

COVERING LETTER

- 1 The Singapore Sports Council (rebranded as “**Sport Singapore**” or SportSG with effect from 1 April 2014) invites you to submit a proposal in respect of the specifications listed in Section 2 (Requirement Specifications) of this document.
- 2 Vendors are reminded to submit their proposal in accordance with the instructions listed in Section 6 (Proposal Submission) of this document. SportSG reserves the right to reject any proposal that is not submitted in accordance with the instructions.
- 3 Vendors are to submit their proposal by hand at SportSG Headquarters, Tender Box D, no later than **Thursday, 5 November 2026, 12pm**. Submission will **not** be accepted after the Closing Date and Time.

Proposals shall be submitted by hand in a sealed envelope, clearly marked as:-

Tender:	Power Bank Rental / Charging Kiosks
Address to:	Sport Singapore 3 Stadium Drive Singapore 397630
Tender Box No.:	Tender Box D
From:	[Vendor's Company Name] [Vendor's Registered Address]

- 4 Vendors shall furnish a **tender deposit of \$190** in the form of a cashier's order, regardless of the proposed number of kiosks. Cashier's order shall be payable to ‘**Singapore Sports Council**’.
- 5 Unsuccessful tender deposits will be returned to Vendors free of interest within 14 working days after the announcement of award, and the successful Vendor's tender deposit will be banked in and used to offset either the Security Deposit or subsequent months' licence fees.
- 6 Vendors are reminded that any withdrawal of proposal and/or offer after successful award shall be subjected to potential penalties and debarment from future Government contracts.
- 7 For clarifications or to request for a sample Licence Agreement, you may contact Poon Ying Ying at POON_Ying_Ying@sport.gov.sg and Doris Toh at Doris_TOH@sport.gov.sg. The deadline for clarification is **Tuesday, 27 October 2026, 12pm**. Clarification via telephone or fax will **not** be entertained.

SECTION 1: INTRODUCTION

- 1 ActiveSG is a national movement by Sport Singapore (“**SportSG**”), to promote inclusive and widespread participation in sport, through accessible facilities and programmes offered to all ages and abilities.
- 2 ActiveSG manages facilities over 40 locations across Singapore, of which includes 25 pools, 30 gyms, 19 sports halls and 13 stadiums¹. Please refer to Annex A of this document for a non-exhaustive list of ActiveSG locations.
- 3 Today, ActiveSG serves over 2.6 million users across Singapore, with a reach of different audience groups within the community. Users range from all age groups, with the majority being working adults aged twenty (20) to fifty-nine (59).
- 4 ActiveSG aims to expand the offerings at our Sport Centres through added services, to enhance our visitors’ experience and engagement. For this purpose, SportSG is inviting like-minded businesses interested in contributing to the sports community, to participate in this Call for Partnership (Licence) to deploy, operate and maintain **10 to 30 power bank rental and/or charging kiosks at SportSG facilities, for a period of 3 years with the option to extend for a further 3 years.**

¹ SportSG reserves the right to add and/or remove locations as and when required, as well as to adjust the timeline for opening of new facilities and rejuvenation plans.

SECTION 2: REQUIREMENT SPECIFICATIONS

1 PURPOSE

- 1.1 The Vendor shall deploy, operate and maintain a **minimum of 10** power bank rental and/or charging kiosks, up to a **maximum of 30** kiosks across all SportSG premises.

2 DESIGN / SPECIFICATIONS

- 2.1 The Vendor shall display **clear information and instructions** to purchase (i.e. price of rental, payment options, process of rental and return) on the kiosks, for customers to make an informed decision prior to the transaction.
- 2.2 The Vendor shall submit the design specifications (i.e. power requirement, dimensions and total number of power bank / charging slots per kiosk) of the kiosks to SportSG.
- 2.3 The Vendor **shall not put up any third-party branding and/or advertisement** on the kiosks. Any digital panels available on the kiosks shall be reserved for the Vendor's and/or SportSG's use only.

3 PRICING CAP

- 3.1 As a guide to keep the service affordable for the public, the price **shall not exceed S\$1.00 per 30-minute block of rental**. This price cap serves as a guide, and the Vendor is allowed to propose their intended pricing model for the business.
- 3.2 This price cap shall be inclusive of Goods and Services Tax ("GST") and for the duration of the Licence Period. All proposed pricing at point of award shall be valid for the duration of the Licence Period. Any subsequent pricing changes shall be subjected to SportSG's approval, and the Vendor shall provide the necessary justifications as and when requested.

4 PAYMENT OPTIONS

- 4.1 The Vendor shall deploy kiosks that accept **cashless payment options only**.

