
20 January 2025

Dear Sir/Madam,

Invitation To Quote (ITQ) for the Organisation of MARIGOLD Tryouts

You are hereby invited by Singapore Squash Rackets Association (SSRA) to submit a quotation for the above-mentioned service.

You are required to submit your proposal based on the following requirements:

Closing Date: 27 January 2025, 09:00 AM

Quotations to be sent via email to:

- Mr Alex Wan (alex@sgsquash.com)
- Mrs Charisse Depallo (charisse@sgsquash.com)
- Mr Benedict Choong (benedict@sgsquash.com)

Submission Details:

- All submissions are to include a completed Annex B.
- All submissions must be accompanied by an ACRA profile of the participating vendor.
- Submissions may include additional information vendors would like to provide.

For enquiries, vendors are encouraged to contact Benedict at 90673450 for a quicker response.

We look forward to receiving your quotations.

Yours faithfully,

Alex Wan
General Manager

MARIGOLD Tryouts

The MARIGOLD Tryouts is a programme that aims to introduce squash to new-to-sport children between the ages of 6-14 years. The Tryouts also aim to grow our base of squash players by introducing more children from all walks of life to the sport.

Dates of Event

Tryouts will be held at the following time periods:

- 19 Mar to 23 Mar 2025
- 20 Jun to 22 Jun 2025
- 12 Sep to 14 Sep 2025
- 28 Nov to 30 Nov 2025

In addition, Tryouts may also be held outside of these time periods when required. Vendors must be prepared to run Tryouts on an ad-hoc basis.

Venue of Event

Kallang Squash Centre (8 Stadium Blvd, S397804), or elsewhere if required.

Time of event

9am – 4pm (depending on court availability and number of signups).

Mechanism and Notes

1. Each run of the Tryout can be held over several days, with multiple sessions each day, for a **minimum of 50 children per Tryout**.
2. Each Tryout session will comprise of 4-5 children in a court with one (1) coach assigned.
3. Coaches are to introduce squash to new-to-sport participants through a series of fun and interactive activities, with each session lasting 60 minutes each. Vendor is to arrange the groups in the best-fit manner (eg. by age groups).
4. All equipment will be provided by SSRA. It is advantageous if vendors can provide their own equipment.

Annex A: Scope of Work

Singapore Squash Rackets Association (SSRA), as owner and custodian of the MARIGOLD Tryouts programme, is inviting prospective vendors to submit quotations for the Scope of Work as detailed in the following:

1. Pre-Event Tasks and Deliverables

- Coordinate with SSRA and Partner(s) on key visuals, deliverables, and programme details.
- Preparation, monitoring and management of Online Registration Form.
- Responding to all entries and enquiries within 2 working days.
- Design and procurement of on-site creative visuals, as required.
- Coordination of Partner(s) promotional materials, including any F&B and goody bag items.
- To source for coaches (ASF/WSF and/or NROC certified preferred) and seek approval with SSRA before event.
- Allocation of suitable coaches to groups of participants.
- Coordinate all other pre-event matters with SSRA.

2. During- and Post-Event Tasks and Deliverables

- Overall, to manage all day-to-day operations of event.
- Manage registration of participants and provide briefing/debriefing to children and parents.
- Ensure clear communication to all coaches involved.
- Ensure coaches are present on-site and on-time.
- Management and timekeeping of all sessions to ensure that timetable is adhered to.
- To market MARIGOLD Follow-Up Programme to all participants (details will be briefed separately upon awarding of contract).
- Prepare and submit Post-Event Report **14 days** after completion of event.

3. Other Notes

- The successful vendor is to provide SSRA updates on signups twice (2) a week, on Monday mornings and Friday afternoons.

Annex B: Submission

Vendor Details

Name of vendor	
Vendor UEN	
GST registered	Yes / No
Main contact person(s)	
Email	
Phone number	
Maximum number of participants per run of Tryout	

Quotation Amounts (in Singapore Dollars)

<p>Part 1: Total admin charge for coordination of each run of MARIGOLD Tryouts.</p> <p><u>Note</u></p> <ul style="list-style-type: none"> Each run is expected to last 3 days from 9am to 4pm, depending on court availability and number of sign ups Should your quotation include Ad-hoc Tryouts, please indicate the number of Ad-hoc Tryouts your organisation can conduct during 2025 	<p>Please mark (<input checked="" type="checkbox"/>) the MARIGOLD Tryout runs your organisation can conduct in 2025:</p> <p><input type="checkbox"/> 19 Mar to 23 Mar 2025</p> <p><input type="checkbox"/> 20 Jun to 22 Jun 2025</p> <p><input type="checkbox"/> 12 Sep to 14 Sep 2025</p> <p><input type="checkbox"/> 28 Nov to 30 Nov 2025</p> <p><input type="checkbox"/> Ad-hoc Tryouts (min 50 participants)</p> <p>(If selected) No. of Ad-hoc Tryouts that can be supported in 2025: _____</p> <p>Total no. of runs: _____</p> <p>SGD _____</p>
<p>Part 2: Hourly charge for coaches</p>	<p>SGD _____</p>

Experience Details

This portion is to highlight previous experiences in organising and event managing similar mass participation squash events. Please limit to two of the biggest or most recent events available. Please attach further additional documents if there is lack of space for additional information.

Event 1

Name of event			
Year of event		No. of Participants	
Age group			
Comments / Additional information			

Event 2

Name of event			
Year of event		No. of Participants	
Age group			
Comments / Additional information			