



INVITATION TO TENDER

**APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
WORLD BLOOD DONOR DAY 2023**

[SRCS/ITT/2023/002]

3 FEB 2023

IMPORTANT NOTES FOR THE TENDER

1. Vendors must RSVP via email to tender.enquiry1@redcross.sg by **Wednesday, 8 February 2023, 5:00 pm** in the following format:
 - Email subject header: **“RSVP 09/02/23: Event Management Company for WBDD 2023 Tender [COMPANY NAME]”**
 - Email must include a copy of **business card** and a duly completed **Form 5**. Form 5 can be found at the end of this document under the Prescribed Forms section
2. Compulsory Tender Briefing: **Thursday, 9 February 2023, 10:00 am**
3. Tender closing date: **Friday, 3 March 2023, 5:00 pm**

Tender bids must be submitted via TenderBoard

3 Feb 2023

To the Tenderer,

Dear Sir/Mdm,

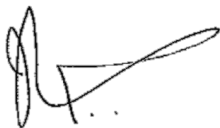
Tender Ref no. **SRCS/ITT/2023/002**

INVITATION TO TENDER: APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR WORLD BLOOD DONOR DAY 2023

1. Singapore Red Cross Society invites offers for the goods and/or services as described in the Tender Information and on the terms set out in the Tender Documents as a whole.
2. The Tender Documents of this Invitation to Tender ("ITT") comprises the following:
 - Letter of Invitation
 - Tender Information
 - Prescribed Forms (Forms 1 to 5)
 - Annex A, B and C

The Tender Documents will be made available from Friday, 3 Feb 2023 on SRC's website: www.redcross.sg and on www.TenderBoard.biz

3. Tender Offer must be submitted in accordance with Section 6 of Tender Information. Tenderers must submit their Tender Offers by the Closing Date, which is 5pm on Friday, 3 March 2023. Late submissions will not be accepted.
4. Please note that only vendors that have **organised an event with at least 5,000 participants** are qualified to participate in this Tender. Having conducted events at Singapore EXPO is preferred, but not mandatory. Interested vendors who meet the requirement are invited to email their portfolio of those past events for reference and RSVP their attendance for a compulsory Tender Briefing (details below).
5. There will be a mandatory Tender Briefing on **Thursday, 9 Feb 2023 at 10am**. Venue Participation in the session is a requirement for any submission of a Tender Offer, subject to the participating EMC being able to meet the requirement outlined in Clause 4 above.
6. All Q&A will be uploaded onto www.TenderBoard.biz. Please login to view the Q&A.
7. Singapore Red Cross Society does not bind itself to accept the lowest or any Tender Offer, and reserves the right to accept the offer in whole or in part.



Benjamin William
Secretary General/CEO
Singapore Red Cross Society

TENDER INFORMATION

APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR WORLD BLOOD DONOR DAY 2023

1. Introduction

This ITT is for the appointment of a vendor to undertake the event management and setup for the World Blood Donor Day ("WBDD") celebrations in 2023

2. Background

- 2.1 Singapore Red Cross Society ("SRC") works in close partnership with the Health Sciences Authority to manage and deliver the National Blood Programme.
- 2.1. Each year, as part of our recognition of blood donors who have contributed to the Programme, the SRC organises WBDD celebrations.
- 2.2. WBDD celebrations in 2023 will be held on **17 June 2023** at Singapore Expo ("Expo")
- 2.3. The celebrations at Expo will include a Champion Blood Donor Recognition Ceremony, Community Mobile Blood Drive as well as a carnival and exhibition area.
- 2.4. For the Ceremony, donors and their families are invited to observe the ceremony proceedings in a stage + theatre seating setup and partake in a tea reception thereafter. There will be two ceremonies held on the day of the event – one to be held in the morning, and the other in the late afternoon, with each segment attracting between 1000 to 2000 participants.
- 2.5. For the Carnival and Exhibition area, the primary target audience would be youths aged 16 to 25 by engaging with them through various activities such as interactive games and photo displays with an underlying theme of blood. Static exhibits will also be placed to attract members of the public by creating awareness on blood knowledge and other facets of SRC services, i.e, Community Resilience, Red Cross Academy, etc. Projected participation is 1500 - 2500 persons.
- 2.6. For the Community Blood Drive, members of the public are invited to partake in a mobile blood donation drive targeting around 200 donors. An allocated space will be provided in the venue for the Health Sciences Authority to conduct this activity that should be accessible to both the carnival and awards ceremony area
- 2.7. SRC invites interested vendors to submit a proposal for event management and setup for the 2023 WBDD celebrations based on the scope of work and deliverables outlined in Section 3.

