

## INVITATION TO TENDER

### ENGAGE AN EVENT MANAGEMENT COMPANY TO MANAGE THE CHRISTMAS CHARITREES @ MARINA BAY 2016

#### 1. PURPOSE

##### About the ChariTrees @ Marina Bay 2016 (“CMB”) - By Singapore Red Cross and Community Chest

- i. The ChariTrees @ Marina Bay 2016 is a charity project organised by the National Council of Social Services (NCSS) to raise funds for the beneficiaries of the Singapore Red Cross Society and Community Chest during the Christmas festive season.
- ii. The CMB 2016 edition will comprise the display of 30 decorated artificial Christmas trees at the Marina Bay waterfront promenade (please refer to areas WP6, WP7 and WP8 in Annex A for site location) from 18 November 2016 to 27 December 2016 (40 days in total). Each of these trees will be adopted by individual and corporate donors.

#### 2. BACKGROUND

##### About Singapore Red Cross Society

Singapore Red Cross is a homegrown humanitarian organisation, dedicated to relieving human suffering, protecting lives and dignity and responding to emergencies since 1949. We serve the vulnerable through our blood donor recruitment programme, home and day activity centre for the disabled, transport aid, food aid, and community first aid. We build capacity and resilience through our training academy, and volunteer and youth development. Beyond our shores, we mobilise and translate contributions from the donor community to relief and recovery, rehabilitation and reconstruction efforts, with the aim of helping communities affected by disasters. For more information, please see [www.redcross.sg](http://www.redcross.sg)

#### 3. SPECIFICATIONS AND SCOPE OF WORKS

- a. The appointed Event Management Company (the “Contractor”) shall be required to manage the ChariTrees @ Marina Bay 2016 (“CMB”) for the Singapore Red Cross Society (the “Authority”) at the Marina Bay waterfront promenade.
- b. The display period shall be from 18 November 2016 to 27 December 2016. The tentative set-up and decoration period shall be from **4 November 2016**. Teardown dates shall be from 28 to 30 December 2016. The Contractor shall consult and coordinate with the Authority and the Urban Redevelopment Authority (URA), the official venue partner, on the delivery and set-up schedule for the trees.

c. The **required scope of work** is as follows:

**PRODUCT SPECIFICATIONS**

- i. Design, Production and Delivery of 1 set of Gigantic Advertising Balloon. The balloon will be placed at the start point of the trees display. The design of the balloon shall include the Name of the Event (“ChariTrees @ Marina Bay 2016” and names of Beneficiaries (“Singapore Red Cross” and “Community Chest”).
- ii. Rental and Delivery of 1 snow flake machine which will produce foamed snow at specific times of the evenings. Contractors will directly consult and liaise with the Public Utilities Board (PUB) to determine the approved locations for the placement of the machine in accordance with their regulations before submission of the tender. Please complete the form in Annex B.
- iii. Rental and Delivery of 30 artificial coned-shaped Christmas trees with green foliage reaching at least 3 metres in height, measured from the base of the tree trunk till the topmost tip of the tree. The width of the bottom most branch of the tree must be at least 1.2 metres in diameter. The hue of the foliage and the shape of the trees are required to remain in good condition during the entire CMB display period;
- iv. Design and Production of 30 four-sided and weather-resistant acrylic light boxes as tree bases. The tree bases are required to withstand heavy rain and strong sunlight. Write-up and logos for 30 light box tree bases shall be provided by the Authority;
- v. Design and Production for 1 unit of weather-resistant introduction light box made of plywood and acrylic at 1.2m (L) x 1.2m (W) x 1.2m (H). Write-up and logos shall be provided by the Authority;
- vi. The Contractor shall be required to source or design ornaments and collateral according to the following colour scheme:

*“Red (Pantone 485) & Pearl White & Silver”*

The Contractor shall be required to submit design proposals for 12 items as specified in the table below:

Items		Quantity
Red (Pantone 485) & Pearl White & Silver		
A	Set-piece design	4
B	Tree-top centrepiece	1
C	Tree base design	1
D	Light box	1

E	4-sheets and 6-sheets panels (for OOH publicity platforms)	1
F	Street / lamp-post banners	1
G	Event Stage Backdrop	1
H	Tri-fold A5 Souvenir Programme booklet for the Light-up Ceremony	1
I	Give aways: 200gsm card, double-sided with 4Cprinting die cut with string to be hung like Christmas ornament	1
	<b>Total</b>	<b>12</b>

Only coloured artist impressions or photographs of the set pieces will be accepted. All 12 designs must be submitted. Design ornaments based on two colour schemes will eventually be selected;

- vii. All displays have to be weighted down wherever necessary with sufficient weight in order to withstand the strong winds and heavier rainfall during the Northeast Monsoon at Marina Bay in November and December. Alternative methods ensuring a structurally safe set-up to prevent tree toppling, without the use of obtrusive props can be considered;
  - viii. The decorative ornaments must be weather durable, taking into consideration the higher frequency of intense thunderstorms and continuous rainfall in November and December. The ornaments are required to maintain their form and intensity of colour throughout the entire display period. No ornament with fabric or glitter should be proposed. The decorative ornaments are required to be well-distributed, well-covered and densely populated on each tree;
  - ix. The Contractor shall be required to propose, supply and install three colours of LED lighting which fits in well with the proposed themes of ornament designs. Each tree will be lit in a single-colour LED lighting. The LED lighting must be at least 60 metres in length per tree and should twirl from the bottom to the top of the tree. The lighting should be made up of LED bulbs and must be able to function well under outdoor conditions. The wattage of the LED lights must be 60 amp 3 phase; and
  - x. Transportation cost for materials and manpower.
- d. In the event any goods or items are deemed defective or non-compliant with the specifications, the Contractor shall replace such goods within two working days upon written notice (via email) from the Authority. The Authority reserves the right to withhold payment if the required specifications for all items are not met. For the avoidance of doubt, the decision the Authority or its designated officer (with regard to the conditions of the goods and services supplied, and/or the corrective actions required) shall be final.

## SET-UP, MAINTENANCE & RECTIFICATION DURING DISPLAY PERIOD

- e. Provision of labour and all necessary tools/ equipment to set up 30 trees, tree bases, ornaments, lighting and one light box, including venue reinstatement after the display period. A 32 amp and three-phase OG box will be provided by the URA, along the waterfront promenade, to provide power supply for the lighting. The Contractor shall be required to provide a distribution board with the necessary circuit breakers; and neat and proper cabling with cable trays for all displays during the display period. The Contractor is required to provide labour to work alongside donors and beneficiaries to decorate the trees.
  - i. Cable cover should be ramp type, in consideration for general public's safety and convenience, especially for children, runners, cyclists, prams and person with disabilities.
- f. During the entire display period (i.e. 18 November 2016 to 27 December 2016), the Contractor shall ensure that the conditions of all displays are maintained, to proactively conduct maintenance checks daily and to carry out immediate repairs/ rectifications when necessary. The expected maintenance standard of CMB is as such:
  - i. trees have to be adjusted back to upright position within 3 hours if they are toppled by weather or human elements;
  - ii. decorations will be replaced when they are missing or damaged or fade in colour; and
  - iii. damaged light boxes and faulty lighting shall be fixed within 3 hours.
- g. The Contractor shall replace up to 30% of lost, faulty and spoiled decorations, trees and lighting at their own cost. Please ensure the cost of these items is factored into the lump-sum quotation price. For damaged items beyond 30%, the replacement will be at the Authority's cost, according to the prices quoted by the Contractor in the Optional Items. If the original decorations, trees and lighting are not available as replacements, the Contractor shall replace the faulty and spoiled items with similar specifications, design, quality and value.
- h. In order to enable the Contractor to complete his obligations under the Contract, the Contractor may need to work beyond the hours of work specified herein or during public holidays. The Contractor shall consult and coordinate with the Authority prior to the commencement of any works and the Contractor shall be deemed to have included in his quotation pricing for this contingency.

