

## COVER LETTER

2 Nov 2021

Dear Sir/Madam,

### **INVITATION TO QUOTE (“ITQ”) FOR SUPPLY OF INSTRUCTOR(S) FOR DRAGONBOAT CCA PROGRAMME IN ST. JOSEPH’S INSTITUTION**

The Visitor in Singapore of The Christian Brothers’ Schools, who is the owner of St. Joseph’s Institution (the “School”) would like to invite you to quote for the provision of the above-mentioned goods and services. The scope and details of the requirements are set out in Annex C of this ITQ.

2. The documents enclosed in this Invitation include:
  - Annex A Part 1: Instructions to Suppliers
  - Annex A Part 2: Requirement Specifications
  - Annex B Price Proposal Form
  - Annex C Expectations of Instructors
  - Annex D Quotation Conditions of Contract (QCOC)
  - Annex E Instructor Deployment List
3. Submit all Proposals, including Annex B (Price Proposal Form) and the documents listed in Part 2 of Annex A (Requirement Specifications of Suppliers) of this ITQ, electronically through email (**procurement@sjj.edu.sg**) by the stated date and time. The School will not accept late submissions or submissions submitted through other means.
4. All Proposals shall comply with the terms and conditions as set out in the Instructions to Suppliers. The School further reserves the right to accept such portion of each Proposal as the School may decide.
5. Direct all queries with regard to this ITQ to the contact persons given at Part 2 of Annex A.

Yours faithfully

Mr. Rene Loh  
Head of Department, PE/CCA

**PART 1: INSTRUCTIONS TO SUPPLIERS**

**1. Definitions**

- 1.1 All terms referred to in this Annex A shall have the meanings ascribed to them in Clause 1.1 of the Quotation Conditions of Contract (Annex E), unless otherwise defined herein or where the context otherwise requires.

**2. Evaluation**

- 2.1 If necessary, the School may appoint an evaluation team to ascertain each supplier's ability to meet the evaluation criteria. This may entail the following:
- (a) Interviewing the potential Instructor or Instructors;
  - (b) Requesting feedback from other schools or organisations that have previously engaged the potential Instructor or Instructors; and
  - (c) Requesting a lesson observation with any potential Instructor or Instructors.

**3. Submission of Quotation Offers**

- 3.1 Interested suppliers must submit at least one Quotation offer which fully complies with this Invitation to Quote, including all the form(s) prescribed herein. Subject to compliance with the foregoing, suppliers may submit alternative Quotation Offer(s) which include qualifications or variations to any provisions of this Invitation to Quote or which do not fully comply with the Requirement Specifications.
- 3.2 All proposals, including base and alternative Quotation Offer, shall be submitted electronically via email.
- 3.3 Suppliers are required to submit the following data or documents together with their Quotation Offer for evaluation. Failure to do so may render the Quotation Offer incomplete and liable for disqualification.
- (a) The following personal particulars of **all** proposed Instructors:
    - i. Full name; and
    - ii. NRIC number or FIN.
    - iii. Photocopy of Employment Pass for Instructors who are foreigners
    - iv. Contact number
    - v. Email Address (if a contact number is available, email address is optional)
    - vi. Gender
    - vii. Date of Birth
    - viii. Residential address in Singapore

- (b) The following supplier's details:
    - i. Name of the supplier
    - ii. Business Name
    - iii. Type of Business Entity: Sole proprietorship/partnership/company
    - iv. Business Registration Number / Unique Entity Number (UEN)
    - v. Registered Business Address
    - vi. Business Contact Number
    - vii. Business Email Address
    - viii. Business Fax Number
  
  - (c) Training plans: the supplier shall provide a training plan as a reference.
  
  - (d) Price proposals (Annex B): Suppliers shall submit a duly completed price proposal in the form found in Annex B.
  
  - (e) Qualifications and Experience: Suppliers shall submit any other relevant documents to substantiate their Instructor or Instructors' qualifications and experience.
  
  - (f) Instructor Deployment List (Annex E): Suppliers who are not also the sole Instructor shall submit a duly completed copy of Annex E, where there is a need for Instructors to be registered with MOE.
4. The School reserves the right to award the Contract in whole or in part to one or more suppliers, unless a supplier stipulates that its Quotation Offer is to be treated as indivisible.
5. The School is under no obligation to accept the lowest priced, or any, Quotation Offer.

