
20 January 2025

Dear Sir/Madam,

Request for Quotation for the Delivery 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.
- Please provide a copy of your National Identification (i.e. NRIC, Passport) for verification purposes.
- Participating vendor is encouraged to share the ACRA profile if available.
- Please share a copy of your most recent CV/Resume.
- 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

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

Mechanism and Notes

1. Each run of the Tryout can either be held individually or over several days with the possibility of multiple sessions each day.
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

- Familiarisation with the Tryouts Lesson Plan a week before the event.
- Coordinate with SSRA on matters concerning participants, location and equipment needed.
- Distribution of Partner(s) promotional materials, including any F&B and goody bag items.
- Coordinate all other pre-event matters with SSRA.

2. During- and Post-Event Tasks and Deliverables

- Overall, to deliver the Tryouts Lesson Plan to participants.
- Arrive 30 minutes early to ensure proper set up of the venue and logistics.
- Provide briefing/debriefing to children and parents, including safety matters.
- 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.

Annex B: Submission

Vendor Details

Name of vendor	
Vendor UEN (if applicable)	
NRIC/FIN/Passport Number	
Email	
Phone number	
Maximum number of participants per run of Tryout <i>i.e. 5 participants per session X 2 sessions a day X 2 days → 5 X 2 X 2 = maximum <u>20</u> participants per run of Tryout</i>	

Quotation Amounts (in Singapore Dollars)

Hourly charge for coaching	SGD _____
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Availability

Please mark () the MARIGOLD Tryout runs that you will be available to conduct in 2025:

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

Please also indicate any other time periods that you are available to conduct the MARIGOLD Tryouts below.

Experience Details

This portion is to highlight previous experiences conducting similar group 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			