- i. The Contractor shall take over the entire CMB event site from the URA and will have 7 days to set up all necessary works from 4 November 2016 to 11 November 2016. The Contractor shall take all necessary precautions to ensure that the work does not cause any damage to the property. After the display period for CMB, the Contractor shall reinstate the site to its original condition. Damage, if due to the Contractor's negligence, shall be made good at the Contractor's own cost.
- j. The Contractor shall be required to work closely with the Authority and CMB co-organisers to facilitate the CMB sponsors' decoration of the trees from *12 November 2016 to 17 November 2016*. The Contractor shall assist the Authority and the CMB co-organisers to set up the tree with the necessary support equipment including but not limited to ladders and cable ties. The Authority, the CMB co-organisers and sponsors will provide additional design set-pieces at their own cost and own arrangement.
- k. The Contractor shall be responsible for the application for all relevant permits and standards of relevant government ministries and agencies. These shall minimally include:
  - i. All works carried out by the Contractor shall comply with all requirements, regulations and acts laid down and enforced by all relevant Authorities and Statutory Requirements; and
  - ii. The scope of work shall include the provision of all labour, transport, materials, equipment, consumables and tools and other provisions necessary for carrying out the works.
  - iii. Upon the award of the Quotation, the Contractor shall be required to show the Authority physical samples of the following:
    - one artificial tree;
    - samples of set-pieces and centrepiece; and
    - one LED strip lighting.

**WORK TIMELINE**

- I. The time line for the Scope of Works will be as follows:

Activity	Time Period
Award of Quotation	August 2016
Working with the Contractor <ul style="list-style-type: none"> <li>- Tweak &amp; finalise look and designs of the decorations</li> <li>- Onsite meeting with Authority, the Authority's Facilities Management agent &amp; the Contractor</li> </ul>	August 2016

The Authority and CMB co-organisers to provide sponsors' visuals and write-up to the Contractor for production	By 10 October 2016
The Contractor's onsite set-up of CMB trees and decorations and testings	4 to 11 November 2016
Sponsors' decoration of CMB	12 to 17 November 2016
Launch Ceremony for CMB	18 November 2016
Display & Event Period for CMB	18 November to 27 December 2016
Tear-down, Reinstatement & Cleaning by the Contractor	28 to 30 December 2016

#### 4. COSTING

- a. The Tenderers shall include all the components in Clause 3.b. to 3.k.
- b. The prices shall be quoted in Singapore Dollars, excluding GST.

#### 5. EVALUATION CRITERIA

- a. To qualify for this quotation, all Tenderers must comply with the requirements of the Quotation Document.
- b. The evaluation criteria for this quotation will be as such:

	<b>Evaluation Criteria</b>	<b>Percentage (%)</b>
1	Price Competitiveness (to be indicated in the Price Schedule)	70
2	(a)Tenderer's Proposal ( <b>20%</b> ) - Quality of Design Achieving the Specified Colour Schemes  (b) Tenderer's Event Management Track Record ( <b>10%</b> ), using template in Annex C	30
	Total	100

- c. All Tenderers will need to score a minimum of 10% for quality of design and a minimum of 5% for event management track record in order to be considered for evaluation
- d. The Singapore Red Cross Society does not bind itself to accept the lowest tender.

**6. SUBMISSION OF QUOTATION**

- a. All Tenderers shall include the following in their submission:
  - i. Cost breakdown in the Price Schedule
  - ii. Submission of all 12 proposed designs
  - iii. Track record in events management of a similar scale and nature in the last three (3) years (please use the template in Annex C)
  - iv. Signed copy of the Conflict of Interest by Vendor (please use Annex D)
  - v. ACRA Information
  - vi. PUB Water Contamination Information/Clause
  
- b. Failure to submit items listed in Clause 6.a will result in disqualification from the Quotation exercise.
  