3. Scope of Work

- 3.1. Develop and implement an Event and Logistics Management Plan for the WBDD celebrations, including the conceptualisation, design, production, setting up relevant events (e.g. stage and backdrop, logistics for buffet setting) and publicity solutions for the ceremony.

Deliverables may include but are not limited to:

For Ceremony

- a) RSVP management system
- b) Stage with backdrop
- c) Electronic display screen
- d) Audio visual systems, teleprompter
- e) Video and Photo Taking for Ceremony
- f) Decoration and Signages
- g) Emcee
- h) Manpower support (e.g. to AV Crew)

For Tea Reception

- a) GOH refreshments area
- b) General awardees refreshments (tables)
- c) Decoration and Signages

For Engagement (Carnival and Exhibition)

- a) Exhibition of National Blood Programme
- b) Exhibition System Panels
- c) Tables + Information Counter
- d) Decoration and Signages
- e) Photo Taking backdrop
- f) Manpower support (e.g. to staff the exhibit)
- g) Carnival (Interactive games)

For Community Blood Drive

- a) Exhibition System Panels
- b) Directional Signages
- c) Donor counting display system

- 3.2. Design and Production of collaterals (PVC Backdrops, Directional and Event Signage Standees, Welcome Banners, etc)
- 3.3. Submit a project undertaking plan and any necessary documents to Expo, Singapore Police, Singapore Civil Defence Force, and any relevant governing bodies for safety assessment.
- 3.4. The Vendor shall be responsible for the application for all relevant licences, permits,, insurance and standards of relevant government ministries and agencies. These shall minimally include:
 - i. All works carried out by the Vendor 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
- 3.5. In order to enable the Vendor to complete his obligations under the Contract, the Vendor may need to work beyond the hours of work specified herein or during public holidays. The Vendor shall

consult and coordinate with the Authority prior to the commencement of any works and the Vendor shall be deemed to have included in their quotation pricing for this contingency.

- 3.6 In consideration of Safe Management Measures, interactive displays / exhibits should be made as contactless as possible.

4. Timeline

Mandatory tender briefing At Singapore Expo (Hall 4) on Thursday 9 February 2023, 10am	RSVP via email to: tender.enquiry1@redcross.sg (with subject header: "RSVP 09/02/23: Event Management Company for WBDD 2023 Tender [COMPANY NAME]") Important: Please submit a scanned copy of your business card and a duly-signed copy of Form 5: Non-Disclosure Agreement , upon which the Zoom Details will be emailed to eligible participants.
Submission of tender proposals 5pm on Friday, 3 March 2023	Online Submission via TenderBoard only: www.TenderBoard.biz
Tender Presentation	First week of March 2023
Appointment of Vendor	Second week of March 2023
Setup and teardown	Setup <ul style="list-style-type: none"> Setup on 16 June 2023, from 8am to 8pm Event Day - Ceremony / Exhibition <ul style="list-style-type: none"> Saturday, 17 June 2023, from 9am to 6pm Teardown: <ul style="list-style-type: none"> Saturday, 17 June 2023, from 6pm onwards *Set-up and tear-down dates and times to be confirmed later.
Important: All setup and dismantling work will need to adhere to relevant building and safety guidelines as provided by Expo, including any required contractor licence.	

