

Home Nursing Foundation
Tender Notice
Invitation to Tender for Tour De Care 2026

Tender ID	HNF/2025/01
Date of Open Tender	12 June 2025
Description	Invitation to Tender – Tour De Care 2026
Closing Date and Time	25 June 2025, 10:00am
Submission	Kindly submit via email to fundraising@hnf.org.sg
Contact Persons	1. Soh Xin Hui (Tel: 9738 1002 Email: xinhui.soh@hnf.org.sg) 2. Loi San San (Tel: 8322 2614 Email: sansan.loi@hnf.org.sg)

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 parts 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.

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Invitation to Tender for Tour De Care 2026

Event Name	Tour De Care 2026
Event Objective	The event aims to raise awareness and support towards HNF and patients who require quality care and all-round support in our community.
Event Period	Virtual Event: 1 to 31 March 2026
	Physical Event: 21 March 2026
Publicity Period	1 Jan to 31 March 2026
Target Audience	Avid Cyclists, Fundraisers, Corporates
Budget	\$100,000

1. Scope of Work

1.1. Project Management

The appointed company will be required to:

- 1.1.1 Provide an experienced Project team (of minimum 2) with a project lead to plan and manage the event.
- 1.1.2 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 21 March 2026.
- 1.1.3 Attend WIP meetings with HNF and other partners involved in the running of the event when necessary.
- 1.1.4 Submit a detailed post-event report within 2 weeks of the event closing which includes the full programme, total attendees, feedback from participants and sponsors, and key learning points.

1.2. Stakeholder Management

The appointed company will be required to:

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

1.3. Venue/Logistic Management

The appointed company will be required to:

- 1.3.1 Production of event merchandise which includes t-shirts, medals etc.
- 1.3.2 Suggest venue floorplan for the physical event, 10KM, 20KM and 50KM cycling routes.
- 1.3.3 Track timing of the riders
- 1.3.4 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.
- 1.3.5 Ensure programme runs smoothly from the start to the end of event. Conduct pre-event rehearsal with audio/visual testing and emcee.
- 1.3.6 Compile and arrange all necessary AV, lighting, and technical requirements and ensure that they are in working condition on the event day.
- 1.3.7 Assign staff to manage AV, lighting, and all other technical needs for the full duration of the programme.
- 1.3.8 Provide manpower to help with registration on event day (21 March 2026)

1.3.9 Provide post-event review for Tour De Care

1.4. Creative Production

- 1.4.1 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.

1.5. Race Pack Collection

- 1.5.1 The appointed company will be required to set up and manage a Race Pack collection for participants for two days (7 & 8 March 2026).
- 1.5.2 Manpower needed to help with registration on Race Pack Collection
- 1.5.3 Provide post-event review for Race Pack Collection

2. Proposed Timeline

Tasks/ Months	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

- 3.1 Kindly submit your proposal and quotation to fundraising@hnf.org.sg by 25 June 2025, 10:00am.
- 3.2 The proposal should include the following documents:
- 3.2.1 Brief information on company, track record, portfolio, and overall efforts to generate positive social impact.
- 3.2.2 Information of the core project team members including profile, experience, roles, and responsibilities. Prior experience in planning events would be an added advantage.
- 3.2.3 Overall event approach which includes proposed theme/concept and visual mock-up of event setting and related materials, i.e. stage backdrop, mood boards, proposed activities.

- 3.2.4 Key differentiating factor for this event or possible Unique Selling Proposition
- 3.2.5 Detailed implementation timeline (e.g. a project Gantt chart)
- 3.2.6 Full breakdown of fees according to cost schedule provided in accordance to the event requirements.
- 3.2.7 All other supporting documents of similar past events of similar nature.
- 3.2.8 All optional items will help meet the event's objective.
- 3.3 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.
- 3.4 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.

