

Tender Document for Hotel Accommodation Provision for South East Asia Youth Table Tennis Championships 2026 Singapore

Introduction

The Singapore Table Tennis Association (STTA) invites proposals from qualified hotels to provide comprehensive accommodation and hospitality services for participants, officials, and delegates attending the Southeast Asia (SEA) Youth Table Tennis Championships 2026.

The SEA Youth Championships is an esteemed annual table tennis competition for players aged under 19, representing countries within the Southeast Asian region. It also serves as a qualifying tournament for the Asian Youth Championships held in the same year.

The event will take place in Singapore from 15 to 19 April 2026, and these tender covers accommodation and related services for the entire duration, including early arrivals and late departures.

The tender specifications can be found in **Annex A**. All interested hotels are invited to submit their proposal, together with the reply slip in **Annex B**.

Please kindly note that the Singapore Table Tennis Association (STTA) is a non-governmental organisation and charity recognised as the national sports body for table tennis by Sport Singapore.

Thank You

Warmest Regards,

Singapore Table Tennis Association

Annex A: Tender Specifications for the Provision of Accommodation Services for Teams

For the purpose of this tender, STTA shall be known as the Organiser.

1. Definitions

For the purpose of this tender exercise, the following definitions would be used.

Term	Definition
The Organiser	SEA Youth Championships 2026 Singapore Local Organising Committee (SEA Youth Championships 2026) headed by Singapore Table Tennis Association (STTA)
The Contractor	Appointed hotel partner for SEA Youth Championships 2026
Vendor/s	Hotels that are interested in submitting a partnership proposal
SEA Youth 2026 Guests	Athletes, Officials and accompanying personnels of SEA Youth Championships 2026 housed at the official hotel

2. Timeline for SEA Youth Table Tennis Championships 2026 Singapore

Date/Day	Description	Remarks
13 April 2026, Monday	Arrival of teams	A Team Information Desk will be set up by the Organiser at the hotel lobby to assist SEA Youth 2026 guests with queries
14 April 2026, Tuesday	Training Day	
15 April 2026, Wednesday	Competition Day	
16 April 2026, Thursday	Competition Day	
17 April 2026, Friday	Competition Day	
18 April 2026, Saturday	Competition Day	
19 April 2026, Sunday	Competition Day	
20 April 2026, Monday	Departure of teams	

3. Scope of Services

The Contractor will be responsible for providing the following services:

3.1. Accommodation

- A total of guaranteed **70 rooms (for 6 nights)**, with capacity of up to approximately **150 rooms**, including a mix of single and twin-sharing rooms.
- Rooms must be well-maintained, clean, and equipped with basic amenities such as air conditioning, en-suite bathrooms, and free Wi-Fi.
- Accommodation will be required from **13 to 20 April**, with flexibility for early check-ins and late check-outs for a portion of the delegation.

3.2. Dining

- Daily **buffet breakfast** for all SEA Youth Championships 2026 guests
- Meals should comprise **non-vegetarian, vegetarian and Halal-certified options** for SEA Youth Championships 2026 guests

3.3. Event Facilities

- At least one **ballroom or large function room** for the **Welcome Dinner on 13 April** capable of accommodating **up to 300 guests** with banquet seating.
- A minimum of **two conference rooms** or meeting spaces for team briefings and planning sessions, equipped with audiovisual facilities (e.g., projectors, microphones, and whiteboards).

3.4. Transportation

- **Airport transfer services** to and from Changi Airport for all guests, including early and late arrivals (if available)

3.5. Technology and Connectivity

- Free **high-speed Wi-Fi** in all rooms, conference spaces, and common areas, with sufficient bandwidth to accommodate large groups.
- Availability of IT support for audiovisual equipment during meetings or events.

3.6. Additional Services

- **24-hour front desk** and concierge services.
- Laundry facilities, with options for both **self-service** and hotel-managed laundry.

4. Eligibility Criteria

Vendors submitting proposals must meet the following minimum criteria:

- Hold a minimum rating of 3 stars.
- Preferably with experience in hosting large-scale sports events or groups.
- Be able to accommodate special dietary needs such as halal and vegetarian requirements, where possible.

- Guarantee room availability and services during the specified period.
- Able to provide additional rooms upon request during the specified period
- Provision for the release of extra rooms at no additional charge upon confirmation of participation by teams

5. Submission Requirements

Interested vendors **must submit a comprehensive proposal along with the tender submission reply form (Annex B), and Acknowledgement of Exclusion Criteria and Conflict of Interest/Non-Collusion Clauses (Annex C)** that includes the following:

5.1. Hotel Profile

- Hotel name, address, and primary contact details.
- Overview of facilities and services offered, including room descriptions, dining options, and event spaces.

5.2. Pricing Details

- Detailed cost breakdown per room type, inclusive of taxes and service charges.
- Pricing for meal packages and any add-on services, such as meeting room rentals, laundry, or transportation.
- Group discounts or complimentary offers (e.g., complimentary rooms for team officials or discounted meal packages).

