

Singapore Cancer Society's Race Against Cancer

RFP Number: SCS-CP-001-16

RFP Posting Date: 28 January 2016



Introduction:

The Singapore Cancer Society (SCS) was established in 1964, registered as a society 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 Race Against Cancer 2016 (RAC 2016), to be held on 3 July 2016. 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: 3 July 2016
Time: 7AM – 10AM
Categories: 5KM Fun Run
10KM and 15KM Competitive
10KM Team Challenge
Audience Size: 8,000 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. Vendors 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. Please refer to Annex A for specifics.

Compulsory signing of Confidentiality Undertaking

Vendors 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 Participating Vendor's organization. Two authorized signatories (Principal and Witness) are required.

Evaluation Criteria

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

- 1) Solution Fit: ability to meet tender specifications with value added suggestions to enhance race experience.
- 2) Total cost of staging the race, understanding the needs and sensitivity in working with a charity
- 3) Vendors' ability to deliver: team resources, project management capability, implementation timeline, project approach
- 4) Vendors' credential: track record, credentials, experience in working with a charity / handling a charity race.
- 5) Other Value Added ideas that will enhance the race experience at minimal costs.

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 Participating Vendor 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 Participating Vendor's Proposal, such Participating Vendor shall provide full and comprehensive response within two (2) days of notification.

Shortlist

SCS reserves the right to shortlist one or more Participating Vendors, and to give those so shortlisted the opportunity to submit new or amended proposals on the basis of SCS' revised requirements, in accordance with a common dateline.

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 as instructed.

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 Participating 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 Participating Vendor to supply to SCS the matters offered in the Proposal.

SCS reserves the right to accept the offer(s) (or parts thereof) of one or more Participating Vendor(s).

Notification

SCS is not obliged to notify Participating 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 Participating Vendor in the preparation of its Proposal be borne by SCS.

Law

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

RFP Document Collection

The RFP document is to be collected from:

Date: 1st – 5th February 2016

Time: 1000HRS – 1700HRS

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

Please arrange with Ms Chloe Loh, Executive, Community Partnerships, SCS, at chloe_loh@singaporecancersociety.org.sg to collect the document.

Clarification of Queries

For clarification on specifications on the Race Against Cancer details, please email Ms Chloe Loh at chloe_loh@singaporecancersociety.org.sg by 19 February 2016, 1700HRS

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: **29 February 2016 (Monday)**
Time: **1530HRS**
Venue: **Singapore Cancer Society**
15 Enggor Street #04-01
Realty Centre
Singapore 079716

Late Submissions will not be accepted.