5. Conditions of Tender Submission

- 5.1 Interested vendors are required to attend the mandatory Tender Briefing as outlined in Section 4 above. Kindly RSVP with the contact persons listed in Section 10.
- 5.2 Proposals from tenderers who do not attend the Tender Briefing session will not be considered.
- 5.3 Late submissions will not be accepted.

- 5.4. Only vendors who meet the qualifying criteria will be invited for the Tender Briefing, subject to limits in line with Safe Management Measures mandated by Singapore Expo for the briefing session.

6. Submission of Tender Offer

- 6.1. Vendors must submit their Tender Offers by **5pm on Friday, 3 March 2023** via online submission to www.TenderBoard.biz
- 6.2. The following documents must be submitted:
- (a) Event and Logistics Management Plan
 - (b) Timeline
 - (c) Logistics solution proposed
 - (d) Event management solutions proposed
 - (e) Detailed breakdown of deliverables (refer to Prescribed Forms: Form 3)
 - (f) Draft Contractual Agreement **Should vendor have a reference available
 - (g) All Prescribed forms (except Form 5. *Non-Disclosure Agreement* which must be submitted at the briefing session).
 - (h) ACRA Bizfile
- 6.3. Late submissions will not be considered for evaluation.

7. Conditions of Contract

- 7.1. The successful Vendor will have to adhere to the conditions of contract as stipulated, including adherence to a penalty clause.
- 7.2. If the Vendor fails to complete the performance of Services or supply of Goods by the date(s) and schedule specified in this Contract, SRCS shall have the right to:
- (a) Cancel all or any part of such Services or Goods from this Contract without compensation to the Vendor and to obtain the same (including similar or equivalent goods and services in the case where the exact goods and services are not available) from other sources and all increased costs incurred shall be deducted from any monies due or to become due to the Vendor or shall be recoverable as damages; or
 - (b) Deduct from any moneys due or to become due to the Vendor or require the Vendor to pay a sum calculated at the rate of 10% of the Contract Price for each occurrence of postponement or cancellation (by the Vendor) of the services as liquidated damages
- 7.3. SRC is not obliged to implement submitted proposals in their entirety, but may opt only for selected elements, which will be confirmed upon further discussion with the successful vendor prior to the contract-signing.

8. Evaluation Criteria

Vendors' submitted proposals shall be evaluated against the following criteria:

- a) Effectiveness of proposed logistics solutions to meet the relevant requirements.
- b) Effectiveness of proposed event management solutions to meet the relevant requirements.
- c) Ability to meet safety and building requirements of the venue
- d) Timeline for project completion
- e) Track record of the company, including any experience in conducting similar projects, particularly at the Singapore Expo Convention Centre.

- f) Price offered. (NB: Singapore Red Cross is not obliged to award the tender to the lowest-priced proposal.)

9. Payment

Payment shall be made to the Vendor within **thirty (30) days** from the satisfactory completion of the work and receipt of the invoice.

10. Contact Information

For enquiries on the tender requirements or to RSVP for the Tender Briefing session, please send an email to tender.enquiry1@redcross.sg.

When **submitting your RSVP** for the Tender Briefing session, please also include:

- o Details of any past events organised with at least 5,000 participants (either at Expo or elsewhere);
- o Portfolio of the above events with photos

Only vendors that meet the above requirements will be invited to attend the Tender Briefing. Vendors who intend to submit a Tender Offer must attend the Tender Briefing session in order for their offer to be considered.

Please submit your RSVP by **8 February, Wednesday, 5pm**.

All Q&A will be uploaded onto www.TenderBoard.biz. Please login to view the Q&A.

