



Invitation to tender for **EVENT SET UP**



INTERNATIONAL WEEK OF THE DEAF CUM AWARDS CEREMONY 2018

WITH SIGN LANGUAGE,
Everyone is Included!

Saturday, 15 September 2018
11am to 7pm
Toa Payoh Hub Atrium

Guest-of-Honour
Mr Tan Chuan-Jin
(Speaker of the Parliament of Singapore)

Deaf Awareness | Exhibition | Performances | Record-Breaking Ceremony

Community Partners



In the spirit of



Part of:



In Support of:



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Invitation to Tender

This specification invites tenders for a full quotation on the stage set and equipment rentals required to run our event, the International Week of the Deaf.

About the Organisation

The Singapore Association for the Deaf (SADeaf) is a member of the National Council of Social Service (NCSS), and is supported by Ministry of Social and Family Development (MSF) and Ministry of Education (MOE). SADeaf has been serving the Deaf and Hard-of-hearing community for the past six decades to assist the deaf to achieve a better quality of life and to enable them to integrate and contribute to society.

SADeaf has around 40 staff working across various key function areas such as Corporate Affairs which oversees fundraising and volunteer management; Community Services that provides gamut of programmes to assist the Deaf in achieving a better quality of life and enable them to integrate into and contribute to society; Deaf Access Services that provides communication support by offering interpretation and note taking services for individuals and organisations as well as conduct sign language courses for the general public including the deaf and hard-of-hearing community.

Project Details

The SADeaf is planning an event titled "the International Week of the Deaf" with the objective of raising awareness for the deaf community.

The International Week of the Deaf is a full-day public event which aims to promote Deaf awareness and inclusivity, and spread the SG Cares movement on volunteerism which was recently launched by the Prime Minister. The event will include performances, talks and booths from various organisations supporting the deaf community. We aim to involve the public through education, and follow up with a call to action to support the deaf community. This will be followed by an event to break the Singapore Book of Records.

We are honored to have Mr Tan Chuan-Jin, the Speaker of the Parliament of Republic of Singapore to grace our IWD 2018 as our Guest-of-Honour.

The details for the IWD 2018 is as follows:

Date: Saturday, 15 Sept 2018

Time: 11 am to 7 pm

Venue: Toa Payoh HDB Hub Atrium

Theme : With Sign Language, Everyone Is Included.

We have stage performances like song signing, sign language performance and sign language games scheduled throughout the duration of the event on a stage set up at the Atrium. Concurrently, booths will be set up and manned by our partner deaf beneficiaries. Our Record Breaking event will involve building an "I love you" hand sign structure out of folded paper hearts.

