

PUBLIC DOCUMENT

INVITATION TO QUOTE

Project Name:

ITQ.CE.2026.04

IBF Award Winners

Photography 2026



The Institute of Banking & Finance

10 Shenton Way

#13-07/08 MAS Building

Singapore 079117

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1. INTRODUCTION

1.1 The Institute of Banking and Finance (“IBF”) is issuing this Invitation to Quote (“ITQ”) to identify suitable entity(ies) (hereinafter referred to as the “Vendor”) to submit quotations for photography of 35 to 45 award winners (individuals) for the IBF Awards 2026.

2. BACKGROUND

2.1 The Institute of Banking and Finance Singapore (IBF) was established in 1974 as a not-for-profit industry association to foster and develop the professional competencies of the financial industry. IBF represents the interests of close to 250-member financial institutions including banks, insurance companies, securities brokerages, and asset management firms. In partnership with the financial industry, government agencies, training providers and the trade unions, IBF is committed to equip practitioners with capabilities to support the growth of Singapore’s financial industry.

2.2 IBF is the national accreditation and certification agency for financial industry competency in Singapore under the Skills Framework for Financial Services, which were developed in partnership with the industry. Individuals who complete the IBF-accredited skills training programmes and meet the relevant criteria may apply for IBF Certification.

2.3 Since 2018, IBF is the appointed programme manager for the administration of career conversion programmes for the financial industry supported by Workforce Singapore. As programme manager, IBF will partner financial institutions to re-skill employees for expanded roles and opportunities in growth areas.

2.4 IBF also provides personalised career advisory to Singapore Citizens and Singapore Permanent Residents exploring a new role in, or career switch into the financial industry, under IBF Careers Connect. Since mid-October 2020, IBF has been appointed by the National Jobs Council as the Jobs Development Partner for the financial industry.

3. OBJECTIVE

3.1 The IBF will be organising its annual Distinction Evening Gala on 24 September 2026 (please note that date is subject to change based on availability of our Guest-of-Honor). The IBF Distinction Evening is IBF’s flagship gathering of up to 500 senior professionals and leaders in the financial sector to celebrate progress and achievements in skills and workforce development. The event is graced by a Ministerial level Guest-of-Honour and is the platform where IBF confer the IBF Awards, which recognises professional excellence and contributions to the development of Singapore’s financial sector.

3.2 As part of the awards ceremony, IBF requires professional portrait photography services for recipients of the IBF Distinguished Fellows and IBF Fellows awards. The photos will be used for:

- Business Times Advertisement featuring all winners of the IBF Awards 2026
- On screen during the award presentation ceremony (in Award slides, and in Award Videos)
- Framed Portrait of individual winners
- IBF website and other corporate materials

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 In view of the high signature of the IBF Awards, IBF seeks to engage a professional photography studio to conduct portrait photography for approximately 35 – 45 winners (finalised number will be shared in July / August)

4.2 Portrait Photography of last year's winners can be found here:

- [IBF Website](#)
- [Business Times Advertisement](#)

4.3 Photography Sessions will include:

- 20 – 30-minute timeslots for each winner to take photos, select photo on the spot
- Finalise their name (spelling) and sign off

4.4 Vendor is to provide the following:

- Set up and tear down of photoshoot in IBF Office (Level 13, MAS Building)
- All photography equipment (including lighting, camera, backdrop, power cables)
- Live tethering for photo selection on the spot (winners must be able to review images immediately during the shoot, select and sign-off on the final photos to be used by IBF for the IBF Awards)
- Assistant to help liaise and sign off with winners on confirmed photos and correct name to display
- Selected photos to be uploaded and saved onto IBF's preferred and selected database. This is to ensure alignment with IBF PDPA guidelines.
- Photo retouching services
- In addition to retouched selected photo, vendor to remove background of selected photos by winners, and upload to IBF's preferred and selected database. To help IBF size photos for Portraits, Slides and Website (up to three different dimensions, IBF to advise). Database should therefore include, the retouched photo (with background), and the retouched photo with background removed in up to three different dimensions.
- Quick turnaround time for photo editing
- Track record of service provider in delivery of similar photography services
- Photoshoot for 35 to 45 pax allocated between five consecutive working days
- Additional photoshoot days at vendor's studio for winners who cannot make it for any of the shoot days in the office.