PRESCRIBED FORMS

Please complete all the forms in this section

Form 1

TENDERER'S PROFILE		
Company Name:		
UEN:		
Address:		
Year of Establishment:		
Total Paid-up Capital:		
GST Status:	We are / are not * a taxable person under the <i>Goods and Services Act</i> . (* delete as appropriate)	
GST Registration No.:		
GST Registration Date:		
SCHEDULE OF PERSONS EMPOWERED TO ACT		
The following persons are empowered to sign contract documents and act on the Tenderer's behalf:		
<u>Name</u>	<u>NRIC No.</u>	<u>Designation</u>

Form 2

OFFER

To: Singapore Red Cross Society ("SRC")
6 Fort Canning Road, YWCA 02-08, 179494

Tender No:
SRCS/ITT/2023/002

Name of Tenderer:

UEN:

Address:

1. We, _____ (Company Name) hereby offer and undertake on the acceptance of this Tender Offer to supply goods and/or services as specified under this Invitation to Tender.
2. Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Tender Information or downgrade anything in your Scope of Work. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Invitation to Tender or downgrade anything in the Scope of Work.
3. We declare that all the information provided in this Tender Offer (including those in the Prescribed Forms) are correct and true.
4. We undertake that we shall, if required by you, to execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed upon between SRC and us. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
5. OUR OFFER IS VALID FOR A PERIOD OF **NINETY (90)** DAYS FROM THE CLOSING DATE OF THIS TENDER.
6. We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total **06** calendar months.
7. Our price (herein referred to as the "Contract Price") for the goods and services to be supplied by us is S\$ _____.
8. A breakdown of the Contract Price for the goods and services is given in the priced schedule attached.
9. We further undertake to give you any further information which you may require.
10. We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of _____ (Company Name).

Dated this _____ day of _____, 2023

Authorised Signature:	Company stamp:
Name:	Contact No:
Designation:	Email:

NOTE:

This Form duly completed MUST accompany every Tender Offer.
Any alterations to its wordings may render the Tenderer liable to disqualification.

Form 3
PRICING FORMAT

S/N	Description & Breakdown (Below are examples for reference only. Please amend as necessary.)	Qty	Unit Price SGD\$ (excluding GST)	Remarks
1	Design and production of collaterals			
a.	i.e Backdrop			
b.	i.e Visual Artworks			
2	Engagement (Carnival and Exhibition)			
a.	i.e Exhibition Booths			
b.	i.e Carnival (Interactive Games) **Vendors to provide full list of games for SRC's consideration			
c.	i.e Tables			
d.	i.e Queue Poles			
e.	i.e Decorations and signages			
f.	i.e Manpower			
g.	i.e Security			
h.	i.e Photo Booth			
3.	Ceremony			
a.	i.e Stage with backdrop and skirting/plants			
b.	i.e Photo Taking for Ceremony			
c.	i.e Tables/Cocktail tables			
d.	i.e Decoration and signages			
e.	i.e Manpower			
g.	i.e Electronic display screens			
h.	i.e Videographer - Filming highlight of event			
i.	i.e Audio visual systems			
j.	i.e Storage space (exhibition system panels)			
k.	i.e Guest identification tags	5000		
4.	Tea Reception			
a.	i.e GOH reception area			
b.	i.e Decoration and Signages			
5.	Community Blood Drive (Bloodmobile)			
a.	i.e. exhibition system panels			
b.	i.e. signages			
c.	i.e. donor counting display system			
6.	Optional (Add-ons)			
a.	i.e Blood Beneficiary videos			
b.	i.e Additional Tables			
c.	i.e Queue Poles, Decoration			
d.	i.e Directional and Event Signage Standees			
Total Price (excluding GST)			SGD	

Form 4**LIST OF RELEVANT TRACK RECORD IN THE LAST 3 YEARS**

S/N	Name of Client	Description of Project	Value of Contract	Year

NB: Please provide a separate list if the space provided above is insufficient.

