

PUBLIC DOCUMENT

INVITATION TO QUOTE

Project Name:

IBF Awards Video 2025
("IBF AV25")



The Institute of Banking & Finance

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Singapore 079117
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CONTENTS

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

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 production of three videos for the IBF Awards 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 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 holding the IBF Awards 2025 ceremony at the IBF Distinction Evening Gala Dinner tentatively on 09 October 2025. As part of this annual Awards ceremony, IBF needs to produce 4 (four) videos to showcase the award winners.

3.2 The first video is to feature financial institutions that have been conferred the IBF Inspire Award. The IBF Inspire Award recognises financial institutions that have demonstrated significant achievements and holistic commitments in skills development and workforce development across the organisation.

3.3 The second video is to feature financial institutions that have been conferred the IBF Advance Award. This award recognises financial institutions that have shown **good progress** in skills development and/or workforce development across their organisation. A financial institution can be recognised for the IBF Advance Award under either of the two tracks - the IBF Advance (Skills Development) or the IBF Advance (Workforce Development) Award.

3.4 The third video is to showcase the recipients of the IBF Distinguished Fellows Award. These are C-Suite industry captains and leaders who have least 15 years of financial services or related industry experience and have consistently demonstrated high level of professional competencies and outstanding leadership running strategically important functions, sizeable organisations, or financial sector industry associations. They have made significant contributions with notable outcomes or significant positive impact to support the growth and development of their respective industry segments.

3.5 The fourth video is to showcase recipients of the IBF Fellows award. These are industry specialists and veterans who have demonstrated mastery of a profession, exemplified thought leadership and have contributed to industry development.

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 In view of the high signature of the IBF Awards, IBF seeks to engage a professional video production company to film, edit, and produce high-quality videos to be aired at the event.

4.2 IBF expects the videos to meet or exceed the professional standards of the 2024 videos. The videos from the IBF Awards 2024 can be [found here](#).

4.3 Technical requirements include:

- 4.3.1 High-resolution quality suitable for projection on ballroom screen, desktop, laptop, and mobile playback
- 4.3.2 Consistent lighting, colour grading, and sharp, clear audio
- 4.3.3 Appropriate use of effects, sound design, and music

4.4 The vendor is to produce the following:

4.4.1 IBF Inspire Award (1 Video)

- Video may feature up to 5 winning financial institutions (IBF to provide finalised number)
- CEO or appointed spokespersons to be interviewed
- Interviews to focus on workforce and skills development achievements
- On-site filming at winners' offices (up to 4 locations) +B rolls
- Duration: 3-5 minutes
- Captions, motion graphics, animation, music, b-rolls, kinetic typography and back track required

4.4.2 IBF Distinguished Fellow Award Video (1 video)

- Video may feature up to 8 individual recipients (IBF to provide finalised number upon appointment)
- Interviews to highlight contributions to industry development
- On-site filming at winners' offices at different locations (IBF/MAS office as backup) + B rolls
- Duration: 5-7 minutes
- Captions, motion graphics, animation, music, b-rolls, kinetic typography and back track required

4.4.3 IBF Advance Award Motion Graphics Video (1 video)

- Video may feature up to 5 company recipients (IBF to provide finalised number upon appointment)
- Use photos, B-roll, quotes, motion graphics, animation, music, and kinetic typography
- Dynamic, modern visual style
- Vendor to liaise with winners for materials
- IBF to confirm sequence

4.4.4 IBF Fellows Award Motion Graphics Video (1 video)

- Video may feature around 30-35 individual recipients (IBF to provide finalised number upon appointment)
- Animated photos grouped by industry segments and alphabetically arranged (photos to be provided by IBF)
- IBF to provide names, photos, and sequence but editing of photo backdrop might be required to match video's design theme
- Stylish use of photos and text with animation, music, and kinetic typography

4.5 Vendor to provide:

- 4.5.1 Project management and scheduling to ensure video is completed and delivered as per para 5
- 4.5.2 All filming equipment (including lighting, sound, camera, tele-prompter, power cables)
- 4.5.3 Customised opening/closing credits, transitions, lower thirds, animations aligned with IBF theme and to ensure consistency across all four videos
- 4.5.4 At least two design and music options per video (each video to have unique music)
- 4.5.5 Voice-over talent, if required
- 4.5.6 Collaborative scripting with IBF
- 4.5.7 Editable final project files (compatible with Premiere Pro & Final Cut) and all raw assets (footage, interviews, B-rolls, music, VO recordings) to be submitted via hard-disk. IBF should be able to repurpose the videos to shorter clips for social media if required.
- 4.5.8 Multiple rounds of edits to accommodate approvals from IBF and winners
- 4.5.9 Coordination and collection of signed NDAs and talent release forms for award winners

