICITY</b>   |
|            | Design and print the following publicity materials three months prior to event:<br>a) 200 pieces of A2 size full colour posters<br>b) 3 full-colour 12ft x 3ft PVC event banner for each of the three clubhouses<br>c) 6 lift stickers   |
| <b>2</b>   | <b>BANNERS AND STANDEES</b>  |
|            | Design and print the following collaterals:<br>a) 2 full-colour Main Banner (with wooden frame backing) of size 20ft x 5ft with logos<br>b) 1 full-colour banner of size 20ft x 5ft (with wooden frame backing) for dragon boat race<br>c) Flags with logos of participating agencies in Interactive Games, Telematch Dragon Boat Race and Amazing Race<br>d) 10 horizontal banners of size 6ft x 3ft ( <u>with wooden frame backing</u> ) for booths and activities<br>e) 13 standees of size 8ft x 4ft for Programme (2), Venue Layout (2), Lucky Draw Results (2), Interactive Game (3), Dragon Boat Race (2), Kayaking (1), Bell-Boating (1)<br>f) 2 horizontal tent banner of size 10ft x 2ft for Interactive Games and Dragon Boat Race    |
| <b>3</b>   | <b>SIGNAGE</b>   |
|            | a) Sufficient (min 25 pieces) directional signage of A1 size to be placed at road junctions leading to venue (inclusive of permit, placement and removal)<br>b) Directional signage to main activities area<br>c) Sufficient directional signage to shuttle bus points<br>d) A1 signage for freebies and games booths  |
| <b>4</b>   | <b>COVID-19 SAFE MANAGEMENT MEASURES</b>   |
|            | a) Compliance with all Covid-19 Safe Management Measures (ie Sporting Events with >500 participants at any one time will have to continue implementing VDS. Event organisers will need to implement checks on participants' vaccination status before they enter the venue).<br>b) Provide sufficient barricades to cordon the main event area beneath The Bridge. Only one entry/exit point into the main event area.<br>c) Provide minimum six helpers to check participants' vaccination status at the main entrance before they are allowed to enter the main event venue.<br>d) Provide six sets of SafeEntry gadgets for screening<br>e) Provide and issue 5,000 wrist bands to be issued to fully-vaccinated participants, staff and crew |
| <b>5</b>   | <b>DECORATIONS</b>   |

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|          | <p>Provide the following items:</p> <ul style="list-style-type: none"> <li>a) Entrance Arc (with full colour logos printing)</li> <li>b) 10 vertical lamppost banners of size 6ft x 3ft with installation</li> <li>c) Colour bunting and balloons to decorate the venue</li> <li>d) 6 air tubes</li> </ul>  |
| <b>6</b> | <b>FUN PACK</b>   |
|          | <p>Provide following items for all participants:</p> <ul style="list-style-type: none"> <li>a) Design and print 5,000 pieces of full-coloured Fun Pack/Lucky draw tickets (with redemption coupons)</li> <li>b) Provide 3,000 carrier bags (with logo printing)</li> <li>c) Provide 3,000 door gifts (with logo printing)</li> <li>d) Provide 3,000 multi-functional headwear or equivalent</li> <li>e) Provide 3,000 buns / granola bars</li> </ul>  |
| <b>7</b> | <b>SHOW HOST, ENTERTAINMENT &amp; INSTRUCTORS</b>   |
|          | <p>Provide the following:</p> <ul style="list-style-type: none"> <li>a) A professional show host to organize stage games and handle all formalities for all activities including walk, amazing race, family and carnival activities</li> <li>b) Three stage performances: <ul style="list-style-type: none"> <li>- One high energy music performance</li> <li>- Two 20 minutes stage performance to engage the crowd</li> <li>- One magic show</li> </ul> </li> <li>c) Three aerobics instructors to conduct the following: <ul style="list-style-type: none"> <li>- 20-minute warm-up workout before fun walk<br/>(Extend another 30-minute high impact aerobics if walk cannot proceed due to adverse weather)</li> <li>- 30-minute aerobics after the walk</li> </ul> </li> </ul>              |
| <b>8</b> | <b>THREE TELEMATCH AND THREE INTERACTIVE GAMES</b>  |
|          | <p>Organise and conduct 3 telematch and 3 interactive games:</p> <ul style="list-style-type: none"> <li>a) Conceptualise three different team-building telematch and interactive games for about 15 teams per game (10 participants per team)</li> <li>b) Provide a game master to brief and conduct the games</li> <li>c) Provide sufficient game marshals to conduct the games</li> <li>d) Provide the props and equipment for the games</li> <li>e) Colourful bunting to decorate the area and lanes</li> <li>f) Standby three novelty games to replace outdoor telematch in case of wet weather. The novelty games will be conducted in sheltered area.</li> </ul>  |
| <b>9</b> | <b>HEALTHY LIFESTYLE WALK</b>   |