- c. All submission of proposals to be submitted by 3 August 2016 - 1100 hrs.
  - i. Please indicate the reference number [SRC/RFI20160023]
  - ii. Location for Submission is at Red Cross House  
15 Penang Lane, Singapore 238486
  - iii. Late submissions will not be accepted.

**7. TIMELINE FOR THE TENDER**

Task	Time
<b>Invitation to Tender Open</b>	15 July 2016
<b>Submission by</b>	3 Aug 2016, 1100hrs
<b>Invitation to Shortlisted Vendor for Presentation</b>	By 5 August 2016
<b>Presentation by Shortlisted Vendors (TBC)</b>	11 August 2016 0900 hrs onwards

**8. FEES AND PAYMENT**

The total fee payable by the Authority to the Contractor for the scope of services shall be an agreed lump sum and shall include adjustment for all variations of works and shall be computed based on the relevant rates specified in the Quotation. The agreed sum shall be deemed to cover all direct and indirect costs and expenses, including fees and profits, incurred by the Contractor and no additional claim by the Contractor for payment of any other amounts will be considered. Expenses will include all travel, presentation materials, provision of reports, etc. The payment for the services shall be in accordance with the payment schedule set forth in the Quotation.

## 9. QUOTATION ENQUIRY/SUBMISSION

Any enquiries regarding the Quotation may be made via telephone or email to the following contact persons:

Name: Ms Selene Ong  
Email: selene.ong@redcross.sg  
Telephone: 6664 0579

Name: Ms Agnes Lam  
Email: agnes.lam@redcross.sg  
Telephone: 6664 0575

All documents and materials submitted by the Tenderers shall become the property of the Authority.