5.3. Proposed Services

- Confirmation of the hotel's ability to meet the outlined scope of services.
- Information on value-added services, such as complimentary amenities, sponsorship options, or upgrades.
- A risk management plan to ensure uninterrupted services during the event.

5.4. Experience and References

- Details of previous events hosted, particularly those involving sports delegations or international groups.

6. Prices

Any Government Service Tax or additional service charges must be clearly indicated on the Price Schedule (Annex B) to provide a full picture of the contractual cost. The Organiser shall not be liable for any costs that are neither indicated in the tender nor informed before the contract is signed. Upon contract confirmation, prices are considered as final.

7. Payment Terms

Due to its non-profit nature, the Organiser does not hold significant reserves to allow payment of arrears in full. However, the Organiser undertakes to complete the payment of all outstanding amounts due to all contractors within 30 days of all relevant documentation (i.e invoices/receipts and bank details) are submitted in good condition and accurate, to the Organiser before or on 20 April 2026. Invoices or receipts that are submitted after 20 April 2026 shall be processed within 30 days of the date of submission. Vendors should bear this in mind when proposing the Payment Schedule and Terms.

Any amendments to the invoice due to the Contractor's oversight shall renew the notice period for payment from the date of revision. The Organiser shall be entitled to off-set against the price set out in the Contract any sum owed to the Organiser by the Contractor.

Payments shall be made via bank transfers only.

8. Clarifications

Vendors may seek clarification of the tender with the following:

Daniel Tan

Marcom and Events Manager

Singapore Table Tennis Association

Email: danieltan@stta.org.sg

Phone: +65 6354 1014

9. Submission Details and Deadline

Proposals must be labelled as such:

**Tender Document for the Provision of Accommodation for Southeast Asia (SEA) Youth
Table Tennis Championships Singapore 2026**

Reference Number – STTA001/2025

Vendor Name

Vendor Contact and Number

Proposals must be submitted by Thursday, 8 May 2025, 12:00 PM (Singapore time) to:

Sport Singapore

3 Stadium Drive, 397630

Tender Box C

Attention: Daniel Tan

Marcom and Events Manager

Singapore Table Tennis Association

5 Stadium Drive, #03-40, Singapore 397631

Email: danieltan@stta.org.sg

Do note office opening hours is Mon – Fri, 9.00am - 6.00pm



Singapore Table Tennis Association

(Affiliated to the International Table Tennis Federation and Asian Table Tennis Union)
5 Stadium Drive, #03-40 OCBC Arena S397631 Tel: (65) 6354 1014 Fax: (65) 6353 9109

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10. Timeline

Description	Date
Tender Notice and Invitation to tender (ITT)	21 April 2025
Closing Date for Proposal Submissions	8 May 2025, 12pm
Award of Tender/Partnership	July 2025
Reservations	December to March 2026
Event Dates	14 to 19 April 2026

11. Evaluation Criteria

Tenders submitted will be evaluated on the following:

Criteria	Description	Weightage
1	Proximity to competition venue by public and private transportation	10
2	Price	40
3	Quality of proposal eg, Rooms, Amenities, Meals	25
4	Compatibility of payment schedule and terms	15
5	Experience and track record	10
	Total	100%

12. Late tenders

Tenders received after the Closing Date will not be considered, unless the Organiser announces an extension for all Vendors due to exceptional circumstances.

13. Acceptance of tenders

The Organiser may, unless the Vendor expressly stipulates to the contrary in the tender, accept whatever part of a tender that the Organiser wishes. The Organiser is under no obligation to accept the lowest or any tender.

14. Alternative offer

If the Vendor wishes to propose modifications to the tender (which may provide a better way to achieve the Organizer's requirements), these may, at the Organiser's discretion, be considered as an Alternative Offer. The Vendor must make any Alternative Offer before the Closing Date. The Organiser is under no obligation to accept Alternative Offers.

15. Non-Disclosure and Confidentiality

Vendors must treat the Invitation to Tender (ITT), contract and all associated documentation (including the Specification) and any other information relating to organizer's employees, officers, partners or its business or affairs as private and confidential. Vendors shall:

- a. recognise the confidential nature of the information;
- b. respect the confidence placed in both parties by maintaining the secrecy of the Confidential Information;
- c. not employ any part of the Confidential Information without Organiser's prior written consent, for any purpose except that of tendering from organizer;
- d. not disclose Confidential Information to third parties without Organiser's prior written consent;
- e. not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to the Organiser;
- f. use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- g. Notify Organiser immediately of any possible breach of the provisions of such and acknowledge that damages may not be an adequate remedy for such a breach.

