

**PUBLIC DOCUMENT**

**INVITATION TO QUOTE**

**Project Name:**

PRF.CE.CEV.2025.0134

EVENT MANAGEMENT SERVICES FOR IBF DISTINCTION EVENING GALA

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## **1. INTRODUCTION**

1.1 The Institute of Banking and Finance (“IBF”) is issuing this Request for Proposal (“RFP”) to identify suitable entity(ies) (hereinafter referred to as the “Vendor”) to submit proposals for the provision of event management services for the IBF Distinction Evening Gala.

## **2. BACKGROUND**

2.1 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 IBF will be organising its annual Distinction Evening Gala on 9 or 16 Oct 2025 (*please note that date is subject to change based on availability of our Guest of Honor*). The IBF Distinction Evening Gala is IBF’s flagship gathering of about 500 senior professionals and leaders in the financial sector to celebrate progress and achievements in skills and workforce development. The event is graced by a Ministerial level Guest-of-Honour and is the platform where IBF confer the IBF Awards, which recognises professional excellence and contributions to the development of Singapore’s financial sector.

3.2 Through the IBF Awards, IBF has been recognising individuals and institutions who have demonstrated a deep commitment to raising industry standards. In particular, the IBF Distinguished Fellows and IBF Fellows are luminaries and beacons of excellence for the financial industry in Singapore who have contributed substantially to the development of Singapore’s financial industry.

3.3 The event is a gala evening with an expected attendance of 500 guests. The programme for the event is outlined below.

<b>TIME</b>	<b>AGENDA</b>
6.00pm	Pre-event meeting for 30 selected guests (in a separate room close to event venue)
6.30 pm	Guest registration
7.15pm	Event commences
7.15 pm	Welcome Address
7.30pm	Keynote
8.00pm	<i>Dinner starts</i>
8.40 pm	IBF Award Ceremony ( <i>F&amp;B service continues with pauses in F&amp;B service for each award category</i> )
9.30pm	Events ends

#### **4. PROJECT SPECIFICATIONS AND REQUIREMENTS**

4.1 In view of the high signature event, and to ensure that the evening’s proceedings and award presentation ceremony are professionally managed, we would like to engage an event management company to manage the event. The vendor is to provide event management services for IBF Distinction Evening Gala including the following:

<b>S/No</b>	<b>Project Item</b>	<b>Requirement</b>
1	Event Management	<ul style="list-style-type: none"> <li>Provision of event management services including oversight of event set-up, procurement of miscellaneous items or event souvenirs as well as logistics oversight for the event on-site</li> </ul>
2	Audio-visual support	<ul style="list-style-type: none"> <li>Provision, operation, and management of Audio-Visual equipment required for the smooth conduct and execution of the event</li> </ul>
3	Event Photography and Videography	<ul style="list-style-type: none"> <li>Provision of Event photography and videography services</li> <li>Provision of video editing services for 3 min event highlight video within 3 weeks of event.</li> </ul>
4	Event Design	<ul style="list-style-type: none"> <li>Design of overall event décor and stage backdrop that is fitting and appropriate for the event</li> </ul>

		<ul style="list-style-type: none"> <li>• Installation of stage and event backdrop</li> </ul>
5	Professional portrait taking services of awardees	<ul style="list-style-type: none"> <li>• Oversight of professional portrait photography of award recipients prior to the event. Please quote for both in-studio shoots as well as off-site shoots at award recipients' offices, on a pay per use basis. We estimate that there will be about 30 recipients, but numbers will be determined closer to event date.</li> </ul>
6	IBF Awards and sponsors wall	<ul style="list-style-type: none"> <li>• Design, production and installation of feature wall to display portraits of the award recipients as well as event sponsors</li> </ul>
7	Event registration	<ul style="list-style-type: none"> <li>• Provision of equipment and manpower to facilitate onsite registration during the event</li> </ul>
8	3 <sup>rd</sup> Party Services	<ul style="list-style-type: none"> <li>• Emcee – engagement of professional emcee to host the evenings proceedings and conduct fireside chat with ministerial Guest of Honor.</li> <li>• Door gifts – curation and procurement of appropriate door gifts for all invited guests.</li> </ul>
9	Innovation and Creativity	<ul style="list-style-type: none"> <li>• Include innovative ideas for the event that can enhance the guest experience, such as unique entertainment options, interactive elements, or creative event themes.</li> </ul>
10	Risk Management Plan	<ul style="list-style-type: none"> <li>• Provision of a risk management plan that outlines potential risks and their mitigation strategies for the event.</li> <li>• Include detailed contingency plans for unforeseen circumstances, such as changes in the event date or venue.</li> <li>• Vendor should make provision for IBF to cancel the event with minimal 1 month's notice or change the date of the event should there be any unexpected events (e.g. sudden tightening of measures due to pandemic or change of Guest of honour's schedule.) at no charge.</li> <li>• Vendor should clearly state postponement and cancellation terms in their proposal for IBF's assessment.</li> </ul>
11	Sustainability Practices	<ul style="list-style-type: none"> <li>• Include sustainable practices for the event, such as eco-friendly materials for décor, digital invitations, and waste management plans.</li> </ul>
12	Post Event Services	<ul style="list-style-type: none"> <li>• Include post-event services they offer, such as feedback collection, event analysis, and follow-up communications.</li> </ul>