## **Part 2: REQUIREMENT SPECIFICATIONS**

### **(Supply of Instructor for DRAGONBOAT CCA Programme in St. Joseph's Institution)**

1. We are pleased to invite you to submit a proposal for the supply and delivery of the following, on the terms and conditions set out in the Contract:

<b>Section A: Contact Details</b>	
Contact Information 1:	Name: ANG YU LONG Designation: TEACHER Contact No: 98209691 Email: ang.yu.long@sj.edu.sg
Contact Information 2:	Name: Designation: Contact No: Email:
<b>Section B: Specifications for the programme</b>	
Name of Activity	Supply of Instructor(s) for DRAGONBOAT CCA Programme in St. Joseph's Institution
Objectives of Programme	The training programme must achieve the following objectives: <ol style="list-style-type: none"><li>1. Students are to participate in "A-Division" Dragonboat competition</li><li>2. Students to be committed in the land and water training</li><li>3. Students general fitness should be improved</li><li>4. Students are to develop themselves to become an effective team member</li></ol>
Outcome of Programme	<ol style="list-style-type: none"><li>1. To know the basic level of dragonboat paddling</li><li>2. To be committed individuals and effective team player</li><li>3. To show care and support for the breast cancer survivors (Pink Spartans) by committing to one Saturday morning, once a month</li></ol>
Scope of Services to be provided	<ol style="list-style-type: none"><li>1. To design and plan a developmentally appropriate student development/training programme in consultation with the teacher-in-charge.</li><li>2. To provide instruction as per approved programme so as to develop and enhance the students' competence in the CCA.</li><li>3. To work with the teacher-in-charge to develop students' passion in the CCA and inculcate good values in them.</li></ol>
Initial Contract Period	Start Date: 1 January 2022 or date of issuance of Letter of Acceptance, whichever is later  End Date: 31 December 2022
Option Period	Start Date: 1 January 2023  End Date: 31 December 2023  The option may be exercised by the School in full or in one or multiple parts prior to the expiry of the Initial Contract Period.

Estimated No. of Sessions	<p><b><u>Initial Contract Period</u></b> 1 January 2022 to 31 December 2022: 40 number of sessions</p> <p><b><u>Option Period:</u></b> Option Period 1: 1 January 2023 to 31 December 2023: 40 number of sessions Option Period 2: 1 January 2024 to 31 December 2024: 40 number of sessions</p>
Duration (no. of hours per session)	2.5 hours
<p><b>FOR HOURLY-RATED PAYMENT ONLY</b></p> <p>Estimated Training Hours</p>	<p>1. Number of Estimated Training Hours for <b>Initial Contract Period</b>: <u>100 hr</u></p> <p>a. No. of hours for CCA training sessions: <u>87.5 hr</u></p> <p>b. No. of hours for key milestones events (i.e. planned/scheduled training camps, competitions, rehearsals and performances): <u>12.5 hr</u></p> <p>2. Number of Estimated Training Hours for <b>Option Period 1</b>: <u>100 hr</u> <i>(To delete if not applicable)</i></p> <p>a. No. of hours for training sessions: <u>87.5 hr</u></p> <p>b. No. of hours for key milestones events (i.e. planned/scheduled training camps, competitions, rehearsals and performances): <u>12.5 hr</u></p> <p>3. Number of Estimated Training Hours for <b>Option Period 2</b>: <u>100 hr</u> <i>(To delete if not applicable)</i></p> <p>c. No. of hours for training sessions: <u>87.5 hr</u></p> <p>d. No. of hours for key milestones events (i.e. planned/scheduled training camps, competitions, rehearsals and performances): <u>12.5 hr</u></p>
Training Date	<p>Water Session – Kallang Water sports center - SDBA Tuesdays 4.00pm – 6.30pm From 1<sup>st</sup> Jan 2022 – 31<sup>st</sup> Dec 2022</p> <p>Excluding public holidays, school holidays and CCA stand down period for exams. Any changes to the training dates shall be made in accordance with Section C of these Requirement Specifications, or as otherwise agreed between the School and the Contractor.</p> <p>The School may request for additional training session(s) for key milestone events. All such requests shall be made in accordance with paragraph 1 of Section C below.</p>
Training Time	Tuesdays 4.00pm – 6.30pm
Target Group	<p>Year 5 and Year 6 IB students. Boys Group – 17 – 18 year olds Girls Group – 17 – 18 year olds</p>