5. PROJECT DELIVERABLES & SCHEDULE

The vendor shall deliver the following based on the timelines below unless otherwise instructed by IBF.

Date	Item
2 April 2026	Submission of quotation and concepts
7 April 2026	Appointment of vendor
July – August 2026	Award Winners Finalised
August 2026	Photoshoot and Clearance with IBF Award Winners
End August	Final edited photos submitted to IBF

6. EVALUATION CRITERIA

6.1 The following are the criteria used for the evaluation of all proposals received by IBF for this ITQ and its weightage (%):

S/N	Evaluation Criteria	Weightage
1	Relevant experience and expertise of Service Provider Track record of service provider in delivery of similar photography services	20%
2	Professionalism and Responsiveness of Photographer(s) Professionalism and responsiveness demonstrated during clarification of quotation via call, including clarity of communication, preparedness, and understanding of requirements.	15%
3	Comprehensiveness of Services Provided Quality and comprehensiveness of proposal to meet objectives, to cover the full scope of the project and deliver on final outcomes	25%
4	Ability to Meet Timeline Ability to meet project timeline to produce all items to order production timeline of different award collateral that are dependent on the photos.	10%
5	Price Price proposed that meets all requirements specified	30%

6.2 If IBF seeks clarification upon any aspect of the quotation, the Vendor shall provide full and comprehensive responses within three (3) days of notification.

7. SUBMISSION DETAILS

7.1 All Vendors are required to complete the attached form “Quotation” found in Annex A, with the completion of the Functional Specifications detailed in Part II: Details of Proposed Project.”

7.2 All Vendors are required to provide one (1) soft copy (PDF format) of the quotation to IBF **no later than 2 April 2026, 5 PM**, Singapore time. All proposals must be clearly titled with “Quotation for IBF Award Winners Photography 2026” and addressed to procurement@ibf.org.sg

7.3 The IBF reserves the right not to accept late submissions. IBF also reserves the right to cancel, or modify in any form, this ITQ for any reason, without any liability to IBF. All proposals submitted will remain confidential.

8. CONFIDENTIALITY

8.1 The Vendor shall ensure the absolute confidentiality of the data and information provided by IBF or any other organisation identified by IBF for this project and shall not, under any circumstances, release or communicate through any means, in whole or in part, any information to any third parties. All correspondence and communication with all external parties, pertaining to matters relating to this project, shall be made only through IBF.

8.2 The Vendor shall submit, together with their proposals, an undertaking to safeguard the confidentiality of all information revealed to them.

8.3 Upon completion of the project, and with written consent from IBF, the vendor shall dispose of all personal data (including photos, images, visual and audio recordings) within a reasonable period agreed upon with IBF. The vendor shall also submit it in writing to IBF once it has disposed of all collected personal data.

9. INDEMNITY AGAINST A THIRD PARTY

9.1 The Vendor shall indemnify and hold harmless IBF and its partners and employees from and against any foreseeable loss, expense, damage or liabilities (or actions that may be asserted by any third party) that may result from any third party, claims arising out of or in connection with the project and will reimburse IBF for all costs and expenses (including legal fees) reasonably incurred by IBF in connection with any such action or claim.

10. NOTIFICATION OF UNSUCCESSFUL BID

10.1 Notification will not be sent to unsuccessful Vendors by IBF.

11. ENQUIRIES

11.1 All enquiries pertaining to this ITQ may be directed to tiffany@ibf.org.sg and celeste@ibf.org.sg



ANNEX A – QUOTATION

IBF Award Winners
Photography
IBF.CE.2026.04

Name of Corporate Entity:

For Internal (IBF) Use only

Date Received:

Officer-in-charge:

USEFUL NOTES

(A) Submission of Proposal

To assist us in reviewing your quotation in the shortest time possible, please provide the requested information completely and accurately. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.

You are advised to contact us should you have any difficulties in completing the form or if you need any further information.

One (1) soft copy (PDF format) of the proposal shall be emailed to procurement@ibf.org.sg **no later than 2 April 2026, 5 PM**, Singapore time. All proposals must be clearly marked as "Quotation for IBF Award Winners Photography 2026"

(B) Structure of the Proposal

The complete proposal consists of:

Annex A:

Part I – Company Data and Project Team Details

Part II – Details of Proposed Project and Costs &

Fees

Part III – Non-disclosure and Undertaking (Third Parties)

(C) IBF reserves the right to conduct interviews and on-site visits during the review of the quotation

(D) The Company in submitting this quotation undertakes not to divulge or communicate to any person or party any confidential information, including but not limited to any documents that may be forwarded from IBF to you subsequently, without having first obtained the written consent of IBF.