## 5. PROJECT DELIVERABLES & SCHEDULE

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

<b>Date</b>	<b>Item</b>
12 weeks prior to event	Submission of Souvenir, Photo/Sponsor walls, Stage, backdrop design, pre-event entertainment backdrop design.
6 weeks prior to event	Professional portrait taking of awardees.
6 weeks prior to event	Submission of event flow and run-down.
1 week prior to event day	Delivery of Portraits and Souvenirs.
1 day before event	Full event set-up of event venue, installation of stage, backdrop, photo wall and rehearsal based on finalised event run-down
Event Day	Final rehearsal, guest registration, event management, 3 <sup>rd</sup> party vendor management.
1 week after event	Post event deliverables should be completed within 1 week after the event.

## 6. EVALUATION CRITERIA

6.1 The following are the criteria used for the evaluation of all proposals received by IBF for this RFP and its weightage (%):

<b>S/N</b>	<b>Evaluation Criteria</b>	<b>Weightage</b>
1	Event management	10%
2	Audio-visual support	5%
3	Event photography/videography	5%
4	Event Design	10%
5	Professional portrait taking services of awardees and IBF Awards Photo wall	5%
6	Event registration and management services	5%
7	Recommendation and management of Third-party vendors	5%
8	Innovation and Creativity	5%
9	Risk management plan	5%
10	Sustainability practices plan	5%
11	Track record / experience in similar ministerial level events over the past 3 years	10%
12	Price Competitiveness	30%

6.2 Vendors are also requested to submit details of past 3 events it has managed that is of similar nature and scale, for reference. 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 14 March 2025, 5 PM**, Singapore time. All proposals must be clearly marked as “Proposal for Event Management Services for IBF Distinction Evening Gala” and addressed to [events@ibf.org.sg](mailto: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**.

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 RFP 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 will be required to sign a ‘Non-Disclosure and Security Awareness Undertaking’ under **Annex B**.

8.2 The Vendor shall submit, together with their proposals, an undertaking to safeguard the confidentiality of all information revealed to them.

## **9 DATA GOVERNANCE**

9.1 IBF shall have full ownership of all transacted data, documents and reference materials on the platform, and any data used throughout the project. All data disclosure to third parties, data retention and disposal by Vendor shall be subjected to IBF’s approval and compliance.

9.2 The Vendor shall ensure that the data is protected against loss, corruption, unauthorised access, use, amendments etc. and only authorised staff has access to the data in both UAT and PROD environments. All data migration

must be approved by IBF.

- 9.3 The Vendor shall comply with all its obligations under the PDPA at its own cost.
- 9.4 The Vendor shall only process, use or disclose IBF's Customer Personal Data:
- strictly for the purposes of fulfilling its obligations and providing the services required under this Agreement;
  - with IBF's prior written consent; or
  - when required by law or an order of court but shall notify IBF as soon as practicable before complying with such law or order of court at its own costs.
- 9.5 The Vendor shall not transfer IBF's Customer Personal Data to a place outside Singapore without IBF's prior written consent. If IBF provides consent, the Vendor shall provide a written undertaking to IBF that IBF's Customer Personal Data transferred outside Singapore will be protected at a standard that is comparable to that under the PDPA. If the Vendor transfers IBF's Customer Personal Data to any third party overseas, the Vendor shall procure the same written undertaking from such third party.
- 9.6 The Vendor shall protect IBF's Customer Personal Data in the Vendor's control or possession by making reasonable security arrangements (including, where appropriate, physical, administrative, procedural and information & communications technology measures) to prevent:
- unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal or destruction of IBF's Personal Data, or other similar risks; and
  - the loss of any storage medium or device on which personal data is stored.
- 9.7 The Vendor shall only permit its authorised personnel to access IBF's Customer Personal Data on a need-to-know basis and access logs shall be furnished to IBF upon request.
- 9.8 The Vendor shall provide IBF with access to IBF's Customer Personal Data that the Vendor has in its possession or control, as soon as practicable upon IBF's written request.
- 9.9 Where IBF provides its Customer Personal Data to the Vendor, IBF shall make reasonable effort to ensure that the Customer Personal Data is



accurate and complete before providing the same to the Vendor. The Vendor shall put in place adequate measures to ensure that the Customer Personal Data in its possession or control remain or is otherwise accurate and complete. In any case, the Vendor shall take steps to correct any errors in the Customer Personal Data, as soon as practicable upon IBF's written request.

