

PUBLIC DOCUMENT

INVITATION TO QUOTE

Project Name:

ITQ.CE.2026.02

EMS FOR IBF FINANCIAL INDUSTRY FIESTA 2026 SMU



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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 quotes for the provision of Event Management and catering services for the Launch of our AI Bootcamp and Industry Showcase at Singapore Management University (“SMU”).

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 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 organising a Financial Industry Fiesta 2026 and launching its AI Bootcamp for students/fresh graduates on 19 May 2026. The venue will be at the Singapore Management University (SMU). The event will be graced by a Ministerial level Guest-of-Honour (GOH) and is expected to be attended by 800 - 1,000 guests. The tentative programme for the event is outlined below:

Timing	Event
9.00am	Welcome Remarks
9.10am	Fireside chat with Guest of Honour
9.50am	Launch of AI Bootcamp
9.55am	Presentation by IBF
10.10am	MOU signing between IBF, IHLs and FIs for accelerated WSDeg
10.20am	Industry showcase comprising: <ul style="list-style-type: none">- FI Booths- Breakout mentorship sessions

	- Networking and refreshments
12.00pm	Event ends

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 The vendor is to provide event management services and catering for the event according to the requirements below.

Project Item	Requirement
Pre-event support and Event management	<p>The vendor will be required to work with venue estate management and support 1 pre-event site visit (date TBC), manpower support for pre-event set-up and rehearsal on 18 May 2026 and execution of event on 19 May 2026.</p> <p>The vendor should also coordinate with all parties involved to ensure the smooth delivery of the event.</p>
AV, Event Photography, videography, and recording	<p>The vendor shall provide</p> <ul style="list-style-type: none"> • Photography and video recording of all segments of the event • Photographer must be able to organize and shoot large group of all VIPs on stage during and after MOU signing • All AV equipment required within the auditorium of the Convention Centre to facilitate live stream of stage proceedings onto projection screens to ensure all participants can see proceedings. • Post-event highlights video within 5 working days from end of event.
Recommendation and Management of third-party vendors	<p>The vendor shall assist with the booking and management of the following third-party vendors:</p> <ul style="list-style-type: none"> • Emcee for the session • Launch Mechanism - to propose most suitable physical launch mechanism on stage for the launch of the AI bootcamp and to work directly with any external vendors in creation of approved launch mechanism • Refreshment menus - vendor to propose menus (no pork no lard), including vegetarian options for refreshments comprising finger food/canapes for 800 – 1000 pax. The buffet is to be set up in 2 separate lines. The estimated budget for the meal is \$12/guest.
Contingencies management and track record	<p>Vendor should allow for IBF to cancel the event with minimal 2 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 review.</p> <p>Vendor should also provide details of the last 3 events, of similar nature, that company has managed over the past 24 months.</p>

5. PROJECT DELIVERABLES & SCHEDULE

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

Date	Item
4 th week of April	Confirmation of moderator, emcee, third party vendors
2 nd week of April	Pre-event site walk through
18 May 2026	Pre-event set up of equipment and rehearsal
Event Day (19 May 2026)	a) AV management b) Emcee Management, Launch Mechanism, and third-party vendor mgmt. c) Catering setup & Management d) Recording of session and event highlights e) Event photography and videography

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	Pre-event support and Event management	25%
2	Audio-visual equipment support and Event photography/videography	10%
3	Recommendation and management of Third-party vendors including Launch Mechanism, Emcee and Catering	20%
4	Contingency management (inclusive of emergency and cancellation of event) and Track record in similar ministerial level events over the past 3 years	15%
Total Q-score		70%
6	Price Competitiveness P-score [(Lowest Proposed price/Vendor's Price) x Price Weightage]	30%

6.2 In the event that 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 7 working days from publication date of ITQ on IBF's website**. All submissions must be clearly marked as "ITQ for industry showcase and career fair for polytechnic students" and addressed to:

The Institute of Banking & Finance
Email: 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**' 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 the event.

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.

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 florence@ibf.org.sg and cc events@ibf.org.sg

Annex A – Proposal Template

Project Item	Submission	Price
Pre-event Support and Event Management	<i>Please provide the full list of services provided and list of employees deployed to manage the event.</i>	
AV support and Event Photography, Videography and recording	<i>Please provide the list of AV equipment that will be provided to provide live feed during the event in the auditorium and the recording of all proceedings on stage.</i> <i>Please provide the videography and photography that will be provided for the event, including the editing of the recording of the session in the Auditorium for post event highlights.</i>	

<p>Recommendation of third-party vendors including:</p> <p>Launch Mechanism, F&B and Emcee</p>	<p><i>Pls propose and provide costing for third party vendors for:</i></p> <ul style="list-style-type: none"> • <i>F&B options (menus proposed (no pork no lard, vegetarian inclusive) for refreshments for 800 - 1,000 pax)</i> • <i>proposed emcees (up to 3 choices)</i> • <i>proposed launch mechanism details and mode of execution</i> 	
<p>Contingencies and track record</p>	<p><i>Please state provision for IBF to change the date of the event should there be any unexpected events. Please state postponement and cancellation terms and propose alternative solutions.</i></p> <p><i>For track record, please provide the following details of the last 3 events, of similar nature, that your company has managed over the past 24 months.</i></p> <ul style="list-style-type: none"> • <i>Name of event</i> • <i>Date of event</i> • <i>Venue of event</i> • <i>GOH of event</i> • <i>Number of attendees</i> 	