PART I – COMPANY DATA AND PROJECT TEAM DETAILS

1. GENERAL

(a) Company Name: _____

(b) E-mail Address: _____

2. COMPANY EXPERTISE

Please provide background information on the company and how it is suited to meet the scope of work and deliverables of this project. To also include three past projects that are like the portrait photography sessions required for this project.

3. CLIENTELE LIST

Please provide a list of your company's key clients, including those in the financial industry and government sector.

4. PROJECT TEAM DETAILS

Please provide a list of the project team members who will be assisting with this project, and details of their expertise and experience which are relevant to this project. This should include their current roles and responsibilities as the company.

PART II – DETAILS OF PROPOSED PROJECT + COST AND FEES

S/N	Specifications	Please provide description and state any other relevant details	Cost
1	<p>Relevant experience and expertise of Service Provider</p> <p>Share portfolio link of similar portrait photography work by vendor to demonstrate relevant experience</p>		
2	<p>Professionalism and Responsiveness of Photographer(s)</p> <p>Please describe your approach to client communication and responsiveness, including how you manage pre-shoot briefings, on-site coordination with winners, and response times to IBF queries during the project.</p>	<p><i>Please provide a brief description of your communication process and any relevant examples of responsiveness during past projects.</i></p>	
3	<p>Comprehensiveness of Services Provided</p> <p>Quality and comprehensiveness of proposal to meet objectives, to cover the full scope of the project and deliver on final outcomes in compliance with the equipment, setup, timeslot and winner management requirements specified in Paragraph 4 above</p>	<p><i>Propose treatment and styling of photos</i></p> <p><i>Provision and set up of equipment at the IBF Office</i></p> <p><i>To provide IBF with equipment as stated in paragraph 4</i></p> <p><i>Management of Winners – from photography, selection of photos and confirmation of Name to accompany photos.</i></p>	
4	<p>Ability to Meet Timeline</p> <p>Photos must be retouched and selected to meet the deadline set by IBF. Please also state your proposed editing turnaround time per batch of photos (i.e. number of business days from each shoot day to delivery of retouched images).</p>		

5	<p>Project Fee Quotation Template</p> <p>As number of winners will only be confirmed around July/August 2026 – please quote pricing for the following items:</p> <ul style="list-style-type: none"> • Set up and tear down of photoshoot in IBF Office (Level 13, MAS Building) • All photography equipment (including lighting, camera, backdrop, power cables) • Live tethering for photo selection on the spot (winners must be able to review images immediately during the shoot, select and sign-off on the final photos to be used by IBF for the IBF Awards) • Assistant to help liaise and sign off with winners on confirmed photos and correct name to display • Selected photos to be uploaded and saved onto IBF’s preferred and selected database. This is to ensure alignment with IBF PDPA guidelines. • In addition to retouched selected photo, vendor to remove background of selected photos by winners, and upload to IBF’s preferred and selected database. To help IBF size photos for Portraits, Slides and Website (up to three different dimensions, IBF to advise). Database should therefore include, the retouched photo (with background), and the retouched photo with background removed in up to three different dimensions. • Photo retouching services with quick turnaround time • Photoshoot for 35 to 45 pax 	<p><i>Please provide information on the detailed applicable fees and any other applicable costs and payment schedule expected for the completion of this project.</i></p>	
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	<p>allocated in 20 – 30 minute slots in 5 consecutive working days from 10am – 12pm and 2pm – 5pm</p> <ul style="list-style-type: none">• Additional studio photoshoot day(s) for winners unable to attend office sessions (please quote per day rate and per pax rate)		
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PART III – NON-DISCLOSURE AND UNDERTAKING (THIRD PARTIES)

IMPORTANT NOTES

1. The Institute of Banking and Finance (“the **Organisation**”) is legally required to comply with the provisions of the *Personal Data Protection Act* (No. 26 of 2012) (“the **Act**”). Failure to comply with the Act may result in penalties being issued against the Organisation.
2. To ensure compliance with the Organisation’s internal policies in relation to the Act, all third-party contractors and/or service providers are required to sign this Undertaking.
3. This Undertaking shall be signed before the commencement of work and/or services for the Organisation.