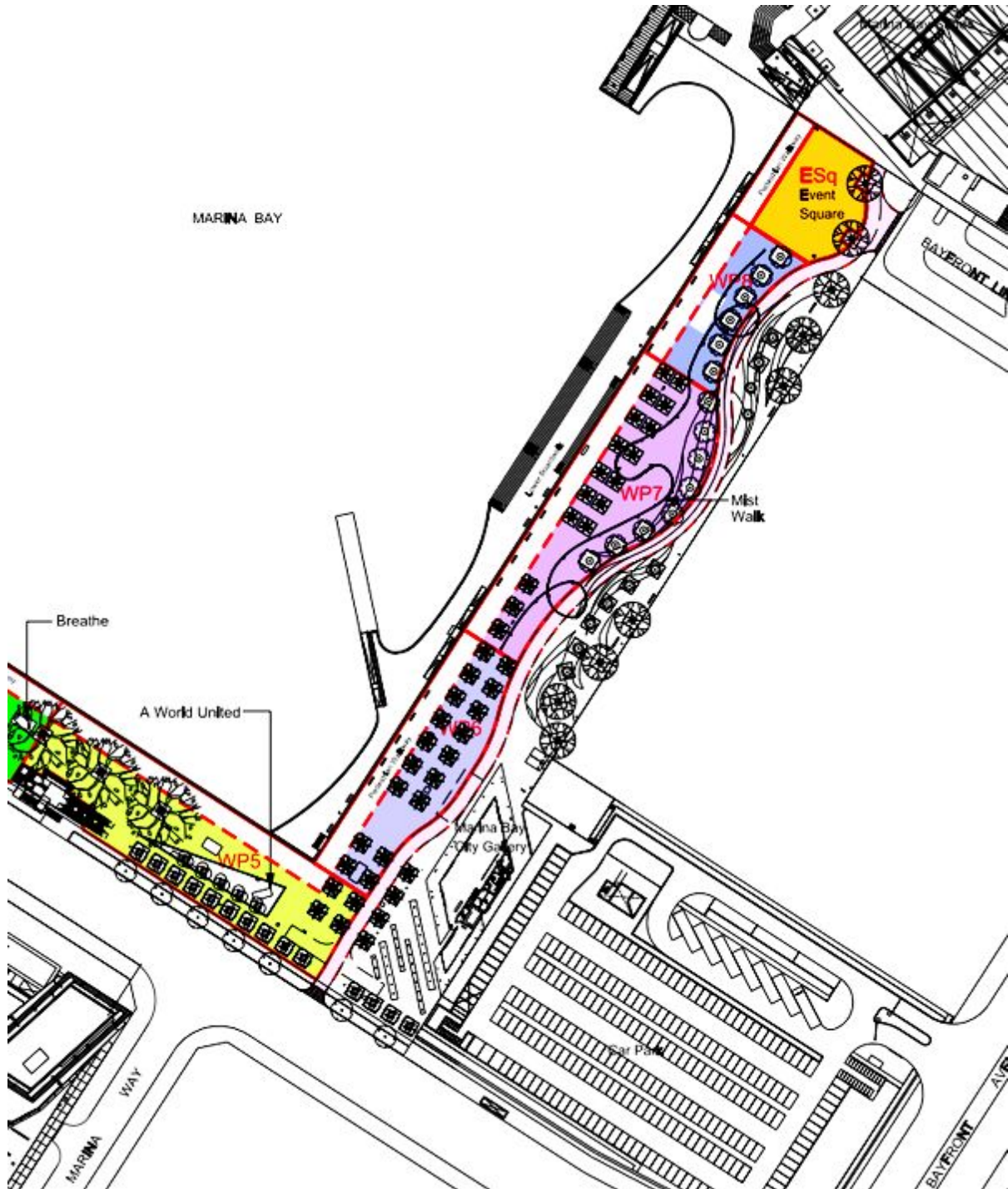




Annex A

ITT FOR CHARITREES @ MARINA BAY PROJECT 2016

Map of CMB 2016 (WP6, WP7 and WP8)





SINGAPORE

Annex A



View from Marina Bay City Gallery

(Image link:

<https://drive.google.com/a/redcross.sg/file/d/0B36nbychUwsTaG9mZVJUUVVvd2s/view?usp=sharing>)



View from Bayfront Link

(Img link:

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<https://drive.google.com/a/redcross.sg/file/d/0B36nbychUwsTMWFEamsxR1RQOWs/view?usp=sharing>

ITT/SRC20160023

**Annex B**

**Snow Flake Machine Regulations**

<b><u>Frequency of snowflakes produced</u></b>
<b><u>Duration of display</u></b>
<b><u>Frequency of cleaning to be conducted</u></b>
<b><u>Footprint of the snowflake machine</u></b>
<b><u>Feedback by the Public Utilities Board</u></b>
<b><u>Risk Assessment Management</u></b>

**Annex C**

**Track Record (in the last three years)**

No.	Name of event	Period of Contract	Description of Event Management Job	Event components
E.g. 1	XYZ	1 January 2012 to 31 December 2014	Management of XYZ event involving the manufacture of 25 large decorative pieces.	<ul style="list-style-type: none"> <li>● 25 large decoration set pieces</li> <li>● Maintenance of exhibits</li> </ul>

**Annex D**

**DECLARATION OF CONFLICT OF INTEREST BY TENDERER**

(Declaration by Company Director / Owner / CEO / Authorized Representative)

I, \_\_\_\_\_, (NRIC No. : \_\_\_\_\_) hereby declare that to the best of my knowledge and belief that the senior management staff of our company have /do not have (\*delete where appropriate) a conflict of interest or a perceived conflict with SRC:

Name of Senior Management Staff & Designation	Name of Family Member and/or Relative & Position in SRC	Relationship to Senior Management staff

NB: Please provide additional information if the space provided is insufficient.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Appointment: \_\_\_\_\_

Company Name Stamp: \_\_\_\_\_