Total no. of Students	50  The class size is estimated, and the Contractor shall accept an increase of class size up to <b>[20%]</b> students.
No. of Instructors required	1  However based on SMM regulations required for water sports training, may need to provide for additional Steer/trainer for individual boats. Which will be billed separately.
Venue of Activity	St Joseph's Institution Kallang Water sports center - SDBA
Payment	<p>The paragraphs in this Section set out the basis, and the terms and conditions, on which the School will pay the Contractor.</p> <p><b>For Hourly Rate:</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall be paid at an <b>hourly rate</b>. The hourly rate shall be the rate proposed by the Contractor in his Quotation Offer and accepted by the School ("<b>Hourly Rate</b>"). Payment of the Hourly Rate is subject to paragraph 2 of this Section.</li> <li>2. The Contractor shall be paid the Hourly Rate in accordance with and subject to the following conditions: <ol style="list-style-type: none"> <li>(a) the Contractor shall be paid the Hourly Rate in respect of the amount of hours worked, with such payment to be made at the end of every month;</li> <li>(b) in addition to the Hourly Rate stated in sub-paragraph (a), the Contractor shall also be entitled to the following sums: <ol style="list-style-type: none"> <li>i. where, at the end of: <ol style="list-style-type: none"> <li>(A) each Base Period as specified in Section B above; and</li> <li>(B) each Option Period, where the School exercises the right to extend the Initial Contract Period pursuant to Clause 2A.2 of the Quotation Conditions of Contract</li> </ol> <p>the total Utilised Training Hours are less than 80% of the Estimated Training Hours for such Base Period or Option Period, the Contractor shall be paid the equivalent of the Hourly Rate for 80% of the Estimated Training Hours less any amounts that have been paid to the Contractor by the School during such Base Period and Option Period respectively;</p> </li> </ol> </li> </ol> </li> </ol>

	<p>provided always the obligation to make the payments in this sub-paragraph (b) does not arise if the Contract is terminated for breach prior to the expiry of the Contract Period, wherein the Contractor shall be in paid in accordance with sub-paragraph (c); and</p> <p>(c) In the event the Contract is terminated for breach prior to the expiry of the Contract Period, the Contractor shall be paid for the relevant Base Period or Option Period (if applicable) in operation as of the date of termination solely based on the actual number of hours of Services provided from the start of such Base Period or Option Period to the date of termination. For the avoidance of doubt, the Contractor shall continue to be paid in accordance with sub-paragraph (b) for any completed Base Period(s) or Option Period.</p> <p>For the avoidance of doubt, where the total Utilised Training Hours are more than 80% of the Estimated Training Hours for such Base Period or Option Period (if applicable), the Contractor shall be paid the equivalent of the Hourly Rate for the actual number of hours of Services provided by the Contractor.</p>
<b>Section C: Change in Sessions or Cancellation of Session</b>	
Additional Sessions	1. The Contractor shall, subject to the availability of the Instructor(s), conduct additional sessions where the School provides at least 4 working days' notice to the Contractor of such requirement.
Change in or Cancellation of Sessions	<p>2. The Contractor shall not cancel a scheduled session for the provision of Services without the School's approval, which shall not be unreasonably withheld.</p> <p>3. In the event the Contractor cancels a scheduled session without the School's approval pursuant to paragraph 2, the School may issue a letter of warning to the Contractor. Cancellation of sessions without the School approval shall constitute grounds for termination of the Contract in accordance with Clause 10.1(h) of the Quotation Conditions of Contract.</p> <p>4. In the event of any MOE or schoolwide suspension of in-person CCA or school activities, the Contractor shall provide the Services via alternative acceptable to the School such as via digital or electronic modes, upon the School's request, in a manner that provides meaningful engagement to achieve relevant learning outcomes for students. Any sessions fulfilled in alternative modes accepted by the School shall be deemed to be Services provided by the Contractor. For the avoidance of doubt:</p> <p>(a) Where the Contractor is paid an Hourly Rate, the Contractor will continue to be paid in accordance with paragraph 2 of Section B (Payment) of these Requirement Specifications.</p>

