

**Home Nursing Foundation  
Tender Notice  
Invitation to Tender for Tour De Care 2024**

<b>Tender ID</b>	HNF/2023/01
<b>Date of Open Tender</b>	28 March 2023
<b>Description</b>	Invitation to Tender – Tour De Care 2024
<b>Closing Date and Time</b>	20 April 2023, 10:00am
<b>Submission</b>	Kindly submit via email to <a href="mailto:fundraising@hnf.org.sg">fundraising@hnf.org.sg</a>
<b>Contact Persons</b>	1. Steffie Ong (Tel: 9026 7781   Email: <a href="mailto:steffie.ong@hnf.org.sg">steffie.ong@hnf.org.sg</a> )  2. Loi San San (Tel: 8322 2614   Email: <a href="mailto:sansan.loi@hnf.org.sg">sansan.loi@hnf.org.sg</a> )

**Notes:**

1. Home Nursing Foundation (HNF) does not bind itself to accept the lowest or any Offers and is not under any obligation to inform any Tenderer of the reasons for non-acceptance of an Offer.
2. Companies can bid for this tender in part or in full.
3. HNF reserves the right to award the proposal in parts or in full.
4. HNF has the ownership of all tender documents and is not liable for the cost incurred in the preparation of proposal and tender submission.

**Home Nursing Foundation**  
**Invitation to Tender for Tour De Care 2024**

<b>Event Name</b>	Tour De Care 2024
<b>Event Objective</b>	The event aims to raise awareness and support towards HNF and patients who require quality care and all-round support in our community.
<b>Event Period</b>	Virtual Event: 1 to 31 March 2024
	Physical Event: 2 March 2024 (1,000 pax)
<b>Publicity Period</b>	1 Jan to 31 March 2024
<b>Target Audience</b>	Avid Cyclists, Fundraisers, Corporates

## **1. Scope of Work**

### **1.1. Project Management**

The appointed company will be required to:

- Set up an experienced team to oversee event planning and management.
- Produce an operations plan showing an implementation timeline and provide regular reports on the progress of the event over the upcoming months towards the event on 2 March 2024.
- Attend WIP meetings with HNF and other partners involved in the running of the event when necessary.
- Submit a detailed post-event report within 2 weeks of the event closing which includes the full programme, total attendees, feedback, and key learning points.

### **1.2. Stakeholder Management**

The appointed company will be required to:

- Liaise with third-party vendors to arrange logistical and set-up requirements including but not limited to publicity, merchandise management, storage, transportation, facilitation, installation, and teardown of the event setup.
- Work in consultation with HNF appointed partners such as venue owner and preferred website vendor to track and monitor registration.

### **1.3. Venue/Logistic Management**

The appointed company will be required to:

- Propose overall event concept, programme flow, venue floorplan for the physical event, 10KM and 20KM cycling routes.
- Ensure programme runs smoothly from the start to the end of event. Conduct pre-event rehearsal with audio/visual testing and emcee.
- Compile and arrange all necessary AV, lighting, and technical requirements and ensure that they are in working condition on the event day.
- Assign staff to manage AV, lighting, and all other technical needs for the full duration of the programme.
- Production of event merchandise which includes t-shirts, medals etc.
- Apply for the necessary licenses and permits to run the event and ensure set-up is aligned with the requirements. This includes but is not limited to Public Entertainment Licence, Permit to Use (PTU), Temporary Change of Use Permit, Arts Entertainment Licence, Temporary Fair Permit, Advertisement Licence, Road Closure Permit, Public Liability Insurance.