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 & shareholder(s) of our company have / do not have (*delete where appropriate) a conflict of interest, perceived or otherwise, with SRC:

Name of senior management & designation/ Name of shareholder	Name of family member / relative & designation in SRC	Relationship to SRC staff

NB: Please provide a separate list if the space provided above is insufficient.

Company Stamp	Name/Designation	Signature/Date



UNDERTAKING TO SAFEGUARD CONFIDENTIAL INFORMATION

THIS AGREEMENT is made on _____ (date) between:

- (1) SINGAPORE RED CROSS SOCIETY (“SRC”); and
- (2) _____ (“Vendor”)
(Name of Registered Business / Owner & UEN / other identifier)

whereas SRC had engaged Vendor under Reference/Purchase Order/Contract No SRCS/ITT/2023/002 to provide goods &/or services to SRC upon and subject to the terms and conditions of this non-disclosure agreement. The Vendor hereby undertakes and agrees to **comply with all the obligations under the non-disclosure requirements as described in this document:**

IT IS AGREED as follows:

1. INTERPRETATION

- 1.1 References to statutory provisions shall, except where the context requires otherwise, be construed as references to those provisions as respectively amended or re-enacted or as their application is modified by other provisions (whether before or after the date hereof) from time to time.
- 1.2 Unless the context otherwise requires or permits, references to the singular number shall include references to the plural number and *vice versa*, and references to any one of the masculine, feminine and neuter genders shall include the other said genders.

2. DEFINITIONS

2.1 In this Agreement, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

2.1.1 **“Confidential Information”** In this Agreement, “the Confidential Information” means information relating to the products, services, ideas, business, personnel, trademarks, copyrights, the intellectual property or commercial activities of SRC, including but not limited to formulas, systems and presentation, compilation, devices, concepts, techniques, processes, data which individually may, or may not be confidential, which information is not generally known to the public and either derives value, actual or potential, from not being generally known to the public and either derives value, actual or potential, from not being generally known, or has character such that SRC has a legitimate interest in maintaining its confidentiality.

In addition, the undersigned agrees as follows:

- (a) All documents given by SRC will be considered as Confidential Information, whether or not marked with any proprietary notice or legend when the disclosure takes place.
 - (b) To avoid any engaging in any “design around” activities regarding the Confidential Information.
- 2.1.2 **“Vendor”** in this Agreement shall collectively include an individual, a team, a contracting firm as well as a corporate or organizational entity.
- 2.1.3 **“Purpose”** in this Agreement shall refer to the agreed scope of works.

3. NON-DISCLOSURE

3.1 Third Parties

3.1.1 The vendor shall not disclose Confidential Information to third parties. If such third parties disclosure is necessary, or about to be made for whatever reason, the vendor shall seek the written permission of SRC, and allow SRC the opportunity to enter into a non-disclosure agreement, substantially identical to this Agreement, with the third party.

3.2 Acknowledgement of Ownership and Confidentiality

3.2.1 The vendor acknowledges and agrees that the Confidential Information that is disclosed to it by SRC, or that it acquires, sees, or learns of as a direct or indirect consequence of the discussions contemplated herein, and all dealings and transactions that follow or result from such discussion(s), are the exclusive property of SRC, and the undersigned will keep that information strictly confidential.

3.3 No Transfer of Rights

3.3.1 The vendor acknowledges and agrees that it shall not acquire any right or interest in the Confidential Information and that SRC shall remain the sole owner of the Confidential Information.

3.4 No Offer for Sale

3.4.1 The vendor acknowledge and agree that the disclosure of the Confidential Information by SRC and the Vendor does not constitute an offer by SRC to the vendor for the sale, license or other transfer of the Confidential Information. Except as may be expressly set forth herein, neither Party shall have any financial or other obligation to each other respecting the Confidential Information.