5 SERVICE STANDARDS

- 5.1 The Vendor shall ensure all kiosks are **operational every day**, including Saturdays, Sundays and Public Holidays, minimally during ActiveSG's operating hours (i.e. 7am – 10pm), with the exception of scheduled closures² where applicable.

² SportSG reserves the right to adjust ActiveSG facilities' operating days and hours as and when required. For more information on facility closures refer to the latest schedule [here](#).

- 5.2 The Vendor shall maintain **at least 1 form of customer support channel** (i.e. Hotline/WhatsApp) that is operating minimally during office hours (i.e. Monday to Friday, 9am – 6pm) and details shall be stated clearly on the kiosks.
- 5.3 The Vendor shall ensure that the kiosks are always operating at optimum professional standards that meets all the necessary safety and compliance standards set out by the relevant government authorities, with the necessary licences and/or permits to operate the intended business at SportSG facilities.
- 5.4 The Vendor shall be responsible to maintain and upkeep the conditions of the power banks and/or charging ports. The Vendor shall service the kiosks regularly or as and when required by SportSG.
- 5.5 The Vendor shall be liable for all costs, responsibilities and/or liaison with guests on feedback management and service recoveries where required. Such instances may include, but are not limited to:
- a) Refund-related feedback (i.e. power bank did not dispense from slot after payment, faulty power bank, or order still ongoing despite returning, etc.)
 - b) Incorrect pricing charges

In the event of any disputes, SportSG's decision shall be final.

Note:

1. SportSG reserves the right and discretion to appoint the Licence **in whole or in part** to one or more Vendors, or to no Vendor at all.
2. SportSG reserves the right to reject any proposals that are not in compliance with the terms and scopes as set out in Clauses 1 to 5 above.

SECTION 3: LICENCE PERIOD

- 1 The Licence shall be for a **period of 3 years, with an option to extend for a further 3 years**, on such terms as may be set by SportSG, upon the written request of the Vendor.
- 2 Such request to be given at least 6 months before the expiration of the Licence Period, and to be granted at the sole discretion of SportSG.
- 3 Upon the renewal, SportSG reserves the right to revise the Licence Fees and Utility Charges in accordance with the prevailing market rate, and other Terms and Conditions set out in the Licence.
- 4 The **target commencement date** of the Licence Agreement is **1 January 2027**. The deployment of kiosks may be in phases and/or may require co-ordination between Vendors.

SECTION 4: LICENCE FEE

- 1 The Vendor shall submit an offer for a **Variable Licence Fee per month**, based on a percentage of the total monthly gross sales, that shall be payable to SportSG.
- 2 The offer quoted shall exclude utility charges, that shall be payable to SportSG at \$50 per kiosk per month (excluding the prevailing GST). As and when there is an increment or reduction in the number of kiosks, the utility charges shall be pro-rated based on the actual number of days deployed for the affected month.
- 3 The Vendor shall provide SportSG with a **monthly unaudited sales report** no later than 20th of the following calendar month for the purpose of billing. The report shall capture the sales amount and utility charges (S\$), with breakdown by each deployed kiosk.
- 4 The Vendor will also be required to provide certified true copies of **sales report by an external auditor³ every quarter** i.e. every 3 months, by no later than the 28th of the following calendar month, for the purpose of verifying billing amounts.
- 5 The offer shall be provided in accordance with the prescribed format as set out in Annex B of this document. Proposals with Licence Fees of any other permutations will not be accepted.

Note:

1. The Vendor shall bear and pay to SportSG all amounts of GST chargeable at the time of the Licence.

³ For avoidance of doubt, licence fees and utility charges shall be payable to SportSG on a monthly basis according to the unaudited sales report, and a quarterly audited report shall be furnished to SportSG to ensure accuracy of billing.

SECTION 5: OTHER LICENCE TERMS

- 1 The Vendor shall **undertake all costs for installation and operations**, which includes deployment, relocation, removal, maintenance and servicing of the power bank / charging kiosks, and any other miscellaneous costs.
- 2 The deployment areas within ActiveSG Premises (also known as “**Licensed Area**”) shall be on an as-is-where-is basis and mutually agreed after the successful award. The Vendor shall be deemed to have visited ActiveSG Sport Centres and assessed the Licensed Area. SportSG may at its sole discretion during the Licence Period, request the Vendor to relocate the kiosks due to site requirements, constraints, etc.
- 3 The Vendor shall comply with “**Clean Venue**” requirements when required, where the kiosks may be covered up entirely, when the venues and/or facilities are used for national and/or international games and events. In such event, SportSG will notify the Vendor of such requirement in writing.
- 4 The Vendor shall make all payments promptly on or before the due date stated on the invoice. Failing which SportSG reserves the right to charge interest for late payment on the outstanding amount at the prevailing rate.
- 5 The Vendor shall at its own cost, effect and keep effected with necessary **insurance policies** (in the joint names of SportSG and the Vendor), which shall include but not limited to, public liability, all risks, fire, and any other insurance which are required by law, for the operation of the kiosks during the Licence Period.
- 6 SportSG shall not be liable for any losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability incurred by the Vendor or any person arising from or in relation to the intended business at SportSG facilities.
- 7 The Vendor will be required to pay a **Security Deposit of \$190**, regardless of the number of power bank rental / charging kiosks deployed. The Security Deposit will be held by SportSG throughout the Licence Period and refunded back to the Vendor 1 month after the expiry or termination of agreement, or such longer period as may be necessary in connection with the Licence Agreement.
- 8 The Security Deposit shall be made payable to SportSG in the form of a cash deposit or a guarantee issued by a participating financial institution under the eGuarantee@Gov programme.
- 9 Either party may **terminate** the agreement, without furnishing any reasons, by giving at least 6 months’ notice in writing.