Factor	Reasoning	Weightage	Score (On a scale of 1 to 5)		
			Vendor A	Vendor B	Vendor C
Price Competitiveness	Value for money – price quoted for the services required	30%			
Quality and Suitability of Proposed Items	Able to deliver the event requirements stated above	30%			
Portfolio with Relevant Experience	Vendors with experience in managing similar sports events and fundraisers	20%			
Event Concept	Able to enhance participants' event experience through interactive features or USP to differentiate Tour De Care from other cycling events	10%			
Service Quality & Reliability	Ability to provide timely support to participants and HNF team's enquiries	10%			
		100%			

No.	Item	Description	Deliverables	Cost	Remarks
Mandatory Requirements					
1	Project Management	<ul style="list-style-type: none"> Assign staff to oversee end-to-end event planning and management Ensure smooth execution of the programme from setup to teardown 	<ul style="list-style-type: none"> 1 dedicated event manager 1 assistant coordinator Bi-weekly status updates until a month before event Weekly status updates 1 month before event Event day operations plan 		Include escalation contact and contingency planning Target: 1,000 participants sign-ups
2	Venue/ Logistic Management for Event Day & Race Pack Collection	<ul style="list-style-type: none"> Arrange for logistical requirements for physical event setup and liaise with venue owners and necessary third-party vendors Logistic required for physical event which includes but not limited to stage, backdrop, signages, booths, AV system, etc 	Race Pack Collection: <ul style="list-style-type: none"> Venue booking and permit coordination Stage (1), Backdrop (1), Signages (min. 10), Booths (10), Full AV system setup Power supply and contingency equipment Floorplan and setup layout with branding proposals Min. 15 trained crew on-site Onsite registration, feedback collection (min. 200 responses) 		Include setup & teardown timelines Include proposed flow, activities, speaker/guest profiles
			Event Day: Full venue setup plan <ul style="list-style-type: none"> Stage (1), Backdrop (1), Signages (min. 20), Booths (10), AV System (1 full set) Placement and layout map Vendor coordination report Min. 15 trained crew on-site 		

3	Creative Production	<ul style="list-style-type: none"> Adaptation of event key visual on marketing collaterals 	<ul style="list-style-type: none"> 1 main key visual Adaptations: 5 digital banners, 2 posters, 3 social media formats, stage backdrop, signages (min. 20) 		Files must be delivered in editable and print-ready formats
4	Website Development	<ul style="list-style-type: none"> Development of event microsite which requires management of registration, customer service, setting up of virtual challenge, integration of payment gateway 	<ul style="list-style-type: none"> Fully responsive microsite with: <ul style="list-style-type: none"> Registration module FAQ / support section Virtual challenge dashboard Payment gateway integration (min. 2 modes) Site uptime: 99% during campaign Analytics and reporting dashboard 		Go-live timeline: 3 months before event
Total Cost					
Optional Requirements					
1	Production of Merchandise	<ul style="list-style-type: none"> Design and supply event giveaways 	Event Medals – 1,000 pcs		Include samples and production timeline
			Water Bottles – 1,000 pcs		
			Event T-Shirts – 1,000 pcs (with sizing breakdown)		
2	Emcee	<ul style="list-style-type: none"> Professional hosting for physical event 	<ul style="list-style-type: none"> 1 emcee for 4 hours Pre-event briefing and script coordination 		Include language proficiency and experience with similar events
3	Photography & Videography	<ul style="list-style-type: none"> Onsite photo & video capture Post-event highlights 	<ul style="list-style-type: none"> Photography: Full event day coverage (min. 6 hours) Videography: Full day coverage (min. 6 hours) Post-event: 90-sec highlight video & 10 best photos (on the day itself) Up to 3 rounds of revisions Delivery within 10 working days 		Include sample portfolio

4	Rental of Bicycles	Provide bicycles & helmets for participants	<ul style="list-style-type: none">Procure 300 rental bicycles & 600 helmets		
Total Cost					