5. PROJECT DELIVERABLES & SCHEDULE

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

Date	Item
11 August 2025	Submission of quotation and concepts
13 August 2025	Appointment of vendor
August - September 2025	Filming & editing & clearance with IBF and Award Winners
29 September 2025	Final videos 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 a) Track record of service provider in delivery of similar interview videos. b) Expertise and experience of proposed project team	25%
2	Quality and Comprehensiveness of proposal Quality and comprehensiveness of proposal to meet objectives, to cover the full scope of the project and deliver on final outcomes in compliance to paras 3, 4, 5 and 6 above.	25%
3	Price Price proposed that meets all requirements as specified in this ITQ	25%
4	Ability to meet timeline Ability to meet project timeline to produce all videos for IBF Awards 2025 on 9 October 2025	25%

6.2 Vendors are also requested to submit up to 3 samples of videos it has produced of similar nature and design, for reference. 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 – IBF AV25” 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 11 August 2025, 5 PM**, Singapore time. All proposals must be clearly titled with “Quotation for IBF Awards 2025” and addressed to:

The Institute of Banking & Finance

Email: procurement@ibf.org.sg

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.

8.3 Upon completion of the project [including para 4.3.d) vii], 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 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 nicole@ibf.org.sg and procurement@ibf.org.sg



ANNEX A – QUOTATION

IBF Awards Video 2025
("IBF AV25")

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 13 August 2025, 5 PM**, Singapore time. All proposals must be clearly marked as **“Proposal – IBF AV25”**

(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

Part III – Project Costs & Fees

Part VI – 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) Mailing 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 videos required 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 with their biographies, 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

5. Functional Specifications (columns B or C must be filled for each item)

S/N No.	Specifications	(A) Ability to Deliver (Yes / No)	(B) If yes, please provide brief description and state any other relevant details	(C) If no, please state reasons and proposed variations or alternatives
1.	IBF Inspire Award Video			
1.1	Conceptualisation Propose treatment and styling of video. To work with IBF on scripting and storyboarding of the video. .			
1.2	Interviews i. There could be up to 4 financial institutions receiving this award ii. The spokesperson for each financial institution would either be the CEO of the firm, or their appointed spokesperson iii. Spokesperson to be interviewed to share their insights on workforce and skills development achievements iv. Filming to be done on location at the office of the award winner			
1.3	Video Specifications i. Total video to be 3-5 minutes (or less than 60 seconds for each interviewee) Captions, motion graphics, animation, music, b-rolls, kinetic typography and back track required			
1.4	Video Usage			

	<ul style="list-style-type: none"> i. To be played at IBF Distinction Evening on 9 October. Vendor to ensure that it is in a format suitable for the venue's display format. ii. Video should also be resized into a format that can be posted onto IBF's social channels. Vendor to also provide appropriate thumbnail in consultant/approval from IBF. 			
2.	IBF Distinguished Fellows Video			
2.1	Conceptualisation Propose treatment and styling of video. To work with IBF on scripting and storyboarding of the video.			
2.2	Interviews <ul style="list-style-type: none"> i. There could be up to 8 individuals receiving this award ii. Award recipient to be interviewed on their insights on contributing to industry development iii. Filming to be done on location at the office of the award winner (with IBF/MAS office as backup for filming venue if required) 			
2.3	Video Specifications <ul style="list-style-type: none"> i. Total video to be about 5 -7 minutes (or less than 30 seconds for each interviewee) ii. Captions, motion graphics, animations and backtrack required. 			
2.4	Video Usage <ul style="list-style-type: none"> i. To be played at IBF Distinction Evening on 9 October. Vendor to ensure that it is in a format suitable for the venue's display format. ii. Video should be resized into a format that can be posted onto social channels. Vendor to also 			

