

**PUBLIC DOCUMENT**

**INVITATION TO QUOTE**

**Project Name:**

IBF LEADERSHIP FORUM 2025 EVENT MANAGEMENT SERVICES

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## CONTENTS

1.	INTRODUCTION	3
2.	BACKGROUND	3
3.	OBJECTIVE	3
4.	PROJECT SPECIFICATION AND REQUIREMENTS	4
5.	PROJECT DELIVERABLES AND SCHEDULE	4
6.	EVALUATION CRITERIA	5
7.	SUBMISSION DETAILS	5
8.	CONFIDENTIALITY	6
9.	INDEMNITY AGAINST A THIRD PARTY	6
10.	NOTIFICATION OF UNSUCCESSFUL BID	6
11.	ENQUIRIES	6
12.	ANNEX A	7

## **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 proposals for the provision of event management services for the IBF Leadership Forum 2025.

## **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 over 200-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 organizing the IBF Leadership Forum on 1 August 2025<sup>1</sup> (Event Day). The IBF Leadership Forum is a gathering of 100 – 150 senior professionals and leaders from the financial sector to foster connection amongst members and allow engagement with Singaporean leaders on key national developments. There will also be a smaller networking and sharing session for 40 participants in the afternoon before the main event.

3.2 The tentative programme for the event is outlined below.

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<sup>1</sup> The date of the event is currently tentative

Time	Programme
A) Afternoon Event	
2.40pm	Arrival of guests for Networking Session ( <i>Meeting room for 40 pax required</i> )
3.00pm	Welcome Remarks and Panel Discussion
5.00pm	End of Networking Session
B) Evening Event	
5.00pm	Arrival of guests
5:10pm	Welcome remarks by emcee
5:15pm	Fireside chat with GOH
6:00pm	Panel discussion
6.45pm	Sharing by Interest Groups
7.00pm	Buffet Dinner commences

#### 4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 In light of the event's importance, it is essential that the evening's proceedings are professionally managed, we would like to invite an event management company to provide event management services for the IBF Leadership Forum 2025 including the following:

4.1.1 Provision, operation, and management of Audio-Visual equipment for the event

4.1.2 Event photography and videography services for the event

4.1.3 Event management services including oversight of event set-up, manpower to assist with registration and logistics oversight for the event on-site

4.2 Vendor should make provisions for IBF to cancel the event with a minimal 3 weeks' notice or change the date of the event should there be any unexpected events at no charge. Vendor should also clearly state postponement and cancellation terms in their proposal for IBF's assessment.

#### 5. PROJECT DELIVERABLES & SCHEDULE

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

Date	Item
1 July 2025	Pre-event site walk through for all required venue for the IBF Leadership Forum 2025
1 day before Event Day	Pre-event set-up of all required venues for IBF Leadership Forum 2025. Ballroom should be ready by 9am on Event day.
Event Day	Full event set-up of event venue, and rehearsal based on finalised event run-down, guest registration and Event management

## 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	Event management	<b>70%</b>
	• AV (for both IBF Leadership Forum and Networking Session)	20%
	• Event photography/videography	10%
	• Sustainability	5%
	• Risk Management Services	5%
	• Pre-event and event day management support	20%
	• Track record or experience managing similar events and ministerial level VIPs in the past 3 years	10%
2	Price Competitiveness	<b>30%</b>

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

## 7. SUBMISSION DETAILS

7.1 All Vendors are required to provide one (1) soft copy (PDF format) of the proposal to IBF **no later than 30 May 2025, 5 PM**, Singapore time. All proposals must be clearly marked as “IBF Leadership Forum 2025 Event Management Services” and addressed to:

The Institute of Banking & Finance  
Email: [procurement@ibf.org.sg](mailto:procurement@ibf.org.sg)

7.2 The vendor shall propose a detailed cost breakdown for each item required. Proposed fees should be provided using the ‘**Proposal Template**’ in **Annex A**. If applicable, the vendor shall propose a payment schedule for the project in accordance with market practice, with full and

final payment made upon successful implementation of IBF Leadership Forum 2025.

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

## **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 [nicole@ibf.org.sg](mailto:nicole@ibf.org.sg) and cc [events@ibf.org.sg](mailto:events@ibf.org.sg)

## Annex A – Proposal Template

S/N	Project Item	Submission	Meet Requirements (Yes/No) <i>Details in bullets or provide reference to details in Proposal</i>	Price <i>Please provide fees for each item if applicable. Please note that fees quoted shall be in Singapore Dollars only and exclude GST. All fees quoted shall be final</i>
1	Event Management	<i>Please provide a quote for event management services for the event including Event setup, manpower to assist with registration and logistics oversight for the event on-site.</i>		
2	Audio-Visual support	<i>Please provide list of AV equipment proposed for the smooth conduct of the event, inclusive of projector, microphones etc</i>		
3	Sustainability	<i>Please submit any sustainability practices that will be included/proposed for the event</i>		
4	Risk Management Services	<i>Please provide breakdown for risk management contingencies for the event in the event of a security breach, cancellation etc.</i>		

5	Event photography/videography	<i>Please provide breakdown of the proposed photography and videography for the event, including for archival purposes</i>		
6	Event Track Record	<i>Please provide experience of management of events of similar scale and stature</i>		



