

PUBLIC DOCUMENT

INVITATION TO QUOTE

Project Name:

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IBF LEADERSHIP FORUM 2026 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 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 close to 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 a leadership forum for the Singapore Financial Leaders Network (SFLN) on the evening of 20 August 2026¹ (Event Day). The event will be graced by a Ministerial guest of honour. The event is a gathering of 100- 150 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.

¹ Date of the event may be subject to change.

Time	Programme
6.00pm	Arrival of guests
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 The vendor is to provide venue and catering for the 2026 IBF Leadership Forum Evening according to the requirements below.

Project Item	Requirement
Date & Time	The venue is to be available on Event Day and up to 1 day before event for pre-event set-up.
Accessibility	The venue should be near CBD (within 5km)
Space and layout	The vendor shall provide the following spaces for the conduct of the event: <ul style="list-style-type: none"> Ballroom and foyer – The capacity of event venue should be able to accommodate 150 pax. There should also be sufficient space outside event venue, to accommodate registration and networking reception. The vendor should provide access for set-up by event management vendor in ballroom and foyer one day before the event. All set-up to be ready by 2pm on event day VIP Room for Guest of Honour (GOH) required from 530pm to 9pm, 20 Aug 2026, room to be ready by 5pm.
Minimum guarantee	<ul style="list-style-type: none"> The event is expected to be attended by 100 - 150 guests with a minimum of 100 guests guaranteed. The vendor should make provision to allow for a change in the number of committed guests at least one month before the event.
F&B	<ul style="list-style-type: none"> The vendor should propose a western buffet dinner for the event for 150 pax. The menus should have no pork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests. The vendor should also propose house wine (red and white) and standard beverage options for the dinner. The estimated budget for the meal should not exceed \$200/guest (excluding wine).
Parking facilities and complimentary parking	<ul style="list-style-type: none"> The Vendor shall provide complimentary carpark coupons for at least 20% of guests committed for the event and ensure ease of parking arrangements.
AV Equipment	<ul style="list-style-type: none"> The Vendor shall provide venue and all furniture and furnishings,

	lighting and audio-visual equipment required for the conduct of the 2026 IBF Leadership Forum, including sufficient time for pre-event set-up and testing prior to the event.
Security	<ul style="list-style-type: none"> The Vendor shall provide security for the venue to allow the safe conduct of the 2026 IBF Leadership Forum.
Contingencies	<ul style="list-style-type: none"> Vendor should make provision for IBF to cancel the event with minimal 1 months' notice or change the date of the event should there be any unexpected events at no charge. Vendors 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
20 July 2026	Pre-event food tasting of all required food and beverage
Event Day	Pre-event set-up of all required venues for the IBF Leadership Forum and handover of all required venue to IBF including <ul style="list-style-type: none"> a) Ballroom for IBF Leadership Forum (150 pax) by 2pm b) VIP Room for Guest of Honor by 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 their weightage (%):

S/N	Evaluation Criteria	Weightage
1	Venue and F&B options	
	<ul style="list-style-type: none"> Accessibility 	5%
	<ul style="list-style-type: none"> Space and layout proposed, and AV equipment included 	20%
	<ul style="list-style-type: none"> Security and Contingency measures 	5%
	<ul style="list-style-type: none"> Sustainability 	5%
	<ul style="list-style-type: none"> F&B 	20%
	<ul style="list-style-type: none"> 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	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 Venue and Catering” 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**’ under **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. The 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.

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

Project Item	Submission	Price
Venue Availability	<p><i>Please state venue proposed and availability on:</i></p> <ul style="list-style-type: none"> • <i>Event Day, 5.00pm - 9.00pm</i> • <i>before Event Day for pre-event set-up.</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>
Location	<i>Please provide venue location map</i>	
Capacity and Space Layout	<i>Please provide room and vicinity layout and capacity of venue proposed. Please indicate ballroom 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 western buffet dinner for the event for 150 pax. The menus should have no pork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests.</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 provide details of sustainability measures and practices imposed on the running of events on premises.</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>	