

REQUEST FOR PROPOSAL (RFP) FOR A REVENUE-SHARING MODEL FOR MULTI ACTIVITY KIDS CAMP FOR 2 BASE YEARS (2026 & 2027) & 1 OPTION YEAR (2028) WITH OCBC ARENA

1. INTRODUCTION

OCBC ARENA is pleased to invite qualified partners to participate in the above-mentioned Request for Proposal (RFP).

Closing Date & Time	Monday, 8th Dec 2025, 4.00pm
Submission	<ul style="list-style-type: none">• Please email the proposal in pdf format to ocbc.arena@sportshub.com.sg• Please indicate “RFP Submission for OCBC Arena Netball Programme 2026” in the email subject.
Validity Period	3 calendar months from closing date shown above

2. PARTNERSHIP OBJECTIVES

- . To co-develop and offer kids programmes that cater to the children to participate and learn during the school holidays. To improve childrens' development and motor skills while participating in fun activities.
- . To create a vibrant sporting hub that remains bustling with activities throughout the year.

3. EVALUATION CRITERIA

- . The proposal will be evaluated together based on the evaluation criteria as follows:

S/n	Evaluation Criteria	Weightage
1	Revenue Sharing Ratio	50%
2	Quality of proposed training programme	30%
3	Suitability of Instructors <ul style="list-style-type: none">. Qualification. Coaching Experience	20%

4. REQUIREMENT SPECIFICATIONS

A. Name of Activity

Provision of Instructors for the **OCBC Arena's Multi Activity Kids' Camp** for children aged between 3 to 12 for 2 years.

B. Programme Objectives

- I. To assist in the development of children.
- II. To teach participants sports fundamentals including passes, footwork, and develop their ability to develop and trial our different sports.
- III. To cultivate in children the joy of learning and playing sports.

C. Scope of Services

- I. Develop a CRM system (platform) to manage participants online registration and Programme
- II. Fee collection.
- III. Provide KASM with a monthly report at the last day of the month detailing all general KASM and customer feedback received from the platform.
- IV. Provide KASM with the CRM administrative account to review the sign-ups and fees collected.
- V. Plan and design a developmentally appropriate schedule and training plan that caters to the following age group with the intent to provide and encourage participants to progress from one age group to the next.
- VI. Tailor teaching methods for each of the programme age groups to enable them to develop their motor skills proficiency as they progress to the next age group.
- VII. To provide and cater for all the necessary sports equipment and logistics required to carry out the camps.
- VIII. Prepare the necessary marketing collaterals for all the programmes prior to the start of each term and to ensure that the branding is approved by KASM marketing team in writing by email.
- IX. Provide participant tees unique to the programme and have the design approved by KASM marketing team prior to the start of the term. These tees must be distributed to the participants before the start of the term and has to be worn by both the instructors and participants throughout the programme/ session.
- X. To ensure compliance with the standards set by the following Key Performance Indicators (KPIs) which is part of the programme's deliverables.

S/n	KPIs	Description	Evaluation Date
1	Sign-up Rate	Achieve a minimum “per camp” sign-up of four (10) participants for each class	At the end of each Camp
2	Attendance	Achieve an overall participation rate of no less than 80% in each of the class during the Term.	At the end of each Camp
3	Quality of Programme/Activity	Achieve a “Satisfactory” or higher rating in feedback surveys provided by participants or their parents/legal guardians (if applicable)	At the end of each Camp

D. Specifications for Instructors

- I. Designate a Head/ Principal instructor to serve as the primary coordinator, managing the programme operations on site, communications and conveying expectations and requirements to all instructors.
- II. Be present to actively coach, supervise and exercise due diligence in their duty of care for participants at every training session.
- III. Be equipped with excellent communication skills with the ability to manage both parents and participants’ expectations, queries and feedback.

E. Qualifications

- I. All Instructors must be registered and licensed coaches with proof of certifications provided.
- II. All Instructors must have valid first-aid with CPR and AED certifications. All overseas first-aid license will need to be validated by the Singapore Resuscitation and First Aid Council. Applicants must complete the validation on their own and submit the approval to the Partner for submission.

F. Base Contract Period

- i **Start Date:** 2nd Jan 2026 or date of issuance of Contract, whichever is later

- ii **End Date:** 31st Dec 2027

G. Option Contract Period

- I. **Start Date:** 1st Jan 2028
- II. **End Date:** 31st Dec 2028

The option may be exercised by KASM on an annual basis prior to the expiry of the then current Contract Period.

H. Venue of Activity

- I. OCBC Arena

Change in or Cancellation of Sessions

- I. The Partner shall not cancel a scheduled session without KASM's approval, which shall not be unreasonably withheld.
- II. In the event the Partner cancels a scheduled session without KASM's approval, KASM may issue a letter of warning to the Contractor. Cancellation of sessions without KASM's approval shall constitute grounds for termination of the Contract.
- III. The Partner shall arrange for a make-up session in the event any scheduled sessions are cancelled due to maintenance or displacement due to an event.

I. Contract Price & Revenue-Sharing Ratio

- I. Interested Partners are to quote their price and revenue-sharing ratio

J. Payment Mode

- I. The Partner will directly administer the collection of the fees from the participants and provide KASM with a consolidated revenue report at the end of each term. KASM will invoice the partner for its share of the revenue once it has acknowledged the revenue report.
- II. The Partner has 14 days to pay KASM's share of the revenue upon receipt of the invoice from KASM.

5. Submission Instructions

(i) Evaluation

If necessary, KASM may appoint an evaluation team to ascertain each partner's ability to meet the evaluation criteria. This may entail the following:

Interviewing the potential Instructor/s;

Requesting feedback from other organisations that have previously engaged the potential Instructor/s; and requesting lesson observation with any potential Instructor/s.

(ii) Submission of Proposal

Interested Partners must submit a Proposal which fully complies with this RFP, including all the form(s) prescribed herein.

Partners are required to submit the following data or documents together with their RFP for evaluation. Failure to do so may render the RFP incomplete and liable for disqualification.

The following partner's details:

- Name of Partner
- Business Name
- Type of Business Entity: Sole proprietorship/partnership/company
- Business Registration Number / Unique Entity Number (UEN)
- Registered Business Address
- Business Contact Number
- Business Email Address

Partners are to adhere to the Submission and Award timeline as tabled below. KASM reserves the right to award the Contract in whole or in part to one or more partners.

KASM is under no obligation to accept the proposal with the highest revenue-sharing proposal.

S/n	Timeline	Date/ Time
1	Submission Open for RFP	Monday, 1st Dec 2025, 4.00pm
2	Submission Close for RFP	Monday, 8th Dec 2025, 4.00pm
3	Appointment of Programme Partner	Friday, 12 th Dec 2025
4	Programme Commences	Friday, 2nd Jan 2026

KASM reserves the right to award the Contract in whole or in part to one or more partners.

KASM is under no obligation to accept the proposal with the highest revenue-sharing proposal.

For Enquiries

Please submit any of your queries pertaining to this RFP to ocbc.arena@sportshub.com.sg.