



# INVITATION TO QUOTE

## SG COACH LEVEL 1 INTEGRATED PROGRAMME FOR SWIMMING

This Invitation to Quote (ITQ) set out by the Singapore Swimming Association (SSA) seeks to appoint the vendor for conceptualising and writing for the following project below.

### **SG Coach Level 1 Integrated Program for Swimming**

The deadline for submission of your quote and company profile is **18 June 2017 (Sunday)**.

#### **(A) About the Project**

##### **SG Coach Level 1 Integrated Program for Swimming.**

Singapore Swimming Association is embarking on a review of the current National Coaches Accreditation Program Level 1 Technical.

The current program has been in use for a decade and needs a revamp to match towards the higher expectations set by SportSG as well as to tweak the teaching methods to meet current trends.

The new program will be created in conjunction with CoachSG and be named as the SG-Coach Level 1 Swimming Program.

This will be an integrated program which encompasses both theory and technical modules.

#### **The Modules will be as follows (subject to changes)**

- a) Values and Principles in Sports
- b) Coaching Delivery and Philosophies / Physical Literacy
- c) Sport Development Systems
- d) Communication and Relationship Building
- e) Water Safety In Coaching: Risk Management and Designing of Sports Training
- f) Lesson Planning / Class Organisation
- g) Hydrodynamics / Stroke Techniques / Survival Techniques
- h) Long Term Athlete Development

Objectives of the modules can be found in Annex A.



## **(B) Requirements**

The successful Vendor shall fulfil the following requirements:

- Provide a brief background of the writer and samples of past work in similar projects
- Provide an itemised breakdown for the following
  - 1) Writing of program which includes the following
    - Lesson Plan for each module
    - Provision of teaching guide including presentation slides for each module
    - Provision of learners' guide in notes for each module
    - Assessment Plan for each module

The successful vendor will also be required to make any changes to the aforementioned lesson plans, teaching guides, learners' guides and assessment plan should there be any changes upon review.

All Intellectual Property Rights shall belong to Singapore Swimming Association throughout the period the material is being developed and while modules are conducted.

## **(C) Timeline**

Tender Return	18 June 2017
Provisional Interview Date	23 June 2017
Review and confirmation of Vendor(s)	26 June 2017
Start of project	27 June 2017
Completion of Draft 1	29 July 2017
Completion of Draft 2	15 September 2017
Delivery of materials	15 November 2017
Redrafting and Amendments	January 2018

## **Instructions for Vendor**

### **(D) Submission of ITQ**

**NOTE: Vendors can submit quotes based on individual modules or as a whole**

#### **1. Your Proposal**

Please provide a proposal based on the brief provided and tell us your approach, including why the proposed approach.

#### **2. Your Experience**

Please tell us about your experience. We are interested in hearing about your previous work projects and processes that best match our requirement.

Please provide 3 sample projects that can be relevant.



### **3. Price**

You should provide a fee from appointment to completion of project.

You should break this down and include your assumptions in arriving at this fee.

- You should provide an hourly rate for all personnel you envisage being involved in our requirement. You should note that we will only commission work on an hourly rate basis if it is outside the agreed scope of your services and agreed in writing in advance.
- You should provide a list of disbursements or other cost that are excluded from your fee as set out above. You should provide indicative costs against these elements wherever possible. Please include any assumptions you have made in arriving at your fee quote.

### **4. Scope of Service**

Please provide a brief statement which list your understanding of the scope of your service for this project. This should include any exclusions or services that would attract an additional cost.

### **5. References**

You should provide references for projects completed within the last 5 years as follows:

- Client reference for a recently completed project as per point 2.
- Client reference ideally in the not for profit sectors.

You should provide contact details for each referee.

### **(E) Submission Deadline**

You should send your tender by post to:

Condrey Liu  
Singapore Swimming Association  
7 Stadium Drive #01-50 Singapore 397632

Or Via Email at:

condrey.liu@swimming.org.sg

**No later than 6.00pm on 18 June 2017 (Sunday)**

### **(F) Confirmation of intention to participate**

To ensure that we are able to manage our ITQ efficiently and fairly, we would be grateful if you could confirm your intention to participate in the tender process no later than 11 June 2017.

You should email Condrey Liu (condrey.liu@swimming.org.sg) to confirm your intention, and indicate the person responsible for your submission and their contact details. We will use this contact information to share any queries or clarification or changes to the tender process.



**(G) Evaluation Criteria**

We will use the following template to evaluate your ITQ submission

<b>Tender Section</b>	<b>Maximum Marks</b>	<b>Percentage of Overall Score</b>
Your proposal	50	50%
Your experience	15	15%
Price	15	15%
Scope of service	15	15%
References	5	5%
<b>Total</b>	<b>100</b>	<b>100%</b>

Singapore Swimming Association is not required to accept all proposals if the committee feels that the objectives of the ITQ are not met.

**(H) Queries**

We expect this document to give you all the information you need to complete your tender information. However, if you have clarifications or queries, these can be addressed to:

**Condrey Liu**

Sports Development Manager (Swimming)  
Singapore Swimming Association  
Condrey.liu@swimming.org.sg

Any queries received later than close of business day on 11 June 2017 will not be answered.