	<p><b><u>Hourly Rate</u></b></p> <p>5. The School is entitled to change the date, time, or venue of a scheduled activity by giving at least 4 working days' notice to the Contractor.</p> <p>6. A session is considered utilised if the School cancels or reduces the duration of a scheduled session with less than 4 working days' notice. The School will pay for the session as if it had been conducted in full. For the avoidance of doubt, any make-up session(s) requested by the School as a result of such late cancellation shall be separately paid for by the School.</p> <p>7. In no event shall the School be liable to pay the Contractor for sessions cancelled by the Contractor. For the avoidance of doubt, any sessions cancelled by the Contractor will be considered part of the Utilised Training Hours as defined in the Quotation Conditions of Contract.</p> <p>8. In the event of any public announcements by MOE to suspend in-person CCA or school activities, any sessions scheduled within 7 working days after the date of the announcement will be deemed to be automatically cancelled by the School. Such sessions will be considered utilised and the School will pay for the sessions as if they had been conducted. For the avoidance of doubt, any sessions scheduled on the date of the announcement will be considered utilised and the School will pay for the sessions as if they had been conducted.</p>
<b>Section D: Specifications for Instructors</b>	
Registration with MOE	<p>All Instructors supplied by the Contractor shall be registered with the Ministry of Education as, whichever applicable, CCA Physical Sports Instructors or CCA Dance Instructors, and shall remain registered with the Ministry of Education throughout the Contract Period.</p> <p>The Contractor shall use the Instructors specified in Annex E (Instructors Deployment List) and shall ensure that Instructors deployed remain registered with the Ministry of Education throughout the Contract Period.</p>
Qualifications	<p>Qualification as a Steer for a Dragonboat. Qualification as a Coach</p>
Experience	At least 1 year of Experience in coaching a school team
Track Record	All Instructors should provide a list of current and past training conducted for similar programmes from 1 January 2019 to 31 October 2021.
Employment Pass	<ol style="list-style-type: none"> <li>1. If the Instructor is not a Singapore Citizen, or Permanent Resident, the Instructor must possess a valid Employment Pass issued by the Ministry of Manpower for the purposes of providing the Services under the Contract.</li> <li>2. This pass must be valid throughout the Contract Period.</li> </ol>



Language of Instruction	English															
<b>Section E: Evaluation Criteria</b>																
Evaluation Criteria	<p><b><u>Critical Evaluation Criteria</u></b></p> <ol style="list-style-type: none"> <li>1. All Instructors must be registered with MOE as, whichever applicable, CCA Physical Sports Instructors or CCA Dance Instructors as of ITQ closing date.</li> <li>2. Where applicable, all CCA Physical Sports Instructors must have valid First Aid with CPR and AED certification as of ITQ closing date.</li> <li>3. Where applicable, all Instructors for swimming-related activities must have valid full NROC membership as of ITQ closing date.</li> </ol> <p><b><u>Other Evaluation Criteria</u></b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Criteria</th> <th>Weightings</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Suitability of Instructor(s) as specified in these Requirement Specifications and all the attachments that accompany it.</td> <td>30%</td> </tr> <tr> <td>2</td> <td>Track record or other relevant experience of instructors</td> <td>20%</td> </tr> <tr> <td>3</td> <td>Quality of Programme Outline &amp; Objectives</td> <td>20%</td> </tr> <tr> <td>4</td> <td>Price</td> <td>30%</td> </tr> </tbody> </table>	Item	Criteria	Weightings	1	Suitability of Instructor(s) as specified in these Requirement Specifications and all the attachments that accompany it.	30%	2	Track record or other relevant experience of instructors	20%	3	Quality of Programme Outline & Objectives	20%	4	Price	30%
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2	Track record or other relevant experience of instructors	20%														
3	Quality of Programme Outline & Objectives	20%														
4	Price	30%														
<b>Section F: Instructions to Instructor</b>																
Closing date and time for the submission of proposals	The closing date and time are: Date: 22 <sup>nd</sup> Nov 2021 Monday Time: 5:00pm															
Validity period of proposals	The validity of a supplier's proposal (including that supplier's price proposal): 60 days															
Submission of Price Proposals	<b><u>Hourly Rate</u></b> <ol style="list-style-type: none"> <li>1. Where the Contractor is paid an <b>hourly rate</b>, the Contractor shall quote the hourly rate for the provision of the Services, exclusive of GST, and indicate if GST is applicable.</li> <li>2. Please submit your Quotation Offer through email. Any Quotation Offer submitted after the closing date stated will not be considered.</li> </ol>															
Contract Price	Interested suppliers are to quote their price using the price proposal template in Annex B.															
Payment Mode	<ol style="list-style-type: none"> <li>1. The Contractor is to render a bill only, at the end of each month.</li> <li>2. The Contractor must accept payment through Inter-Bank GIRO, and would be required to set up a vendor record with the School to authorise the School for payment to be made directly to the Contractor's bank account, upon receipt of Letter of Acceptance.</li> </ol>															

	<p>Unless otherwise specified, payment shall be 30 days from the date of receipt of the bill/invoice.</p> <p>3. Payment for services rendered will be subject to withholding tax<sup>1</sup> (if applicable) in accordance to Singapore tax law. Suppliers should declare if they are subject to withholding tax when submitting their proposals.</p>
For Enquiries	If you need further clarifications, you may contact the officers stated in Section A (Contact Details) above.

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<sup>1</sup> For more information on when withholding tax is applicable, see [http://intranet.moe.gov.sg/finance/FSOB/Pages/sfim/FAQ-withholding\\_tax.docx](http://intranet.moe.gov.sg/finance/FSOB/Pages/sfim/FAQ-withholding_tax.docx)