



SINGAPORE JUDO FEDERATION  
(National body for Judo in the Republic)  
Email: singaporejudofederation@gmail.com  
www.sjf.sg

### Invitation to Quote (ITQ)

Singapore Judo Federation invites interested parties to quote for the supply of the service(s) set out in detail in "Requirement Specifications" to this Invitation-to-Quote (ITQ). Suppliers have to complete all relevant parts of this document and attach it in the quotation.

Quotations are to be delivered electronically to the following addresses:

1. SJF Secretariat: [singaporejudofederation@gmail.com](mailto:singaporejudofederation@gmail.com)
2. Head of Coaching and Education: [faizal2805@hotmail.com](mailto:faizal2805@hotmail.com)

The deadline for submission is **1<sup>st</sup> October 2018**.

### 3. Scope of ITQ

<b>Project Name</b>	Curriculum Development (Lesson and Assessment Plans) of Level 1 Integrated (Judo) Coaching Programme.
<b>Objectives</b>	To incorporate Technical Module and Theory Modules into Integrated Curriculum content documents to be used for conducting Level 1 SG Coach (Judo).
<b>Content to be developed:</b>	
<b>Lesson and Assessment Plans</b>	<ul style="list-style-type: none"><li>• Introduction</li><li>• Course Objectives</li><li>• Syllabus</li><li>• Assessment Plan and Criteria</li></ul>
<b>Participants' Training Notes and Workbook</b>	Preparation of the various syllabus stated in the Lesson and Assessment Plan.
<b>Risk Assessment</b>	Supplier to evaluate and identify the various risk of each activities conducted and produce a risk assessment matrix(RAM).
<b>Scheme of Work</b>	Level 1 Technical / Integrated (Judo) Coaching Course <ul style="list-style-type: none"><li>• Objectives</li><li>• Prerequisites</li><li>• Course Duration</li><li>• Attendance Requirement</li><li>• Test and Passing marks</li><li>• Details of each topic/sub-topic – Learning outcomes, resources, duration</li></ul>



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**4. Requirement Specification**

S/No	Description of Requirements / Specification	Compliance	Remarks						
1	Curriculum Design of the Level 1 Integrated (Judo) Coaching Programme	YES / NO							
2	All required documents and materials for the completion in accordance to the expectation of Singapore Judo Federation	YES / NO							
3	Post-Programme plans	YES / NO							
<p>Supporting documents on the ITQ to be supplied for evaluation. Please ensure that the following documents are submitted for evaluation:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td>Course conductor(s), potential course conductor(s) and / or content developer(s) Curriculum Vitae (C.V.) and professional certificates (e.g. sports coaching certificate(s))</td> </tr> <tr> <td style="height: 20px;"></td> <td>Proposal and Scope of Services for the Design of SG Coach Level 1 Integrated Program for JUDO</td> </tr> <tr> <td style="height: 20px;"></td> <td>Track Record for Curriculum Development (if any)</td> </tr> </table>					Course conductor(s), potential course conductor(s) and / or content developer(s) Curriculum Vitae (C.V.) and professional certificates (e.g. sports coaching certificate(s))		Proposal and Scope of Services for the Design of SG Coach Level 1 Integrated Program for JUDO		Track Record for Curriculum Development (if any)
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	Proposal and Scope of Services for the Design of SG Coach Level 1 Integrated Program for JUDO								
	Track Record for Curriculum Development (if any)								

**5. Cost Schedule; Please use the following format in quotation.**

S/No	Description of Requirements	Qty	Unit Price (Exclude GST)	Total (Exclude GST)
1	Curriculum Design - Training Appendix - Overall Scheme of Work - Assessment Rubrics - Risk Assessment			
2	Content Development - Content Modules - Lesson Plans			



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## 6. Vendor Evaluation Criteria

The evaluation criteria for the selection of the supplier will be based on:

S/No	Criteria	Weightage
1	Not debarred from public sector quotations on or after the closing date	*Critical
2	All prescribed forms and documents required in this ITQ	*Critical
3	Price Competitiveness	50%
4	Quality of Integrated Coaching Programme	50%

Note: Only Bids that fully meet the requirements will be considered for evaluation.  
\*Critical: Failure to meet will be subjected to disqualifications.

## 7. Supplier Details to be provided in Quotation

<b>Name of Company:</b>	
<b>Authorized Signature:</b>	
<b>Name:</b>	
<b>Designation:</b>	
<b>Email address / Contact Number:</b>	