|          | <p>Plan and organise the Healthy Lifestyle Walk for estimated 1,500 pax. Provide the following:</p> <ul style="list-style-type: none"> <li>a) Survey and plan the route</li> <li>b) Obtain necessary permit and clearance from authorities and venue owners</li> <li>c) Provide and print 10 Nos of 8ft x 4ft standees displaying (200m apart)</li> <li>d) Provide Flag-off flag and two air-horns</li> <li>e) Sufficient marshals (at least 20) to guide walkers</li> <li>f) Sufficient route signage</li> <li>g) Sufficient barricades/cones to demark route</li> <li>h) Sufficient water point at mid-point</li> <li>i) Medical coverage (ambulance and cyclist medic)</li> <li>j) Ponchos for 1,500 participants</li> <li>k) Contingency Plan and Programme in case of wet weather</li> </ul> |

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| <b>10</b> | <b>AMAZING RACE</b>  |
|           | <p>Conceptual and organize a fun series of games and problem-solving activities for teams and families. Provide the following:</p> <ol style="list-style-type: none"> <li>Plan the games</li> <li>Provision of props and equipment</li> <li>Provision of game marshals</li> <li>Sufficient signage</li> <li>Live-streaming and projection on LED screen</li> </ol>   |
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| <b>11</b> | <b>CARNIVAL ACTIVITIES</b>   |
|           | <p>Provide and conduct the following carnival activities:</p> <ol style="list-style-type: none"> <li>Children's Coloring &amp; Art Competition</li> <li>Game booths with prizes</li> <li>Four giant inflatable for children</li> <li>Two photo booths for instant pictures</li> <li>Roaming entertainers eg Unicyclist/stilt walkers, buskers, magicians, jugglers, circus-type mascots / actors to mingle and entertain the crowd;</li> <li>Children activities eg balloon sculpting, face painting, etc</li> </ol> |
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| <b>12</b> | <b>FOOD, SNACKS AND DRINK POINTS</b>   |
|           | <p>Arrange for Food stalls/Truck (e.g. Asian food, Halal food, Old Chang Kee etc). Provide the following free snack stalls for 3,000 participants:</p> <ol style="list-style-type: none"> <li>2 ice-cream stalls</li> <li>2 candy floss / cup corn stalls</li> <li>2 pop-corn / kacang puteh / muah chee stalls</li> <li>8,000 bottled drinks for two drink points and manpower to man the points</li> </ol>   |
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| <b>13</b> | <b>SHUTTLE BUSES</b>   |
|           | <p>Provide the following transportation:</p> <ol style="list-style-type: none"> <li>8 buses to shuttle participants between nearest MRT and venue throughout the event.</li> <li>Sufficient manpower to guide and crowd control</li> <li>Buses to ferry walk participants back to venue in event of rain</li> <li>Sufficient directional signage to shuttle bus points</li> </ol>  |
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| <b>14</b> | <b>INSURANCE AND APPLICATION OF PERMITS</b>  |
|           | <p>Provide the following insurance coverage:</p> <ol style="list-style-type: none"> <li>Public liability insurance to cover Civil Service Club and venue owners such as PUB, Gardens By The Bay and Marina Barrage</li> <li>Insurance coverage for participants in cycling event, water sports try-out, dragon boat race</li> <li>Insurance coverage for staff and officials helping in all activities including water activities</li> </ol>   |
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| <b>15</b> | <b>MEDICAL COVERAGE</b>  |
|           | <p>Provide the following medical coverage:</p> <ol style="list-style-type: none"> <li>Medical evacuation plan</li> <li>Two fully equip ambulances with AED</li> <li>Two medication stations with two medics at each point</li> <li>Cyclist medics with AED</li> </ol>  |
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| <b>16</b> | <b>RISK ASSESSMENT AND WET WEATHER CONTINGENCY PLAN</b>   |
|           | <p>Submit the following plans to CSC and authorities:</p> <ul style="list-style-type: none"> <li>a) Risk assessment plan for all the activities including water sport activities</li> <li>b) Wet weather plan</li> <li>c) Evacuation Plan</li> <li>d) Haze Contingency Plan</li> </ul>  |
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| <b>17</b> | <b>MANPOWER</b>   |
|           | <p>Provide sufficient manpower to conduct the entire event and all the activities including the following:</p> <ul style="list-style-type: none"> <li>a) Shuttle Buses Stations</li> <li>b) Car Parking</li> <li>c) Bicycle Parking</li> <li>d) Packing and Distribution of Fun Packs</li> <li>e) Telematch and Interactive Games</li> <li>f) Healthy lifestyle walk</li> <li>g) Games Booths</li> <li>h) Children Arts' Competition</li> <li>i) Inflatable Bouncers</li> <li>j) Safe management measures (all entry/exit points)</li> <li>k) Drink Points</li> </ul>   |
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| <b>18</b> | <b>PHOTOGRAPHY</b>  |
|           | <ul style="list-style-type: none"> <li>a) Provide 2 photographers to cover event</li> <li>b) One videographer</li> <li>c) Compile two photo albums and CDs after event</li> </ul>   |
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| <b>19</b> | <b>CYCLING EVENT AND BICYCLE PARKING</b>  |
