INVITATION TO QUOTE ("ITQ") FOR THE CONDUCT OF WORKSHOP CUM CLINIC ON GRANT PROPOSAL WRITING

1. TYPE OF QUOTATION

The Quotation shall be on a Lump Sum basis. The Lump Sum Quotation Price shall allow for all necessary requirements, labour, tools, equipment, transportation, etc. needed to complete the Services.

2. FIRM PRICE CONTRACT

The Lump Sum Quotation Price shall be firm and Bidders shall allow for all risks, any imposition of quota, currency rate fluctuation, fuel price increases, CPF contributions, material prices and wages fluctuations that may affect the Lump Sum Quotation Price after the closing date of the Quotation.

3. ACCEPTANCE OF QUOTATION

SG Enable reserves the right not to accept the lowest or any Quotation that SG Enable may receive.

SG Enable reserves the right to accept and award the Quotation either in total or in parts.

4. ALTERATIONS, ERASURES, AMENDMENTS, OR QUALIFICATIONS

Bidders shall not make any alterations, erasures, amendments or qualifications direct onto any part(s) of the ITQ. Where such alterations, erasures, amendments or qualifications are considered necessary, Bidders shall bring such alterations, erasures, amendments or qualifications to the attention of SG Enable by way of a separate letter and attach it together with this electronic submission. Any alterations, erasures, amendments or qualifications which are not indicated clearly in separate attachments as aforesaid but made directly on the ITQ, whether discovered before or after award of the Quotation, shall not be acceptable and shall be deemed not to have been made.

5. SCOPE OF SERVICES

This ITQ aims to appoint a suitable trainer to conduct 2 grant proposal writing workshops for 15-25 attendees per session. The aim is to equip participants with the necessary knowledge to (a) articulate their theory of change and social impact through the Logic Model, (b) formulate programme evaluation, (c) understand the key considerations in the development of a marketing or outreach plan (d) develop sustainability plans for their grant projects and (e) refine their grant projects for presentation and pitching.

The workshop shall include but not limited to the following topics:

- Logic Model
    - Components of the Logic Model
    - Case studies of Logic Model
    - Application of Logic Model to participantsô projects

- Programme Evaluation
    - 2 ï 3 programme evaluation frameworks
    - Key components of programme evaluation
    - Data Collection, Analysis and Presentation

- Marketing / Outreach Plans
    - Key considerations in the development of a marketing plan to reach out to a target audience

- Sustainability Plans
    - Understanding the Cost Structure and identifying the Revenue Streams so as to create and articulate a sustainable and scalable financial business model

- Refinement of Grant Projects
    - Developing a concise grant proposal to be presented and pitched
    - Presenting a pitch

Each workshop shall be conducted over 2 days. The first workshop shall be conducted over 2 days in the week of 28 March 2016 and in the week of 4 April 2016, excluding weekends. The second workshop is expected to be conducted in the last 2 weeks in September 2016; the exact dates will be confirmed later.

Vendors shall expect 2 ï 3 meetings with SG Enable to understand the scope of the workshop and be prepared to revise the workshop programme and materials with SG Enableôs input. SG Enable will also have all rights to the materials produced.

Vendors will be responsible for the sourcing of the location for the conduct of the workshops. The workshops could be conducted at the vendorôs own premises, or other venues as deemed suitable. The workshop venue must be accessible to wheelchair users.

The workshops shall also highlight channels through which the attendees can raise queries related to the class, outside of the workshop hours. Platforms for peer support, if any, shall also be highlighted.

6. EVALUATION CRITERIA

Quotation evaluation will be based on the following criteria:

S/NO.	Description
1	Relevant experience of instructors
2	Comprehensiveness of workshop programme
3	Price competitiveness

7. CONDUCT OF WORKSHOP

Upon award, the vendor is expected to commence the workshop within one month from the day of award.

8. SUBMISSION OF QUOTATION

The following documents are to be submitted:

a. Break down Cost of Quotation in the format set out in Annex A;
b. Profile of proposed trainers;
c. Proposed workshop programme and duration; and
d. (Optional) Samples of similar programmes previously conducted by the Tenderer, if available

Bidders will be disqualified if they fail to submit any of the above documents

9. CLOSING DATE

The deadline for the submission of quotation is no later than **5 pm on 26 Feb 2016**. Please email your submission to enablinglivesgrant@sgenable.sg.

For any clarifications, please contact:

Ms Sally Khoo
DID: 6505 6489
Email: sally.khoo@sgenable.sg

ANNEX A

INVITATION TO QUOTE ("ITQ") FOR THE CONDUCT OF WORKSHOP CUM CLINIC ON GRANT PROPOSAL WRITING

Breakdown Cost of Quotation

S/NO.	Description	Qty	Unit Price	Total Price	Remarks
1	Conduct of 1 workshop covering the topics identified in **Section 5: Scope of Services**				
			Sub-total (for 2 workshops)		
2	(Optional) Value added services				
			Total price		