	provide appropriate thumbnail in consultant/approval from IBF.			
3	IBF Fellows Video			
3.1	Conceptualisation Propose treatment and styling of motion graphic/ animated video.			
3.2	Content There could up be to 31 individuals receiving this award <ul style="list-style-type: none"> i. Animated photos of award winners grouped by industry segments and arranged by alpha order ii. IBF to provide photos, names and advise on sequence, but editing of photo backdrop might be required to match video's design theme iii. Stylish use of photos and text with animation, music, and kinetic typography 			
3.2	Video Specifications Total video to be about 3-5 minutes			
3.3	Video Usage <ul style="list-style-type: none"> i. To be played at IBF Distinction Evening on 9 October. Vendor to ensure that it is in a format suitable for the venue's display format. <p>Video should be resized into a format that can be posted onto social channels. Vendor to also provide appropriate thumbnail in consultant/approval from IBF.</p>			
4	IBF Advance Video			
4.1	Conceptualisation Propose treatment and styling of video. To work with IBF on scripting and storyboarding of the video.			
4.2	Interviews			

	<ul style="list-style-type: none"> i. There could be up to 2 financial institutions receiving this award ii. Vendor to liaise with company to obtain relevant material for the motion graphic/animation video iii. The video must be dynamic and of a modern visual style iv. It should include a good mix of photos, b-rolls, quotes, motion graphics, animation, and kinetic typography v. IBF to confirm sequence of winners iv. Video to be under 2 minutes 			
4.3	Video Specifications Total video to be about 2 minutes			
4.4	Video Usage <ul style="list-style-type: none"> i. To be played at IBF Distinction Evening on 9 October. ii. Video must be suited to screen display at the venue. Video should be resized in a format that can be posted onto IBF's social channels. Vendor to also provide appropriate thumbnail in consultant/approval from IBF. 			
5	Deliverables			
5.1	Project Management Vendor to provide support via project management (including scheduling after IBF does introduction)			
5.2	Equipment All filming equipment (including lighting, sound, camera, tele-prompter, power cables)			
5.3	Video Design, Graphic and Audio Assets Appointed vendor to: <ul style="list-style-type: none"> i. Create unique opening and closing credits, lower thirds, 			

	<p>transitions, and graphic animations and transitions to ensure consistency across all three videos</p> <ul style="list-style-type: none"> ii. Vendor must provide IBF at least two design options for each video, for IBF's selection iii. Vendor must provide the background music for all videos and give IBF at least two options for selection. Each video to have different music for differentiation. iv. Voice-over talent may be required for the videos v. Scripting to be done in conjunction with IBF. vi. Vendor to coordinate and ensure the relevant NDA and Talent release forms are signed and returned to IBF. 			
5.4	<p>Project Handover</p> <ul style="list-style-type: none"> i. Editable final project files (compatible with Premiere Pro & Final Cut) and all raw assets (footage, interviews, B-rolls, music, VO recordings) to be submitted via hard-disk. ii. IBF should be able to repurpose the videos to shorter clips for social media if required. 			
5.5	<p>Editing Flexibility</p> <ul style="list-style-type: none"> i. Vendor must be prepared to take in multiple edits from IBF and winners, as videos will need to be cleared with all respective winners. 			

PART III – PROJECT COSTS & FEE

Please provide information on the detailed applicable fees and any other applicable costs and payment schedule expected for the completion of this project.

Project Fee Quotation Template

Functional Specifications	Fee Quote in S\$
IBF Inspire Award Video <ol style="list-style-type: none"> 1. Conceptualisation of Video 2. Scripting and Planning with IBF 3. Filming 4. Editing/Animation/Audio & Music 5. Post-production 6. Project Management 7. Hand-over of materials 	
IBF Advance Award Video <ol style="list-style-type: none"> 1. Conceptualisation of Video 2. Scripting and Planning with IBF 3. Editing/Animation/Audio & Music 4. Post-production 5. Project Management 6. Hand-over of materials 	
IBF Distinguished Fellow Video <ol style="list-style-type: none"> 1. Conceptualisation of Video 2. Scripting and Planning with IBF 3. Filming 4. Editing/Animation/Audio & Music 5. Post-production 6. Project Management 7. Hand-over of materials 	
IBF Fellows Video <ol style="list-style-type: none"> 1. Conceptualisation of Video 2. Scripting and Planning with IBF 3. Editing/Animation/Audio & Music 4. Post-production 5. Project Management 6. Hand-over of materials 	

PART VI – 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
 - a. return to the Organisation all Confidential Information; or
 - b. 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:
