

PROVISION OF EVENT MANAGEMENT SERVICE FOR THE PUBLIC SERVICE SPORTS AND FAMILY DAY 2023

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 2023.
- 2 The tentative details for the Public Service Sports and Family Day 2023 are as follow:
 - Tentative Date : Saturday, 29 July 2023
 - Time : 7.30am to 1.30pm
 - Venue Options : Marina Barrage
8 Marina Gardens Dr,
Singapore 018951
(Water Playground, Deck A, Deck B, Central Courtyard, Green Roof)
- 3 The Form of Tender, Information on Public Service Sports and Family Day 2023 and Scope of Works are given in Annexes A, B and C respectively.
- 4 Tenderers must meet the following criteria:
 - a) Minimum five years track record in organising multi-sports carnival
 - b) BizSAFE certification
- 5 Tenderer must fulfil the Scope of Works with details on the following:
 - a) Theme and concepts
 - b) Master-of-Ceremony (3 proposals)
 - c) Design of marketing and publicity Collaterals (3 proposals)
 - d) Special Features/Attractions at event venue
 - e) Proposed telematch/Interactive Team Games
 - f) Organise the CSC Cycle (include activities to engage cyclists)
 - g) Proposed games for Family Treasure Hunt/Amazing Race
 - h) Type of games booths
 - i) Type of goodie bag items
 - j) Type of fringe activities
 - k) Type of carnival Activities
 - l) Stage Performances and Artistes
 - m) Application of permits and provision of support for Dragon Boat Race, Water Sports and Sports Try-outs
 - n) Application of permits required by venue owners and stakeholders
 - o) Safety and Medical Coverage
 - p) Contingency plan for adverse weather
- 6 The tenderer shall be evaluated based on the following criteria:
 - a) Price
 - b) Overall concept and theme
 - c) Decorations and design of collaterals/props to achieve desired theme
 - d) Uniqueness and excitement of games/activities

- e) Experience in organising similar events
- f) Value-added items

- 7 Indicative budget for this project is about \$120,000 (exclude GST). Tenderers must itemise the cost of items provided for in their tender.
- 8 The Tender is based on approximately 5,000 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.
- 9 The submission of tender is by HAND to be deposited in the assigned Locked Tender Box at 3rd Storey, Corporate Services Office, Club CSC @ Tessensohn, 60 Tessensohn Road, Singapore 217664.
- 10 The closing date for the submission of tender will be on **Wednesday, 22 February 2023 at 12.00pm**. Any submission after the stipulated date and time will not be considered.

**PROVISION OF EVENT MANAGEMENT SERVICES FOR
THE PUBLIC SERVICE SPORTS AND FAMILY DAY 2023**

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 **Wednesday, 22 February 2023 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 2023.
3. The total sum for the tender based on 5,000 participants is SGD\$_____ (excludes GST). Please submit this form with itemised costs in one envelope and the proposal for management of the event in a separate envelope.
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 _____ 2023.

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 | | | |
| Company Stamp | | Website Address | |

INFORMATION ON PUBLIC SERVICE SPORTS AND FAMILY DAY 2023

- 1 The Civil Service Club (CSC) will be staging the Public Service Sports and Family Day (PSSFD), on Saturday, 29 July 2023 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 5,000 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 register 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 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 The Promontory and back
 - b) Dragon Boat Race (Team) (organised by SDBA)
 - c) Explorer Challenge (Team) by CSC's in-house partner
 - d) Three Interactive games (eg archery tag, bubble football, nerf war, bumball)
 - e) Mass Aerobics
 - f) CSC Cycle (starting from Changi Clubhouse, 2 Netheravon Road)
 - g) Water Sports Tryout (organised by PA)
 - h) Sports Try-out (organised by ActiveSG)
 - i) Family Treasure Hunt
 - j) Bazaar (with 30 stores selling assorted items)
 - k) Carnival Activities
 - l) Children's activities
- 4 All registered participants can take part in the 5km 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, Explorer Challenge 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 200 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/

PUBLIC SERVICE SPORTS AND FAMILY DAY 2023
SATURDAY, 29 JULY 2023, 7.30AM TO 1.30PM

SCOPE OF WORKS

Note: The Scope of Works is based on 5,000 participants

| S/N | ITEM DESCRIPTION |
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| | PRE-EVENT REQUIREMENTS |
| 1 | PUBLICITY |
| | Design and print the following publicity materials three months prior to event: a) Design and print 200pcs of A2 posters b) Design, print and install 6 pieces of lift stickers at three locations. |
| | COLLECTION OF SPONSORED ITEMS |
| | a) Provide truck transport and manpower for collection of items from sponsors' warehouses/office and deliver to Tessensohn Clubhouse or Marina Barrage. b) Provide truck transport and manpower for collection of all sponsored items stored at Tessensohn Clubhouse and deliver to Marina Barrage one day before event. |
| | EVENT DAY REQUIREMENTS |
| 2 | BANNERS, SIGNAGE AND STANDEES |
| | Design, print and install the following collaterals: a) 2 full-colour PVC Main Banners (with wooden frame backing) of size 20ft x 5ft with logos b) 1 full-colour PVC banner of size 20ft x 5ft (with wooden frame backing) for dragon boat race c) Flags with logos of participating agencies in Interactive Games and Dragon Boat Race d) 10 pieces of horizontal banners of size 6ft x 3ft (<u>with wooden frame backing</u>) for check-in counters, booths, instructions, etc e) 13 standees of size 8ft x 4ft for Programme (2), Venue Layout (2), Lucky Draw Results (2), Interactive Game (3), Dragon Boat Race (3), Kayaking (1), f) 4 full-colour pillars wrap banners (20ft x 11ft) at Marina Barrage g) 10 Vertical lamppost banners of size 6ft x 3ft with installation h) 1 full-colour stage backdrop i) 1 scoreboard of size 8ft x 8ft for Tematch scores and results j) 10 pieces of 2ft x 2ft boards for telematch teams' names |
| 3 | DIRECTIONAL SIGNAGE |
| | 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) b) Directional signage to main activities area c) Sufficient directional signage to shuttle bus points d) A1 signage for freebies and games booths |
| 4 | DECORATIONS |

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| | <p>Provide the following items:</p> <ol style="list-style-type: none"> Entrance Arc (with full colour logos printing) 10 vertical lamppost banners of size 6ft x 3ft with installation Colour buntings and balloons to decorate the venue 6 air tubes |
| 5 | FUN PACK |
| | <p>Provide following items for all participants:</p> <ol style="list-style-type: none"> Design and print 7,000 pieces of full-coloured Fun Pack/Lucky draw tickets (with redemption coupons) Provide 5,000 carrier bags (with logo printing) Provide 5,000 goodie bag items (with logo printing) Provide 5,000 multi-functional headwear or equivalent Provide 5,000 buns / granola bars |
| 6 | MASTER OF CEREMONY, ENTERTAINMENT & INSTRUCTORS |
| | <p>Provide the following:</p> <ol style="list-style-type: none"> A professional and dynamic show Master of Ceremony. The Master of Ceremony must be able to organise stage games and handle all formalities for all activities including walk, explorer challenge, family and carnival activities Three stage performances: <ul style="list-style-type: none"> - One high energy dance performance - Two 20 minutes stage performance to engage the crowd - One magic show Two aerobics instructors to conduct the following: <ul style="list-style-type: none"> - 20-minute warm-up workout before fun walk (Extend another 30-minute high impact aerobics if walk cannot proceed due to adverse weather) - 30-minute aerobics after the walk |
| 7 | TELEMATCH / INTERACTIVE GAMES |
| | <p>Plan and organise and conduct the interactive games:</p> <ol style="list-style-type: none"> Minimum three different team-building interactive games for about 10 teams (5 pax per team) Provide a game master to brief and conduct the games Provide sufficient game marshals to conduct the games Conceptualise and organise one One Public Service game for teams with players across different agencies Standby three novelty games to replace interactive games in case of wet weather. The novelty games will be conducted in sheltered area. |
| 8 | HEALTHYLIFESTYLE WALK |
| | <p>Plan and organise the Healthy Lifestyle Walk for estimated 2,500 pax. Provide the following:</p> <ol style="list-style-type: none"> Survey and plan the route to Promontory Obtain necessary permit and clearance from authorities Obtain clearance from venue owners and stakeholders Provide and print 10 nos of 8ft x 4ft standees displaying (200m apart) for quiz questions, etc Provide Flag-off flag and two air-horns Sufficient marshals (at least 20) to guide walkers Sufficient route signage Sufficient barricades/cones to demark route Sufficient water point at mid-point Medical coverage (ambulance and cyclist medics) |

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| | k) Contingency Plan and Programme in case of wet weather |
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| 9 | INTERACTIVE FAMILY AMAZING RACE |
| | <p>Conceptual and organise a fun series of games and problem-solving activities for teams and families. Provide the following:</p> <ul style="list-style-type: none"> a) Plan the games b) Provision of props and equipment c) Provision of game marshals d) Sufficient signage e) Live-streaming and projection on LED screen |
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| 10 | CARNIVAL ACTIVITIES |
| | <p>Provide and conduct the following carnival activities:</p> <ul style="list-style-type: none"> a) Children's Coloring & Art Competition with National Day theme b) Provide 1,000 kites with printed CSC logo for kite-flying activity at Green Roof c) Provide 10 game booths with prizes (providing interactive family games e.g. Wii games and Ducky Duck game) d) Provide two photo booth and backdrop for photo-taking e) Provide entertainers such as buskers, Unicyclist/stilt walkers, magicians, juggers, circus-type mascots / actors to mingle and entertain the crowd; f) Provision of at least three giant inflatable for children g) Children's activities such as balloon Sculpting, Mini-zorb ball |
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| 11 | FOOD, SNACKS AND DRINK POINTS |
| | <p>Arrange for Food stalls/Truck (eg. Asian food, Halal food, Old Chang Kee Food Truck, etc).</p> <p>Provide the following free snack stalls for 5,000 participants:</p> <ul style="list-style-type: none"> a) 2 ice-cream stalls b) 2 cup corn stalls c) 2 kacang puteh / muah chee stalls d) 6,000 bottled drinks for two drink points and manpower to man the points |
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| 12 | INSURANCE AND APPLICATION OF PERMITS |
| | <p>Provide the following insurance coverage:</p> <ul style="list-style-type: none"> a) Public liability insurance to cover Civil Service Club and venue owners such as PUB, Marina Barrage, Gardens By The Bay b) Personal Insurance coverage for participants in cycling event, water sports try-out, dragon boat race c) Personal Insurance coverage for staff and officials helping in all activities including water activities |
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| 13 | MEDICAL COVERAGE |
| | <p>Provide the following medical coverage:</p> <ul style="list-style-type: none"> a) Medical evacuation plan b) Two fully-equip ambulances with AED c) Two medical stations with two medics at each point d) Cyclist medics with AED |
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| 14 | RISK ASSESSMENT AND WET WEATHER CONTINGENCY PLAN |

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| | <p>Submit the following plans to CSC and authorities:</p> <ul style="list-style-type: none"> a) Risk assessment plan for all the activities including water sport activities b) Wet weather plan c) Evacuation Plan d) Haze Contingency Plan |
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| 15 | MANPOWER |
| | <p>Provide sufficient manpower to conduct the entire event and all the activities including the following:</p> <ul style="list-style-type: none"> a) Cleaners to clean the venue one hour before event and throughout the event b) Cleaners to clear the bins during the event c) Gardens by the Bay MRT Station Exit d) Car Parking e) Bicycle Parking f) Packing and Distribution of Fun Packs g) Interactive Games h) Healthy Lifestyle Walk i) Games Booths j) Children Arts' Competition k) Inflatable Bouncers l) Drink Points m) Kite-flying activities |
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| 16 | PHOTOGRAPHY AND VIDEOGRAPHY |
| | <ul style="list-style-type: none"> a) Provide 2 photographers to cover event b) One videographer c) Compile two photo albums and CDs after event |
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| 17 | CYCLING EVENT AND BICYCLE PARKING |
| | <ul style="list-style-type: none"> 1) Organise a cycling event for 200 cyclists from CSC Changi Clubhouse to Marina Barrage. 2) Provide the following items: <ul style="list-style-type: none"> a) Stage with backdrop at CSC Changi Clubhouse b) Bike Racks for 200 bikes at Start Point c) Emcee d) Start and end Points Management e) Support vehicle f) 2 CISCO escorts g) Leaders, Sweepers and first-aider for each group h) 3 Refreshment points with food and drinks i) 1 Ambulance with 2 paramedics j) Minimum 2 cycling medics with AED k) Insurance coverage for all participants l) Directional signages along the route m) Live-streaming and projection on LED screen at the entrance 3) Set up a Bicycle Deposit Station at Marina Barrage and provide the following: <ul style="list-style-type: none"> a) Bicycle rack for 200 bicycles b) Barricades to cordon off the bicycle deposit area c) At least two manpower to manage security of bicycles d) A1 signage |

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| | <ul style="list-style-type: none"> e) 1 table f) Bicycle tags for bike depositors |
| 18 | STAGE, SOUND SYSTEM, TENTAGE AND LOGISTICS |
| | <p>Provide the following logistics:</p> <ul style="list-style-type: none"> a) 1 Main Stage (32' L x 20' W x 3' H) c/w carpet, skirting and stairs b) 1 full-colour LED stage backdrop c) A comprehensive main sound system and DJ for main programme d) Auxiliary sound systems for conduct of the Interactive Games, Dragon Boat Race and other sports events e) Large tentage at Deck A for games/sponsors' booths f) 8 Gazebo tents (10' x 10') g) 6 mobile toilets h) 200 nos. of 3' x 3' tables with table cloth & skirting i) 16 nos. of 2' x 4' tables with table cloth & red skirting j) 400 PVC chairs k) Min 50 metal barricades l) Min 50 retractable belt queue poles m) 30 power points with extension wire cord n) 5 high tables o) 4 standing fans p) 4 power points at the Membership booth |
| 19 | PERMITS |
| | <p>Application and submission of all necessary permits/approval required by relevant authorities and venue owners for the event including the following:</p> <ul style="list-style-type: none"> a) Engage electrical engineer for electrical connections b) Provide LEW for any line drawings submission to authorities |
| 20 | DRAGON BOAT RACE BY SINGAPORE DRAGON BOAT ASSOCIATION |
| | <p>Provide the following:</p> <ul style="list-style-type: none"> a) Application and obtaining the necessary permits to conduct the dragon race b) Co-ordination with Singapore Dragon Boat Association (SDBA) on matters pertaining to the race c) Personal insurance coverage for all participants and helpers involve in the race d) Sufficient barricades or cones e) Officials' tentage and raised platform f) Axillary PA system |
| 21 | WATER SPORTS TRY-OUT BY PASSIONWAVE@MARINA BAY |
| | <p>Provide the following:</p> <ul style="list-style-type: none"> a) Co-ordinate with PAssionWave @ Marina Bay on the water sports try-out b) Application and obtaining the necessary permits to conduct the try-out c) Support PAssionWave @ Marina Bay on their requirements such as transportation, storage, brandings, etc. d) Payment of all application/permit fees required by venue owners and authorities e) Insurance coverage for all participants and helpers involve in the race f) Provision of registration booth, signage and helpers to support the event |

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| 22 | SPORTS TRY-OUT BY ACTIVESEG |
| | Provide the following: a) Coordinate with Sport Singapore's ActiveSG on the sports try-out booths b) Application and obtaining the necessary permits for conduct of activities. c) Support ActiveSG on their requirements such as transportation, storage, brandings, etc. d) Insurance coverage for helpers involve in the event e) Provision of sufficient A-boards to segment the booth for different sports |
| 23 | MASCOTS |
| | a) Provide 4 or more mascot talents b) Arrange for mascot collection before event and return after event c) Cleaning of mascot |
| 24 | SHUTTLE BUSES |
| | a) Provide 10 buses to shuttle participants between nearest Marina Bay MRT and Marina Barrage throughout the event. b) Provide sufficient manpower for crowd control and direct the buses c) Provide buses to ferry walk participants back to venue in event of rain |
| 25 | VALUE-ADD ITEMS |
| | Other value – add items to achieve higher participation in the events and activities to further engage the participants |
| | POST EVENT |
| 26 | TEAR-DOWN |
| | a) Teardown of logistics on the same day afternoon and handing over the venue to the owner b) Cleaners to clean the venue c) Removal of all lamppost banners and directional signage |
| 27 | TRANSPORTATION |
| | Transport balance items such as goodie bag items, drinks, ponchos from Marina Barrage to Tessensohn Clubhouse |