3.5 Handling of Confidential Information

3.5.1 In consideration of the mutual exchange and disclosure of Confidential Information, each party undertakes in relation to the other party's Confidential Information:

- (a) to maintain the same in confidence and to use it only for the Purpose and for no other purpose and in particular, but without prejudice to the generality of the foregoing:
 - (i) not to make any commercial use thereof;
 - (ii) not to use the same for the benefit of itself or of any third party other than pursuant to a further agreement with the other party; and
 - (iii) not to use the same for the purpose of guiding or conducting a search of any information, materials or sources, whether or not available to the public, for any other purpose whatsoever.
- (b) not to copy, reproduce or reduce to writing any part thereof except as may be reasonably necessary for the purpose and that any copies, reproductions or reductions to writing so made shall be the property of the Disclosure;

3.6 Return of Information

3.6.1 The vendor will return to SRC any material in the undersigned possession or control, that bears, embodies or refers to the Confidential Information to SRC promptly, when requested to do so by SRC. The undersigned shall return all documents and materials (and all copies thereof) containing the other party's Confidential Information and certify in writing to the other party that it has complied with the requirements of this sub-clause in the following circumstances:

- (i) within one (1) month of completion of the Purpose; or
- (ii) within one (1) month of receipt of a written request from the other party;

Signed for and on behalf of:

Company Stamp	Name/Designation	Signature/Date

Venue for World Blood Donor Day 2023 - Ceremony, Engagement (Carnival and Exhibition) and Community Blood Drive

VISITOR INFO

SINGAPORE
EXPO
CONVENTION AND EXHIBITION CENTRE

ACCOMMODATION & MEDICAL ZONE

HALL 1-6 & MAX ATRIA

AED

- 1 Constellar Office
- 2 Concierge & Business Centre
- 3 Cashcard Top-up
- 4 Carpark Station
- 5 Prayer Room (Level 2)
- 6 Nursing Rooms
- 7 OCBC ATM

