

SDSC Cover Letter to Vendor for Quotation

**EMAIL SUBJECT: INVITATION TO QUOTE FOR: [SDSC Para Athletics Programme](#)**

1. Singapore Disability Sports Council (SDSC) would like to invite you to quote for the above-mentioned service(s).
2. Please refer to Annex A for the requirement specifications and use Annex B as a guide for your submission.
3. Quotation period is for a period of 14 days from the request date. Please submit your quotation by [12 March 2024](#) to the contact person per Section A in Annex A.
4. Vendor selection criteria may include price, ability to meet the required specification (such as timeliness, payment schedules), relative risk, and reliability.
5. The term of payment is 30-day credit from successful delivery of service and receipt of invoice.
6. No acknowledgement letter will be issued after receiving the quotation.
7. All quotations received will be confidential.

Thank you.

Sincerely,

Kang Tze Wei  
Assistant Manager Pathway Performance

<b>Section A: Contact Person</b>	
Name	Kang Tze Wei
Designation	Assistant Manager Pathway Performance
Contact number	63423564
Email	tze.wei@sdsc.org.sg
<b>Section B: Specification</b>	
Name of Activity / Item	SDSC National Para Athletics Programme
Objective of Service	To deliver high-quality coaching services for the SDSC National Para Athletics Programme, supporting athletes in their pursuit of excellence and fostering their growth in the field of Para Athletics
Scope of Service / Item Description	<p><b><u>SDSC National Para Athletics Programme</u></b></p> <p>Training Session: Vendor to propose, minimum 5 sessions a week Including Track Session and Gym Session</p> <p>Period / Duration: 1 April 2024- 31 March 2026 with an option to extend till March 2027</p> <p>Venue: Home of Athletics</p> <p>Number of pax: Approx. 15</p> <p><b><u>Duties and Responsibilities:</u></b></p> <p><b>Training Program in Para Athletics:</b></p> <ul style="list-style-type: none"> <li>• Design and deliver comprehensive training programs in Para Athletics for athletes.</li> <li>• Provide specialized coaching to enhance athletes’ skills and performance.</li> </ul> <p><b>Database Management:</b></p> <ul style="list-style-type: none"> <li>• Maintain a database on athletes to track athletes’ progress.</li> <li>• Record bio-data, development milestones, participation history, and achievements in local, regional, and international competitions.</li> </ul> <p><b>Long-Term Athlete Development:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with SDSC and athletes to create long-term development plans.</li> <li>• Set training and performance targets endorsed by SDSC.</li> <li>• Motivate athletes to commit to sustained training.</li> </ul> <p><b>Communication and Logistics:</b></p> <ul style="list-style-type: none"> <li>• Notify SDSC and athletes promptly about program changes or venue adjustments.</li> <li>• Coordinate with SSI sports science and medical staff to optimize training resources.</li> </ul>

	<p><b>Safety and Discipline:</b></p> <ul style="list-style-type: none"> <li>• Ensure athletes' physical well-being and safety during training.</li> <li>• Refer disciplinary matters to SDSC when necessary.</li> </ul> <p><b>International Exposure:</b></p> <ul style="list-style-type: none"> <li>• Recommend overseas competitions and training opportunities.</li> <li>• Travelling overseas competition / training camp trips with athletes as per SDSC guidelines.</li> </ul> <p>To undertake and assume any other duties as and when assigned by SDSC.</p>												
Delivery Address	Home of Athletics, 52 Stadium Rd, Singapore 397724												
<b>Section C: Evaluation Criteria</b>													
Evaluation Criteria	<p>Critical Evaluation Criteria</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Criteria</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Cost of Proposal</td> <td>50%</td> </tr> <tr> <td>2</td> <td>Athletics Coaching Record &amp; Experience</td> <td>40%</td> </tr> <tr> <td>3</td> <td>Coaching Qualifications</td> <td>10%</td> </tr> </tbody> </table>	Item	Criteria	Weightage	1	Cost of Proposal	50%	2	Athletics Coaching Record & Experience	40%	3	Coaching Qualifications	10%
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<b>Section D: Instruction to Vendor</b>													
Document submission	<ol style="list-style-type: none"> <li>1. Price proposal as set out in Annex B</li> <li>2. Any other required document, <ul style="list-style-type: none"> <li>-Coaching Resume</li> <li>-Coaching Qualification</li> <li>-Athletics Coaching Proposal (If Any)</li> </ul> </li> </ol>												
Submission of Price Proposal	<ol style="list-style-type: none"> <li>3. All costs must be included in the price quoted with no hidden costs. The vendor should include Goods &amp; Services Tax, freight charges, if applicable.</li> <li>4. Detailed breakdown and unit cost, quantity and total cost should be provided for each line item, except for optional items.</li> <li>5. All price offers, including base and alternative offer(s), should be submitted electronically via email.</li> </ol>												
Payment Mode	<ul style="list-style-type: none"> <li>• The vendor is to render a bill only upon completion of all services / goods to be provided under the Contract.</li> <li>• 30 days' credit from successful service / goods delivery and receipt of invoice.</li> <li>• Payment for services rendered will be subject to withholding tax (if applicable) in accordance to Singapore tax law. Supplier should declare if they are subject to withholding tax when submitting their proposals.</li> </ul>												
For Enquiries	If you need further clarifications, you may contact the officer stated in Section A above.												
Others	Please note that SDSC shall be under no obligation to accept the lowest or any quotation.												

**QUOTATION BREAKDOWN**

\_Annex B

S/N	Item / Service Description	Qty	Unit	Rate	Total
<b>A</b>	<b>Mandatory services</b>				
1	Refer Duties and Responsibilities (Annex A)				
2					
3					
<b>B</b>	<b>Optional services</b>				
1	(To insert, e.g. provision of coaching services)				
2					
3					