A. CONTRACTOR / SERVICE PROVIDER'S DETAILS

1.	Name of Contractor / Service Provider's Company ("Service Provider"):	
2.	Company UEN No:	
3.	Contact Number:	
4.	Address:	
5.	Email Address:	
6.	Nature of Work / Service provided to Organisation ("Purpose"):	

B. UNDERTAKING

1. Access to Personal Data, non-public and sensitive information ("**Confidential Information**") may be required in the performance of the Service Provider's Purpose. "**Personal Data**" shall have the meaning given to it in the Act and refers to information about an identified or identifiable individual, where the individual refers to a natural person, whether living or deceased. It covers all forms of personal data, whether in electronic or non-electronic form.

2. Should the Service Provider have access to such Confidential Information, the Service Provider undertakes that it shall not under any circumstances release or disclose such Confidential Information to any third party or third-party organisation. The Service Provider shall protect such Confidential Information and will employ all reasonable efforts to maintain the confidentiality of such Confidential Information.

3. The Service Provider shall implement such security measures as are necessary to protect the Confidential Information against unauthorised access, collection, use, disclosure, copying, modification, disposal, or any other form of processing (as defined under the Act).

4. The Service Provider shall not retain any Confidential Information (or any records containing Confidential Information) for any period longer than is necessary to serve the purposes of this Agreement.
5. The Service Provider shall, upon the request of the Organisation, return to the Organisation all Confidential Information; or delete all Confidential Information in its possession, and, after returning or deleting all Confidential Information, provide the Organisation with written confirmation that it no longer possesses any Confidential Information. Where applicable, the Service Provider shall also instruct all third parties to whom it has disclosed Confidential Information for the purposes of this Agreement to return to the Service Provider or delete, such Confidential Information.
6. The Service Provider shall immediately notify the Organisation of any suspected or confirmed unauthorized access, collection, use, disclosure, copying, modification, disposal, or any other form of processing (as defined under the Act) and/or misuse of Confidential Information. Without prejudice to any other rights and remedies that the Organisation may have, the Service Provider shall at its own expense render all necessary assistance to the Organisation to investigate, remedy and/or otherwise respond to such unauthorised access, collection, use, disclosure, copying, modification, disposal or any other form of processing (as defined under the Act).
7. The Service Provider shall immediately inform the Organisation if any Confidential Information is lost, destroyed, or becomes damaged, corrupted, or unusable. Without prejudice to any other rights and remedies that the Organisation may have, the Service Provider shall restore such Confidential Information at its own expense.
8. Before the Service Provider discloses Personal Data of any third-party individuals to the Organisation, the Service Provider undertakes to obtain all necessary consents required under the Act for the Organisation to collect, use and/or disclose such personal data.
9. The Service Provider undertakes to comply with all obligations that apply to it under the Act and all subsidiary regulations that may be enacted from time to time under the Act.

C. CONSEQUENCES OF BREACH OF UNDERTAKING

The Service Provider acknowledges that:

1. In the event of any breach or neglect of its obligations under this Undertaking, the Organisation may exercise its right to refuse the Service Provider access to the Organisation’s premises and facilities.
2. If the Service Provider should breach any provisions of this Undertaking, the Organisation may suffer immediate and irrevocable harm for which damages may not be an adequate remedy. Hence, in addition to any other remedy that may be available in law, the Organisation is entitled to injunctive relief to prevent a breach of this Undertaking.
3. Without prejudice to any other clause(s) in this Undertaking, the Service Provider shall bear all liability and shall fully indemnify the Organisation against any and all actions, claims, proceedings (including proceedings before the Personal Data Protection Commission (“PDPC”)), costs (including costs of complying with any remedial directions and/or financial penalties that may be imposed by the PDPC on the Organisation), damages, legal costs and/or other expenses incurred by the Organisation or for which the Organisation may become liable due to any failure by the Service Provider or its employees or agents to comply with any of its obligations under this Undertaking.
4. Even after the Service Provider ceases its Purpose at the Organisation, it agrees that the obligations herein shall continue.

Name of Service Provider: _____

Service Provider’s Company Stamp: _____

Name of Representative of Service Provider: _____

Signature of Representative of Service Provider: _____

Date: _____