16. Exclusion Criteria

Any Vendor submitting a tender proposal is required to confirm in writing:

- a. Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning

those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b. Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgement in any court of law whether national or international;

c. Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates. Any Vendor will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

17. Conflict of Interest / Non-Collusion

Any Vendor is required to confirm in writing:

a. That it is not aware of any connection between it or any of its directors or senior managers and the staff of the Organiser which may affect the outcome of the selection process. If there are such connections, the Vendor is required to disclose them.

b. That it has not communicated to anyone other than the Organizer on the amount or approximate amount of the tender.

c. That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

18. Award Procedure

The Organiser will review all proposals after the Closing Date and determine, in accordance with the Evaluation Criteria, whether to award the contract to any one of them.

19. The Contract

The contract awarded shall be for the mentioned services required, subject to the Organiser's agreement to the Vendor's proposal. The Organiser reserves the right to undertake a formal review of the contract.

20. Indemnity

The Contractor shall indemnify the Organiser in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Organiser as a result of or in connection with any act or omission of the Contractor or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Organiser by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services by the Contractor.

21. Termination / Cancellation

The Organiser may terminate the Contract with immediate effect by giving written notice to the Contractor and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Contractor at any time if the Contractor:

- a. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order;
- b. or is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Organiser. In the event of termination, all existing purchase orders must be completed.

22. General

- a. The Contractor shall not use the Organiser's name, branding or logo other than in accordance with the Organiser's written instructions or authorisation.
- b. The Contractor may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Contractor's prior written consent.

- c. Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- d. If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- e. Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- f. The Contract shall be governed by and construed in accordance with Law. Parties irrevocably submit to the exclusive jurisdiction of the courts to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- g. A person who is not a party to the Contract shall not have any rights under or in connection with it.

Annex B: Reply Form for Tender Submission

SEA Youth Table Tennis Championships 2026

Please complete the form below and submit it along with your proposal by Friday, 8 May 2025, 12pm to the address below:

Sport Singapore

3 Stadium Drive, 397630

Tender Box C

Attention: Daniel Tan

Marcom and Events Manager

Singapore Table Tennis Association

5 Stadium Drive, #03-40, Singapore 397631

Email: danieltan@stta.org.sg

Do note office opening hours is Mon – Fri, 9.00am - 6.00pm

1. Hotel Information

- Name of Hotel: _____
- Address: _____
- Contact Person: _____
- Designation: _____
- Phone Number: _____
- Email Address: _____

2. Room Accommodation Details

- Total Number of Rooms Available: _____

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- Room Breakdown:
 - Single Rooms: _____
 - Twin Rooms: _____
- Confirmation of Dates Available (12 to 19 April) Yes / No
- Special Features (e.g., adjoining rooms, suite availability): _____

3. Dining Services

- Daily Breakfast Included: Yes / No
- Availability of Halal-Certified and Vegetarian Meals: Yes / No

4. Facilities and Services

- Ball room for welcome dinner Available: Yes / No
 - Capacity: _____
- Conference Rooms Available: Yes / No
 - Capacity: _____
- Wi-Fi Speed (Mbps): _____
- Laundry Services Provided: Yes / No

5. Transportation Services

- Airport Transfers: Yes / No
- Price: _____
- Additional Transport Options (if any): _____

6. Pricing

Room

- Room Rates (SGD) inclusive of breakfast:

- Single Room: _____
- Twin Room: _____

Ballroom

- Function Room for Welcome Dinner: _____
- Buffet Dinner (per pax up to 300pax): _____
- Additional Costs (if any): _____

7. Value-Added Services

- Please list any complimentary or value-added services offered: _____
- _____

8. References

- Event 1:
 - Name of Event: _____
 - Year Hosted: _____
- Event 2:
 - Name of Event: _____
 - Year Hosted: _____

9. Declaration I, the undersigned, declare that the information provided is accurate to the best of my knowledge and that our hotel meets the eligibility criteria stated in the tender document.

Name: _____

Designation: _____

Signature: _____

Date: _____

Please attach supporting documents, including a detailed proposal, pricing breakdown, and references, and submit them before the deadline.

Annex C DECLARATION ON HONOR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

(To be completed by the authorised representative of the tenderer)

SEA Youth Table Tennis Championships 2026 Singapore

Tender for Provision of Accommodation Services

1 SUBMITTED by:

Tenderer name	
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2 STATEMENT:

I, the undersigned, (Name) _____ being the authorised representative of the above tenderer, hereby declare that:

(a) Exclusion Criteria

- Neither the Tenderer nor any related company to which the Tenderer regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither the Tenderer nor a company to which the Tenderer regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgement in any court of law whether national or international;
- Neither the Tenderer nor a company to which the Tenderer regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in

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accordance with the legal provisions of the relevant country in which it the Bidder operates.

(b) Conflict of Interest / Non Collusion

- That the Tenderer is not aware of any connection between it or any of its directors or senior managers and the staff of the Singapore Table Tennis Association which may affect the outcome of the selection process. If there are such connections, the Tenderer will disclose in writing to the Management of Singapore Table Tennis Association
- That the Tenderer has not communicated to anyone other than the Singapore Table Tennis Association on the amount or approximate amount of the tender.

3 Authorised Representative

Name	
Designation	
Signature	
Company Stamp	
Date	