

FOOTBALL ASSOCIATION OF SINGAPORE
100 Tyrwhitt Road, #01-02 Jalan Besar Stadium, Singapore 207542

(Company Registration No. S82SS0043B)

REQUEST FOR PROPOSAL
FOR THE PROVISION OF AMBULANCE SERVICES
(Our Ref: FAS/COMP/001/01/2020)

1. INTRODUCTION

The Football Association of Singapore (FAS) is registered as an Institution of Public Character (IPC) and a Charity. The principal activities of the Association are that of the promotion of professional and amateur football leagues and the organisation of football matches and competitions.

2. BACKGROUND

According to the competition regulations, an ambulance is required to be on standby at all times during a football match. This is in case someone gets injured and needs immediate medical attention or needs to be ferried to the hospital.

We have in the past worked with several vendors who provide ambulance service. They work closely with the FAS staff who are responsible for organizing the matches.

3. SERVICE REQUIREMENTS

The following are the service requirements:

- A. The FAS will inform Vendor when their services are required giving adequate notice prior to the day of the match. A reminder notice will be sent to the vendor at least three (3) days prior to match day.
- B. Vendor will send a confirmation email to the requestor to confirm whether they are able to be present on the day requested.
- C. Should there be a need to send the casualty to hospital, the casualty will be transported to the Accident and Emergency Department of the nearest government hospital (in reference to the match venue).
- D. Should an ambulance be required to dispatch the casualty to the hospital, a replacement ambulance should be activated to replace the first ambulance at the same match venue and should arrive within twenty (20) minutes from the time of departure of the first ambulance.
- E. If any additional equipment is required the vendor will be informed at least two days prior to the match.

4. SPECIFICATIONS

The Service Provider must meet the following Specifications:

- A. Be Licensed and Registered to provide such medical services.
- B. Be an established service provider.
- C. Be equipped as specified below in “ANNEX A – The Proposal” and be properly staffed with at least two (2) para-medics deployed for each match.
- D. Be able to accommodate last minute changes of location and requirements.

5. SERVICE PROVIDER’S OBLIGATIONS & RESPONSIBILITIES

The Service Provider shall have good knowledge and experience in providing medical and ambulance services at major events, including evacuation to hospital, if the need arises.

6. THE PROPOSAL

The pricing proposal in Annex A shall include all costs for providing the ambulance services and is deemed to include all manpower costs, systems and tools, contractor’s travel and transport expenses, overheads and all other associated costs.

The Requirements for the different level of matches are listed in “Annex A – The Proposal”. Please use Annex A to submit your fee proposal and charges. You will be allocated a certain number of matches depending on the rate/hour quoted.

The matches will be played in Singapore during the 2020 Football season, which will run from February 2020 to December 2020. The estimated number of matches that will be played at each level, are given in bold in Annex A.

Please include a list of your major clients in your proposal for our reference purposes and also provide supporting documents such as the registration certificate and any accolades received.

7. ACCEPTANCE OF PROPOSAL

The FAS is no under no obligation to accept the lowest proposal. It reserves the right to reject any or all proposals received in response to this RFP.

The FAS also reserves the right to appoint more than one service provider to meet its requirements.

8. TERMS OF ENGAGEMENT

A two-year agreement is contemplated on the following terms with the appointed vendor, with an option to renew for another two years thereafter, subject to an annual review.

- A. FAS staff (the Requestor) will send an email to the vendor to request for ambulance services, mentioning the type and name of event, the time and location.
- B. Vendor shall confirm, by email, whether they are able to accept the request and provide a quotation for their services.
- C. FAS will then issue a Purchase Order to confirm the booking.
- D. Should there be a need to send the casualty to the hospital, the casualty will be transported to the Accident and Emergency Department of the nearest government hospital.
- E. In such an instance, a replacement ambulance will be immediately dispatched to the match venue to replace the first ambulance.
- F. The ambulance medical team shall stand down only upon instructions from the Match Commissioner.

9. RIGHT TO EXTEND AND/OR RE-ADVERTISE THE RFP

FAS reserves the right to extend the proposal deadline or to re-advertise the RFP due to the receipt of insufficient number of proposals or proposals that do not meet the requirements.