|           | <p>Organise a cycling event for 100 cyclists. Provision of the following items:</p> <ul style="list-style-type: none"> <li>a) Stage with backdrop at Changi Clubhouse</li> <li>b) Bike Racks for 100 bikes at Start Point</li> <li>c) Emcee</li> <li>d) Start and end Points Management</li> <li>e) Support vehicle</li> <li>f) 2 mobile escorts</li> <li>g) Leaders, Sweepers and first-aiders for each group</li> <li>h) 3 Refreshment points with food and drinks</li> <li>i) 1 Ambulance with 2 paramedics</li> <li>j) 2 cycling medics with AED</li> <li>k) Insurance coverage for all participants</li> <li>l) Directional signages along the route</li> <li>m) Live-streaming and projection on LED screen at the entrance</li> </ul> <p>Set up a Bicycle Deposit Station at Bay East and provide the following:</p> <ul style="list-style-type: none"> <li>a) Bicycle rack for 100 bicycles*</li> <li>b) Barricades to cordon off the area</li> <li>c) At least two manpower to manage security of bicycles</li> <li>d) A1 signage</li> <li>e) 1 table</li> <li>f) Bicycle tags for depositors</li> </ul> |
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| <b>20</b> | <b>LOGISTICS</b>  |

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|           | <p>Provide the following logistics:</p> <ul style="list-style-type: none"> <li>a) 1 Main Stage (20' x 24' x 3'H) c/w carpet, skirting and stairs</li> <li>b) 1 full-colour LED stage backdrop</li> <li>c) A comprehensive main sound system and DJ for main programme</li> <li>d) Auxiliary sound systems for conduct of the Interactive Games, Dragon Boat Race and other sports events</li> <li>e) 8 Gazebo tents (10' x 10')</li> <li>f) 6 mobile toilets</li> <li>g) 200 nos. of 3' x 3' tables with table cloth &amp; skirting</li> <li>h) 16 nos. of 2' x 4' tables with table cloth &amp; red skirting</li> <li>i) 400 PVC chairs</li> <li>j) Sufficient metal barricades</li> <li>k) Sufficient retractable belt queue poles</li> <li>l) 30 power points with extension wire cord</li> <li>m) 5 high tables</li> <li>n) 4 standing fans</li> <li>o) 4 power points at the Membership booth</li> </ul> |
| <b>21</b> | <b>PERMITS</b>  |
|           | <p>Application and submission of all necessary permits/approval from relevant authorities and venue owners for the event including the following:</p> <ul style="list-style-type: none"> <li>a) Engage electrical engineer for electrical connections</li> <li>b) Provide LEW for any line drawings submission to authorities</li> </ul>  |
| <b>22</b> | <b>DRAGON BOAT RACE BY SINGAPORE DRAGON BOAT ASSOCIATION</b>  |
|           | <p>Provide the following:</p> <ul style="list-style-type: none"> <li>a) Co-ordination with Singapore Dragon Boat Association (SDBA) on matters pertaining to the race</li> <li>b) Application and obtaining the necessary permits to conduct the dragon race</li> <li>c) Support the SDBA on their requirements such as transportation, storage, brandings, etc.</li> <li>d) Payment of all application/permit fees required by venue owners and authorities</li> <li>e) Insurance coverage for all participants and helpers involve in the race</li> <li>f) Provision of adequate helpers to support the event</li> </ul>  |
| <b>23</b> | <b>WATER SPORTS TRY-OUT BY PASSIONWAVE@MARINA BAY</b>   |
|           | <p>Provide the following:</p> <ul style="list-style-type: none"> <li>a) Co-ordinate with PAssionWave@Marina Bay on the water sports try-out</li> <li>b) Application and obtaining the necessary permits to conduct the try-out</li> <li>c) Support PAssionWave@Marina Bay on their requirements such as transportation, storage, brandings, etc.</li> <li>d) Payment of all application/permit fees required by venue owners and authorities</li> <li>e) Insurance coverage for all participants and helpers involve in the race</li> <li>f) Provision of registration booth, signage and helpers to support the event</li> </ul>   |
| <b>24</b> | <b>SPORTS TRY-OUT BY ACTIVESG</b>   |
|           | <p>Provide the following:</p> <ul style="list-style-type: none"> <li>a) Coordinate with ActiveSG on the sports try-out booths</li> <li>b) Application and obtaining the necessary permits for conduct of activities.</li> <li>c) Support ActiveSG on their requirements such as transportation, storage, brandings, etc.</li> </ul>   |

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|           | <ul style="list-style-type: none"> <li>d) Payment of all application/permit fees required by venue owners and authorities</li> <li>e) Insurance coverage for all participants and helpers involve in the</li> <li>f) Provision of adequate helpers to support the try-out booths</li> <li>g) Provision of sufficient A-boards to segment the booth for different sports</li> </ul> |
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| <b>25</b> | <b>TRANSPORTATION</b>  |
|           | <ul style="list-style-type: none"> <li>a) Collection of items from sponsors to event venue</li> <li>b) Transport balance items (eg standees, drinks, ponchos) from event venue to Civil Service Club after the event.</li> </ul>   |
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| <b>26</b> | <b>DRONE</b>   |
|           | Coverage of the event using drones   |