

PUBLIC DOCUMENT

INVITATION TO QUOTE

Project Name:

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IBF LEADERSHIP FORUM 2026 EVENT MANAGEMENT SERVICES



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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 event management services for the 2026 IBF Leadership Forum.

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 2026 IBF Leadership Forum on 20 August 2026¹ (Event Day). The IBF Leadership Forum is a gathering of 100- 1500 senior professionals and leaders from the financial sector to facilitate networking amongst members and allow engagement with Singaporean leaders on key national developments.

3.2 The tentative programme for the event is outlined below.

Time	Programme
6.00pm	Guest arrival

¹ Date of the event may be subject to change.

6.10pm	IBF Leadership Forum commences
6.15pm	Fireside chat with Guest of Honour
6.50pm	Panel Discussion with 2 guest speakers
7.25pm	Reflections (led by emcee)
7.30pm	Networking dinner
9.00pm	Event end

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 We would like to invite an event management company to provide event management services for the 2026 IBF Leadership Forum including the following:

S/No	Project Item	Requirement
1	Event management	<ul style="list-style-type: none"> Provision the necessary manpower to manage all aspects of the event from conceptualisation to planning and execution on event day (including guest registrations).
2	Audio-visual support and videography support	<ul style="list-style-type: none"> Provision, operation, and management of Audio- Visual equipment required for smooth conduct and execution of the event Provision of Event videography services
3	Risk Management Plan and Sustainability Practices	<ul style="list-style-type: none"> Vendor’s submission should state postponement and cancellation terms and include detailed contingency plans for unforeseen circumstances, such as changes in the event date or venue. Vendor’s submission should also include, to the best effort, sustainable practices for the event, such as eco-friendly materials for décor, and waste management plans.
4	Track record	<ul style="list-style-type: none"> Vendor to submit details of past 3 events it has managed that is similar in nature and scale, for reference.

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
20 July 2026	Pre-event site walk through for all required venue for the IBF Leadership

	Forum
Event Day	Pre-event set-up of all required venue for IBF Leadership Forum. Ballroom should be ready by 2pm on Event Day. Handover of all required venue to IBF for the conduct of IBF Leadership Forum including a) Ballroom for IBF Leadership Forum (150 pax) b) VIP Room for Guest of Honour – 5pm

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	
	• 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%
2	Track record or experience managing similar events and ministerial level VIPs in the past 3 years	10%
3	Price Competitiveness	30%

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 Apr 2026, 5 PM**, Singapore time. All proposals must be clearly marked as “2026 IBF Leadership Forum Event Management Services” and addressed to events@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 to market practice, with full and final payment made upon successful implementation of 2026 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

11.1 All enquiries pertaining to this ITQ may be directed to events@ibf.org.sg.

Annex A – Proposal Template

S/ N	Project Item	Requirements	Submission	Price
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>	<i>Details in bullets or provide reference to details in Proposal</i>	<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>
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 videography	<i>Please provide breakdown of the proposed 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>		