Tender Information

Background

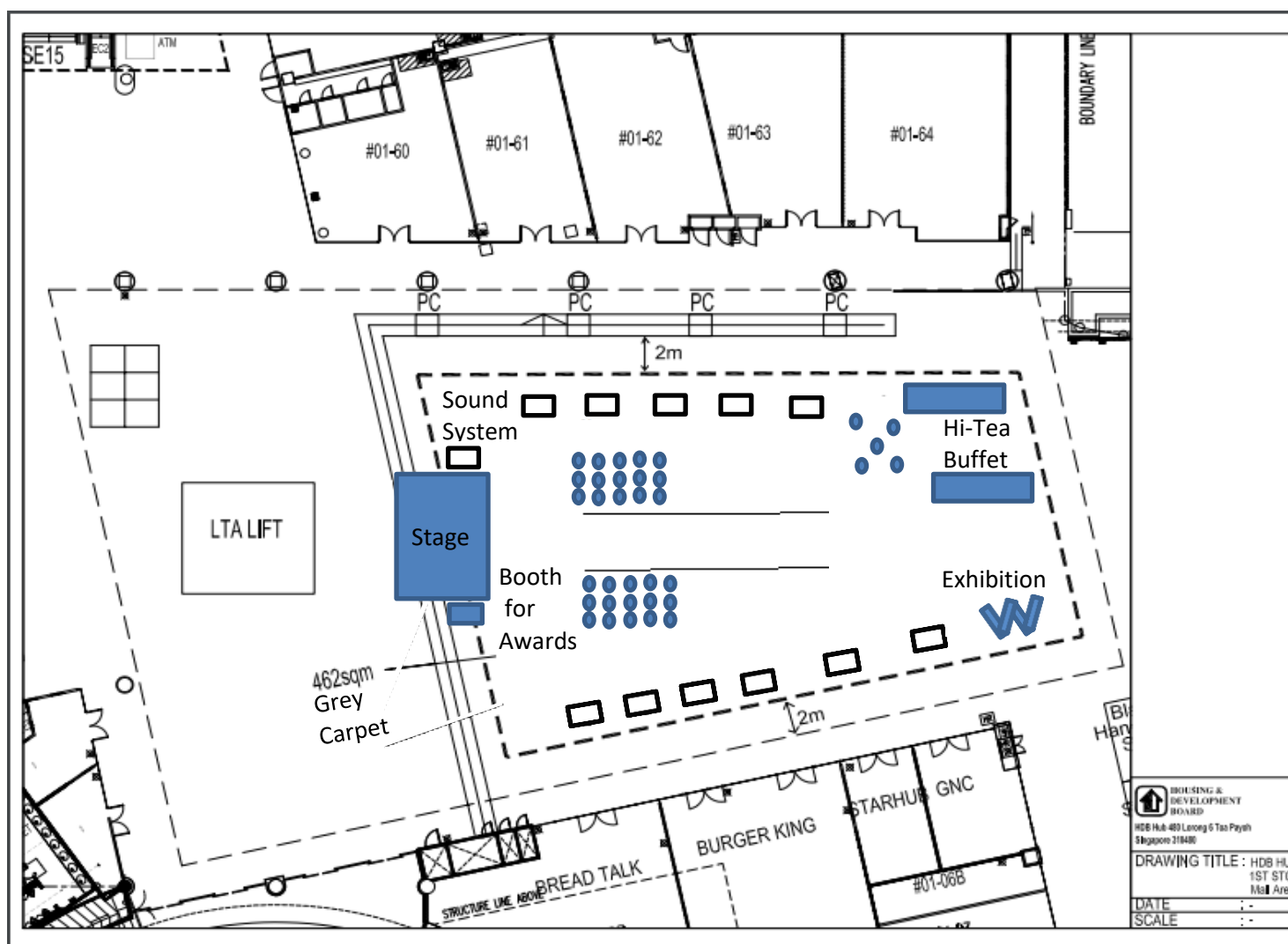
The Singapore Association for the Deaf (SADeaf) is seeking for the stage equipment rentals and the others as stated, in order to run the event.

Technical Requirements

Category	Requirements	Units
Stage	6m X 3m X 0.6 m Modular staging inclusive black skirtings, staircases, safety clamps	1
Box Up	6m X 1.3m X 2.3m Box Up storage with lock	1
LED wall	4608 mm X 2880mm P3.0 LED wall inclusive self standing structure , processor , installation and removal	1
Sound	Loudspeaker , 8 channel mixer, 4x wireless handheld mic , 1x aux playback , all signal and power cabling	1
Video	Video to capture sign language interpretation so as to show on LED wall	1
Carpet	462 sqm grey carpet Overlay including installation and removal	1

LEW	Single Line Endorsement on 32amp DB	1
Rostrum	Rostrum	1
Chairs	Chairs with white covers	100
Tables	3ft X 3ft tables with white skirting	26
High Tables	Round High Tables with white skirting for High Tea Reception	5
Queue Poles	Queue Poles for High Tea Reception	10
Standby Technicians	1 video staff and 1 sound staff	
Logistics	Logistics Costing	

Event Layout



Tender Requirements

Tender Proposal

Candidates should deliver a concise tender, focusing on the requirements. The tender should also include the following information:

1. Candidate or organisation details including name, legal status, full contact details and lead contact
2. Reasons for interest in undertaking the work
3. Final Payment
4. Potential or actual conflicts of interest ([Refer to Conflicts of Interest section below](#))
5. A signed certificate of non-collusion and declaration ([Refer to Appendix A](#))
6. A signed certificate of non-canvassing ([Refer to Appendix B](#))

Reasonable Adjustments

SADeaf will consider reasonable adjustments as requested.