PLAY@EXPO

FUN KARTING
@ CARPARK H

PASTRY CLASSES
@ HALL 3 ATRIUM

FEAST@EXPO

COFFEE BEAN
TEA LEAF

FOYER ONE (L2)
& FOYER TWO

TUK TUK
CHA

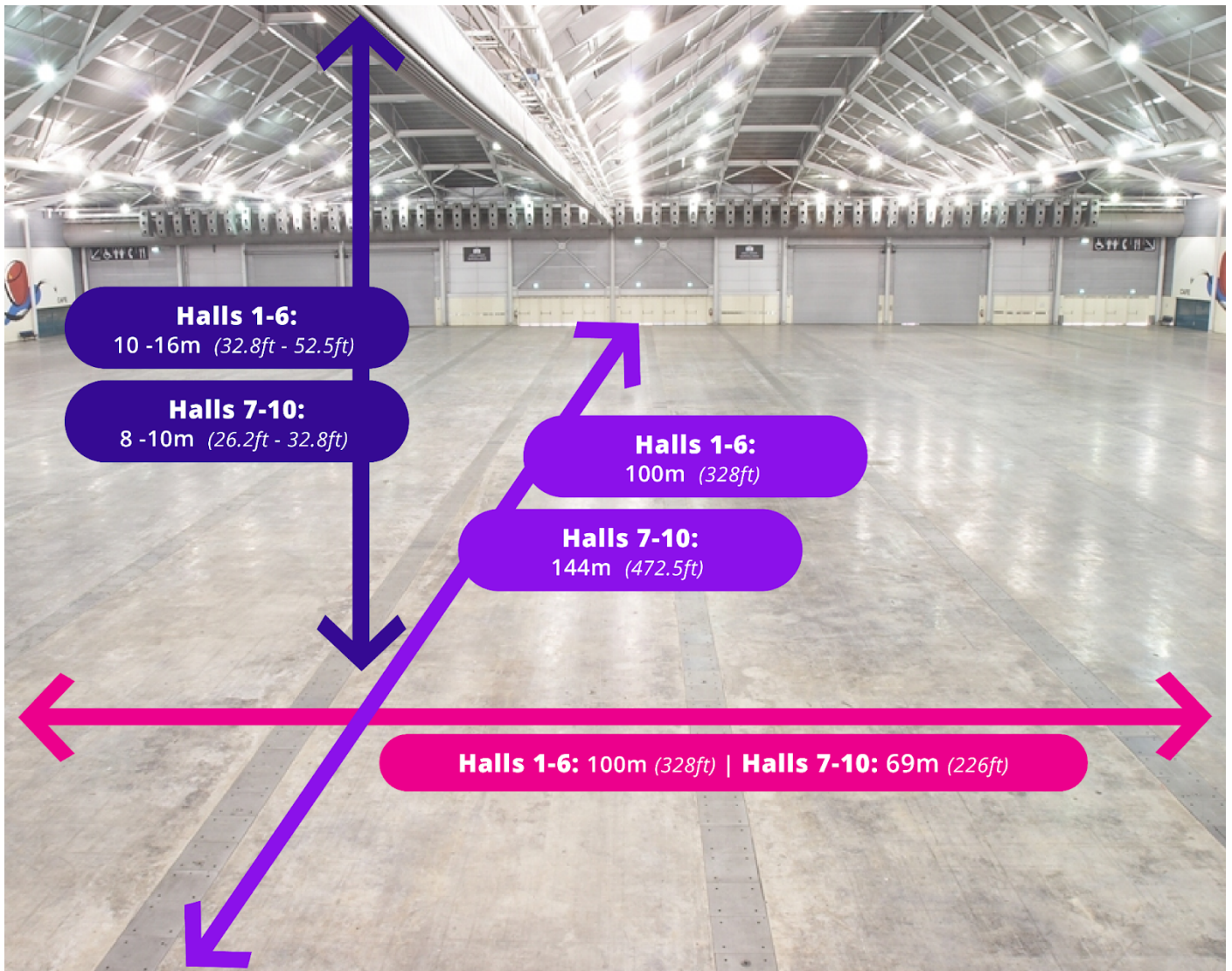
FOYER TWO

HALL 3 ATRIUM
(FACING CARPARK D)

CARPARK B
(OUTSIDE HALL 5)

Hall 4





ANNEX B: Examples of Engagement (Carnival and Exhibition) Areas



Exhibition Booth / Educational Panels



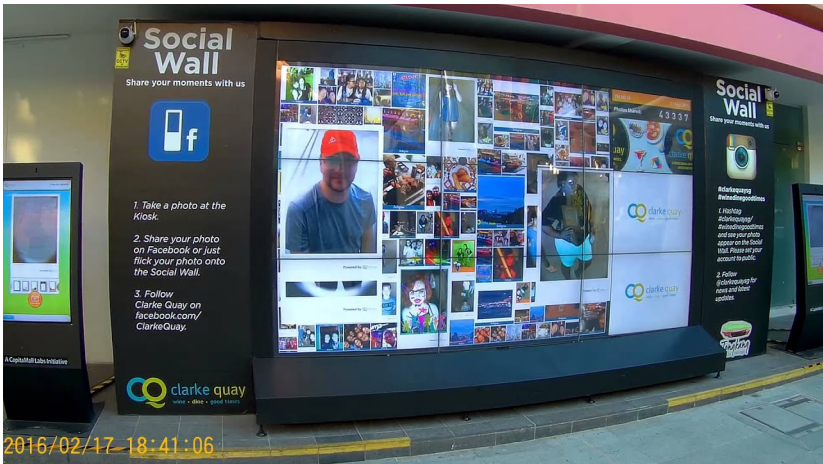
3D Trick Eye wall



Bouncy Castle (Dragon)



AR Games



LED Social Media Wall



Appreciation Wall



Hard Candy



Blood Bag Drink



Giant Microbes (Blood cells)



Claw Machine



Whack a Mole (Customised for blood)



Immersive experiential zones

ANNEX C: Example of 3D Interactive Photobooth