SECTION 6: PROPOSAL SUBMISSION

- 1 The following list of information and/or documents are to be included as part of the proposal, to be submitted by hand at SportSG Headquarter, Tender Box D:
 - 1.1 The Vendor's **company profile**, of which should include but not limited to:
 - a) Total number of power bank rental kiosks / charging kiosks deployed in Singapore (at the point of submission); and
 - b) Number of years in the industry providing power bank rental / charging kiosks.
 - 1.2 Proposal on **business concept and plans**, of which includes but not limited to:
 - a) Proposed locations and number of kiosks to deploy;
 - b) Design and specifications of kiosks (including visuals of the kiosk, number of slots per kiosk, kiosk dimensions, power point requirements, etc.);
 - c) Pricing model and payment options available;
 - d) Consumer process of rental and return;
 - e) Service standards (to include customer support channel(s) available and expected turnaround response time, repair turnaround time, refund processes, etc.);
 - f) Lead time required to commence and operationalize upon notification of award from SportSG (including necessary testing and deployment);
 - g) A sample of the monthly sales report that will capture sales amount and utility charges by per kiosk; and
 - h) Any additional requirements that may form as a condition to the proposal, for SportSG's consideration and approval.
 - 1.3 **Proposed Licence Fee** – shall be duly completed in accordance with the prescribed format as set out in Annex B of this document. There shall be no alteration to the text/format.
 - 1.4 The Vendor's **financial records**, where the following documents shall be duly submitted:
 - a) Company's Accounting and Corporate Regulatory Authority (ACRA);
 - b) Company's Questnet Corporate Search; and
 - c) Company's past 3 years of audited financial statements.

Note:

1. SportSG reserves the right to (i) allocate the appropriate scoring for any missing information which are required in the evaluation assessment; and (ii) reject any proposals that are incomplete or not in accordance with the above submission instructions and/or with SportSG's clarifications.
2. SportSG is not binded to accept the highest bid or any bid, and in no case will any Vendor be allowed to claim against SportSG for any expense incurred in the preparation of the proposal.
3. In the event SportSG seeks clarification on any aspect of the proposal, the Vendor shall provide full and comprehensive response within 3 working days of SportSG and/or the representative's notification.
4. Any Vendors found to be in breach, termination or abandonment of other contracts, or have provided false information in the Proposal Submission, may be subjected to forfeiture of deposits, potential penalties and/or debarment from future Government contracts.

SECTION 7: EVALUATION CRITERIA

All proposals shall be evaluated based on the following criteria⁴:

1 **CRITICAL CRITERIA**

Non-compliance with any of the critical criteria will preclude the Proposal from further evaluation by SportSG:

1.1 **Debarment Status**

The Vendor shall not be debarred on or after the closing date of the Call for Partnership, by the Standing Committee on Debarment, c/o Ministry of Finance, from participating in public sector projects.

1.2 **Compliance with the minimum number of 10 kiosks** as listed in Para 1.1 of Section 2 of this document.

1.3 **Compliance with the design specification** of not putting up third-party branding and/or advertisement as listed in Para 2.3 of Section 2 of this document.

1.4 **Compliance with the price cap** of S\$1.00 per 30-minute block of rental as listed in Para 3.1 of Section 2 of this document.