### **1.4. Creative Production**

- The appointed company will be required to adapt the event's Key Visuals (KV) for the event collaterals. The appointed company will be required to set up the event microsite (event registration and virtual challenge) and produce (procurement, printing, setup) the following

event collaterals: event backdrop, on-site related event collaterals such as booth banners etc, event merchandise and relevant publicity materials

## 2. Proposed Timeline

Tasks/ Months	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Appoint Vendor												
Event Planning												
Design of Collaterals												
Apply Licenses/ Permits												
Publicity & Registration												
Production of Merchandises												
Launch Event Microsite												
Publicity												
Event Period												

## 3. Submission Requirement

- Kindly submit your proposal and quotation to [fundraising@hnf.org.sg](mailto:fundraising@hnf.org.sg) by 20 April 2023, 10:00am.
- The proposal should include the following documents:
  - Brief information on company, track record, portfolio, and overall efforts to generate positive social impact.
  - Information of the core project team members including profile, experience, roles, and responsibilities. Prior experience in planning large-scale sporting fundraising events would be an added advantage.
  - Overall programme which includes proposed concept/ theme and visual mock-up of event setting, logistics flow, manpower and related materials, i.e. stage backdrop, mood boards, proposed activities.
  - Key differentiating factor and experience for this event or Unique Selling Proposition
  - Detailed implementation timeline (e.g. a project Gantt chart) and project plan
  - Full breakdown of fees according to cost schedule provided in accordance to the event requirements.
  - All other supporting documents of similar past events of similar nature.
  - All optional items will help meet the event's objective.
- Tenderers may wish to provide proposals and cost breakdowns for optional items (outside base costs) that will help the event meet its objectives. HNF will indicate in writing should we procure any of the proposed optional services indicated in the proposal, should the need arise.
- Tenderers are requested to submit a proposal based on the event requirements above with a completed cost schedule (kindly refer to Annex B) and payment milestones. Tenderers who are offering a discount on products and services are requested to indicate the amount/services in cost schedule.

**ANNEX A: Vendor Evaluation Criteria**

Factor	Reasoning	Weightage	Score (On a scale of 1 to 5)		
			Vendor A	Vendor B	Vendor C
<b>Price Competitiveness</b>	Value for money – price quoted for the services required	30%			
<b>Quality and Suitability of Proposed Items</b>	Able to deliver the event requirements stated above	30%			
<b>Event Concept &amp; Programme</b>	<ul style="list-style-type: none"> <li>• Able to enhance participants' event experience through interactive features or USP to differentiate Tour De Care from other fundraisers / sports events</li> <li>• After the event, the participants are more connected with HNF's mission</li> <li>• Deliver a high-energy experience that keeps the participants meaningfully engaged throughout</li> </ul>	25%			
<b>Portfolio with Relevant Experience</b>	Vendors with relevant experience in managing similar fundraising or sports events	5%			
<b>Service Quality &amp; Reliability</b>	Ability to provide timely support to participants and HNF team's enquiries	10%			
		100%			

**ANNEX B: Cost Schedule**

No.	Item	Description	Quantity	Cost	Remarks
Mandatory Requirements					
1	Project Management	<ul style="list-style-type: none"><li>Assign staff to oversee end-to-end event planning and management</li><li>Ensure that the programme runs smoothly from start to end</li></ul>			
2	Venue/ Logistic Management	<ul style="list-style-type: none"><li>Arrange for logistical requirements for physical event setup and liaise with venue owners and necessary third-party vendors</li><li>Logistic required for physical event which includes but not limited to stage, backdrop, signages, booths, AV system etc (to indicate quantity, size and proposed placement)</li><li>Manpower to run the event</li></ul>			
3	Website Development	<ul style="list-style-type: none"><li>Development of event microsite which requires management of registration, customer service, setting up of virtual challenge, integration of payment gateway</li></ul>			
Total Cost					
Optional Requirements					
1	Creative Production	<ul style="list-style-type: none"><li>Adaptation of event key visual on marketing collaterals</li></ul>			
2	Production of Merchandise	Event Medals	1,000		
		Water Bottle	1,000		
		T-Shirts	1,000		
3	Emcee	4-hours hosting for the physical event			
4	Photography & Videography	Onsite photography coverage for physical event			
		Onsite videography coverage for physical event			
		Production of 90s post-event summary video with 3 revisions			
Total Cost					