Conflicts of Interest

In the event that a director, partner, employee or employee's representative of the candidate has an interest or connection in SADeaf, please provide that person's full name, position and the nature of the connection or interest in SADeaf.

Payment

30 days credit

Selection Criteria

In awarding the contract, SADeaf will consider the balance between the quality of the tender and value for money, taking account of the factors listed in this IWD 2018. Each candidate's tender shall be assessed on the following:

1. Conformity to the requirements of the specification
2. Understanding of the need to work closely with SADeaf throughout the contract
3. Overall value for money

Submission

Please mail **hard copy** of your response to:

Tender documents enclosed – DO NOT OPEN

Ms. Sylvia Teng
Executive Director
The Singapore Association for the Deaf
227 Mountbatten Road
Singapore 397998

Your submission should arrive no later than 31 August 2018, 12 pm. SADeaf shall have the right to disqualify any candidates who submit incomplete or late tenders.

Timing

The project should start within 1 week after signing of contract. The candidate should note the following key dates:

Deadline for receipt of tenders : 31 August 2018, 12 pm

Award of tender to successful candidate : 3 September 2018

The dates set out in above are provisional only and may be altered by SADeaf at its discretion.

Reporting Responsibilities

The successful tenderer will report to Wong Ai Ling, Job Support Manager (CS Department).

Project status reports are to be sent by email to ailing@sadeaf.org.sg

Further Information

For further details, please contact:

Wong Ai Ling
Job Support Manager (CS Department)
Mobile: 83899264 (whatsapp or sms)
Email: ailing@sadeaf.org.sg

Any queries about this IWD 2018 should clearly reference the appropriate paragraph in the documentation. The deadline for submitting queries is 30 August 2018.

SADeaf will respond to all reasonable requests for clarification of any aspect of this IWD 2018 and supporting documents as soon as is reasonably possible. Please note that no pre-tender negotiations are permitted.

Confidentiality Statement & Disclaimer

The information contained in this IWD 2018 and all other information made available at any time to the candidates by and on behalf of SADeaf is supplied on the basis that the candidates will keep such information confidential at all times and that such information will be used only for the purposes of participating in the bidding process.

No information contained in this IWD 2018 or any other written, oral or other information made available to the candidate shall form the basis of any warranty, representation or term of any contract by SADeaf with any third party.

SADeaf does not accept any responsibility or liability for the accuracy or completeness of the IWD 2018 or any other oral or written information provided by SADeaf to any candidate.

SADeaf reserves the right not to follow this IWD 2018 in any way and/or to withdraw from or amend the procurement process. SADeaf may reimburse expenses incurred by candidates in attending interviews as part of the selection process on request.

SADeaf Rights

SADeaf reserves the right, without prior notice and in its absolute discretion, to change or terminate the tendering procedure for the project, including requesting additional information, at any time before signing the contract with the successful candidate.

All quotation submission shall remain valid for acceptance for the period of thirty (30) days following the close of the Invitation to Quote. SADeaf will not entertain any claims of costs incurred in the preparation and submission of the quotations.

SADeaf reserves the right not to accept the lowest or any proposal. SADeaf also reserves the right to award full quotation or part thereof from one or more suppliers.

Appendix A

Certificate of non-collusion and declaration

I certify that:

- The prices in the tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other candidate or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the tender have not knowingly been disclosed by the candidate, directly or indirectly, to any other candidate or competitor, nor will they be so disclosed.
- No attempt has been made or will be made by the candidate to induce any other person or organisation to submit or not to submit a tender for the purpose of restricting competition.
- No attempt has been made directly or indirectly to canvas any employee or adviser of SADeaf concerning the award of the contract which is the subject of this invitation to tender.

I acknowledge that any price fixing or collusion with other candidates shall give SADeaf the right to exclude a candidate from the procurement process and may constitute an offence.

I am authorised by the candidate (and all relevant associated companies and organisations) to supply the information given in the tender.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Name & Signature

Date

Appendix B

Certificate of non-canvassing

I certify that:

- No attempt has been made to canvass or solicit any director, officer or employee of SADeaf in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by the candidate or acting on the candidate's behalf has done/will do any such act.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Name & Signature

Date