1.5 **Compliance with cashless payments only** as listed in Para 4.1 of Section 2 of this document

2 **OTHER CRITERIA**

2.1 Proposals which have fulfilled the Critical Criteria shall be further evaluated based on the Other Criteria as listed below:

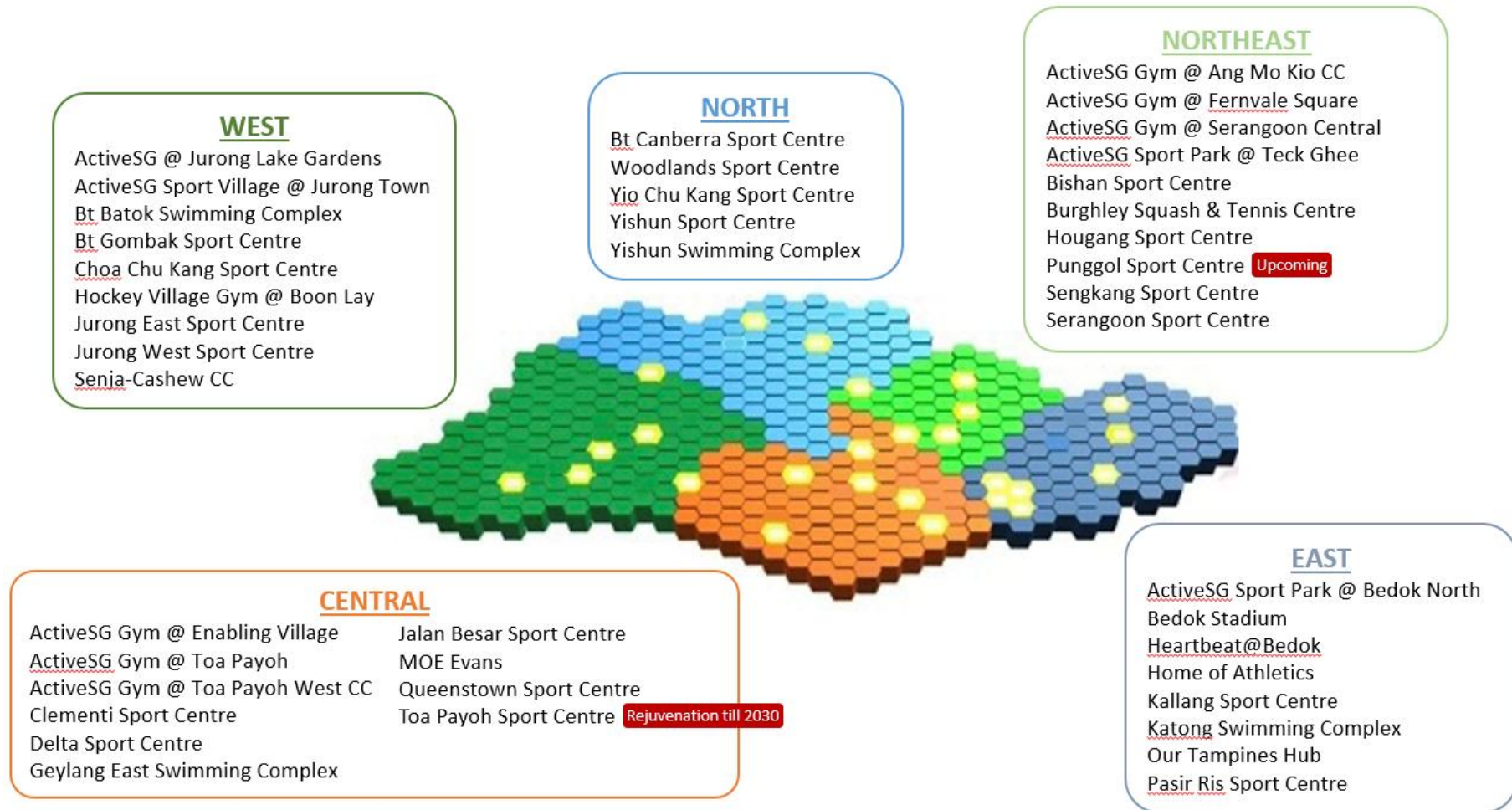
S/N (Ranked by weightage)	Other Criteria
1	Variable licence fee per month
2	Number of kiosks currently deployed in Singapore
3	Number of years in the industry
4	Financial soundness
5	Track record with SportSG*

**This criterion will not be taken into consideration for vendors with no past track record with SportSG.*

⁴ SportSG shall not be obliged to enter into any correspondence with any Vendor regarding the reasons for non-award and/or acceptance of Proposal.

ANNEX A

LIST OF ACTIVESEG LOCATIONS



Note:

1. SportSG reserves the right to add and/or remove locations as and when required, as well as adjust the timeline for our rejuvenation plans. For more information on ActiveSG facilities closure, refer to the latest schedule [here](#).

ANNEX B

PROPOSED LICENCE FEE

With reference to Section 4 and Section 6 (Para 1.3) of this document, the Vendor shall submit an offer for a Variable Licence Fee that will be payable to SportSG per month. The prevailing GST shall apply at the point of payment.

	Licence Fee per month
10 to 30 kiosks across all SportSG premises	_____ % of total monthly gross sales + \$50 per kiosk per month for utility charges