10. NOTIFICATION OF AWARD

The job will be awarded to the proposal that is most favorable to the FAS.

A decision to select the successful service provider is expected to be made within thirty (30) days of the closing date for the proposals. The service provider who submits the successful proposal to this RFP, shall be informed of the decision in writing.

11. VALIDITY PERIOD OF PROPOSAL

The proposal shall remain valid for acceptance for 90 days and such extension as may be agreed to by the parties.

12. CONDITIONS OF PROPOSAL

All costs incurred in the preparation of the proposal responding to this RFP will be the responsibility of the service provider.

13. INQUIRIES

Inquiries (if any) pertaining to this RFP should be addressed to:

FAS Tenders
Football Association of Singapore
100 Tyrwhitt Road
#01-02 Jalan Besar Stadium
Singapore 207542

and sent to the following email address: tenders@fas.org.sg not later than

5 pm on Thursday 9 January 2020.

14. SUBMISSION OF PROPOSAL

All proposals, including Annex A, should be in writing and sent to FAS Tenders at the email address provided above.

15. CLOSING DATE FOR SUBMISSION OF PROPOSALS

All proposals must be submitted no later than **3:00 pm on Friday 17 January 2020.**

16. DECLARATION & SIGNATURE

The Proposal (Annex A) must be signed by a person authorized to act on behalf of the organisation and declare that he/she is authorized to submit the proposal on behalf of the organisation.

ANNEX A – THE PROPOSAL

The Football Association of Singapore
100 Tyrwhitt Road
#01-02 Jalan Besar Stadium
Singapore 207542

Quotation for Ambulance Services for 2020/2021

	FIFA/AFC International Matches	International Friendly Matches	Local Professional Matches	Local Amateur Matches
Arrival Time Before Kick-Off	120 mins (2hrs)	90 mins (1.5hrs)	60 mins (1hr)	15 mins
Estimated Number of Matches	6	12	12	182
Duration per match (hrs.)	4	3.5	3	2
No of Ambulances	2	2	1	1
Crew – Medic	4	4	2	2
Spinal Scoop Stretcher	1	1	1	1
Spinal Board with Head Immobilizer	1	1	1	1
Folding Canvas Stretcher	0	0	2	1
Basket Stretcher	2	2	0	0
Portable AED	1	1	1	1
Extra set of Equipment	1	0	0	0
Unit Rate/hour	\$	\$	\$	\$
GST Applicable (Y/N)				

Ad-hoc Charges (S\$) inclusive of GST (if applicable):	
Transfer of Casualty to Hospital (one-time charge)	\$
Extension of Service (per ½ hour)	\$
Additional Medic (per Pax per hour)	\$
Use of AED pads	\$

Equipment Required:
A. Comprehensive First Aid Kit
B. Oxygen Supply
C. Airway Set
D. Ambu-Bag
E. Cervical Collar Set
F. Limb Immobilizer Equipment
G. Vital Signs Monitoring Devices & Stethoscope
H. Main Ambulance CO Stretcher with Canvas

Terms and Conditions:

1. Please indicate if the costs quoted are subject to GST.
2. A quotation must be provided for each match. FAS will issue a Purchase Order if the quotation is accepted.
3. The quotation should be inclusive of all medical consumables (inclusive of oxygen administration).
4. **A separate invoice should be sent for ad-hoc charges (such as use of AED pads and transfer of casualty to the hospital).**
5. **Should the event be delayed or prolonged for any reason, the additional ambulance fees shall be billed in 30-minute intervals.**
6. **The Invoice must indicate the Type & Name of Event, Match No (if any), Location, Start and End Time and FAS Purchase Order number and include the name of the FAS staff requesting the service.**

Declaration:

I, _____ declare that I am authorized to act on behalf of _____ (company name) to submit this Proposal.

Name: _____

Signature/Date: _____

Designation: _____

Tel No: _____ Email: _____

Organisation Name: _____

Address: _____

Tel No: _____

Name of Contact Person: _____:

Tel: _____ Mobile: _____ Email: _____

Company Stamp: _____