

**PUBLIC DOCUMENT**

**INVITATION TO QUOTE**

**Project Name:**

IBF LEADERSHIP FORUM 2025 VENUE AND CATERING

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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 proposals for the provision of venue and catering 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 The vendor is to provide venue and catering for the IBF Leadership Forum 2025 according to the requirements below.

Project Item	Requirement
Date & Time	The venue is to be available on Event Day and 1 day before event for pre-event set-up
Accessibility	The venue should be centrally located near CBD (within 5km)
Space and layout	<p>The vendor shall provide the following spaces for the conduct of the event:</p> <ul style="list-style-type: none"> <li>• <u>Afternoon event</u>: 1 Function room to accommodate up to 40 pax for a sharing and networking session from 3-5pm. The room should be set up with theatre-style seating. Function room should have capabilities for AV (projector, microphones etc)</li> <li>• <u>Evening Event</u>: 1 Ballroom and foyer to accommodate 150 pax. There should also be sufficient space outside event venue, to accommodate registration and pre-event reception. The room should be set up to facilitate attendance of the event programme, dining and networking for 150 pax.</li> <li>• The vendor should provide access for set-up by event management vendor in all the spaces provided before the event to ensure that all set-up is ready by 2pm on event day.</li> </ul>

	<ul style="list-style-type: none"> <li>• 1 VIP holding Room for GoH from 5.30pm to 9pm, 1 Aug 2025. The room should be ready by 5pm on event day.</li> </ul>
Minimum guarantee	<ul style="list-style-type: none"> <li>• The event is expected to be attended by 150 guests with a minimum of 100 guests guaranteed.</li> <li>• The vendor should make provisions to allow for a change in the number of committed guests at least 3 weeks before the event.</li> </ul>
F&B	<ul style="list-style-type: none"> <li>• The vendor should propose a menu for light refreshments for the afternoon event for 40 pax and a buffet dinner for the evening event for 150 pax, (min 100pax guaranteed). The menus should have no pork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests.</li> <li>• The vendor should also propose house wine (red and white) and standard beverage options for the dinner.</li> <li>• The estimated budget for the meal should not exceed \$150/guest (excluding wine).</li> </ul>
Parking facilities and complimentary parking	<ul style="list-style-type: none"> <li>• The Vendor should provide complimentary car-park coupons for up to 20% of guests committed to the event and ensure ease of parking arrangements.</li> </ul>
AV Equipment	<ul style="list-style-type: none"> <li>• The Vendor should provide venue, furniture and furnishings, lighting and available audio-visual equipment (projector, microphones) required for the conduct of the IBF Leadership Forum and Networking Session, including sufficient time for pre-event set-up and testing prior to the event and work with our appointed Event Management Services to facilitate the event.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• The Vendor should provide security for the venue to allow the safe conduct of the IBF Leadership Forum 2025.</li> </ul>
Contingencies	<ul style="list-style-type: none"> <li>• Vendor should make provisions for IBF to cancel the event with minimal 3 weeks' notice or change the date of the event, should there be any unexpected events, at no charge.</li> <li>• Vendors should also clearly state postponement and cancellation terms in their proposal for IBF's assessment.</li> </ul>

## 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 spaces for the IBF Leadership Forum
1 July 2025	Pre-event food tasting of all required food and beverage for IBF Leadership Forum
1 day before Event Day	Pre-event set-up of all required venue for IBF Leadership Forum. Ballroom should be ready by 9am on Event day.
Event Day	Handover of all required venue to IBF for the conduct of IBF Leadership Forum including a) Function room for 40 pax sharing and networking session b) Ballroom for IBF Leadership Forum (150 pax) c) VIP Room for GoH

## 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	Venue and F&B options	<b>60%</b>
	• Accessibility	5%
	• Space and layout proposed, and AV equipment included	20%
	• Security and Contingency measures	5%
	• Sustainability	5%
	• F&B	20%
	• Parking facilities and complimentary parking for guests	5%
2	Track record or experience hosting similar events and ministerial level VIPs in the past 3 years	<b>10%</b>
3	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 Venue and Catering” 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

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

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**

## ANNEX A

Project Item	Submission	Meet Requirements (Yes/No) <i>Details in bullets or provide reference to details in Proposal</i>	Price
Venue Availability	<i>Please state venue proposed and availability on:</i> <ul style="list-style-type: none"> <li>• <i>Function room for 40pax afternoon Event</i></li> <li>• <i>Ballroom for 150pax for main event</i></li> <li>• <i>VIP Holding Room</i></li> </ul>		<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>
Location	<i>Please provide venue location map</i>		
Capacity and Space Layout	<i>Please provide room and vicinity layout and capacity of space proposed. Please indicate ballroom, function room and VIP room on the layouts submitted.</i>		
Minimum guarantee	<i>Please state minimum guest guarantee needed and lead time for any change in committed number.</i>		
F&B Menu	<i>Please provide a light refreshments menu for the afternoon event and a buffet dinner for 150 pax (min guarantee 100 pax). The menus should have no pork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests. Please state provision for a food tasting</i>		



	<i>session prior to the confirmation of menu and beverage items at least 3 weeks prior to the event.</i>		
Parking Facilities and Complimentary Parking	<i>Please state the complimentary carparking provided for the event and indicate parking facilities available for guests.</i>		
AV List	<i>Please provide list of furniture and furnishings, lighting and audio-visual equipment provided for the conduct of the IBF Leadership Forum and list prices of additional rental options</i>		
Security	<i>Please submit security plan for the venue to allow the safe conduct of the IBF Leadership Forum</i>		
Sustainability	<i>Please submit any sustainability practices that will be included/proposed for the event</i>		
Track record	<i>Samples of past work or details of similar events, with ministerial VIPs, managed within the past 3 years.</i>		
Contingencies	<i>Please state provision for IBF to change the date of the event should there be any unexpected events (e.g. sudden tightening of measures due to pandemic). Please clarify state postponement and cancellation terms and propose alternative solutions.</i>		