- 9.10 The Vendor shall not retain IBF's Customer Personal Data (or any documents or records containing IBF's Customer Personal Data, electronic or otherwise) for any period of time longer than is necessary to serve the purposes of this RFP.
- 9.11 The Vendor shall also facilitate IBF to comply with the obligation to review and maintain the Customer personal data database.
- 9.12 The Vendor shall, upon the request of IBF:
- return to IBF, all of IBF's Customer Personal Data; or
  - delete all IBF's Customer Personal Data in its possession, and after returning or deleting all of IBF's Customer Personal Data, provide IBF with written confirmation that it no longer possesses any of IBF's Customer Personal Data. Where applicable, the Vendor shall also instruct all third parties to whom it has disclosed IBF's Customer Personal Data for the purposes of this Contract to return to the Vendor or delete, such IBF's Customer Personal Data.
- 9.13 The Vendor shall immediately notify IBF with established communication channels e.g. email, phone calls, messaging apps without undue delay when the Vendor becomes aware of a breach of any of its obligations or believe that a data breach has occurred in relation to personal data that the Vendor is processing on behalf of and for the purposes of another organisation.
- 9.14 Vendor shall sign the Non-Disclosure and Undertaking Agreement (NDA) not to access, use, share, divulge or retain data unless this is required by the Vendor's staff in discharging their duties during their employment. The NDA is binding even if the staff has resigned or is transferred to another project team or after the termination or expiry of the Contract. Non-compliance could result in legal action being taken against the Vendor by IBF and/or referred to relevant authorities.

## **10. INDEMNITY AGAINST A THIRD PARTY**

10.1 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.

**11. NOTIFICATION OF UNSUCCESSFUL BID**

11.1 Notification will not be sent to unsuccessful Vendors by IBF.

**12. ENQUIRIES**

11.1 All enquiries should be sent to [events@ibf.org.sg](mailto:events@ibf.org.sg)

## Annex A – Proposal Template

<b>S/N</b>	<b>Project Item</b>	<b>Submission</b>	<b>Meet Requirements (Yes/No)</b> <i>Details in bullets or provide reference to details in Proposal</i>	<b>Price</b> <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>
1	Event management	<i>Please provide a quote for event management services for the event.</i>		
2	Audio-visual support	<i>Please provide list of AV equipment proposed for the smooth conduct of the event and award ceremony.</i>		
3	Event photography/videography	<i>Please provide a breakdown of the proposed photography and videography for the event, including for archival purposes.</i>		
4	Event Design	<i>Please provide design concept for the event for consideration. and quote for production.</i>		

		<p><i>The proposal should include the following elements:</i></p> <p><i>Stage backdrop</i></p> <p><i>Event décor</i></p> <p><i>Feature wall for minimally 30 portraits of IBF Awardees</i></p> <p><i>Feature wall for event sponsors</i></p>		
5	<p>Professional portrait taking services of awardees and IBF Awards Photo wall</p>	<p><i>Please quote for both in-studio shoots as well as off-site shoots at award recipients' offices. Please cater for minor post-production touch-ups. As we estimate that there will be about 30 recipients, but numbers will be determined closer to event date, please quote based on pay per use.</i></p> <p><i>Please quote for production of the IBF awardees wall</i></p>		
6	<p>Event registration and management services</p>	<p><i>Please provide proposal on how event registration will be managed and tracked and managed on event day.</i></p>		

7	Recommendation and management of Third-party vendors	<i>Please quote for, proposal, curation, engagement and management of 3rd party services including Emcee, and Supplier for event souvenirs.</i>		
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8	Innovation and Creativity	<i>Include innovative ideas for the event that can enhance the guest experience, such as unique entertainment options, interactive elements, or creative event themes</i>		
9	Risk management plan	<i>Include a risk management plan that outlines potential risks and their mitigation strategies for the event</i>  <i>Include detailed contingency plans for unforeseen circumstances, such as changes in the event date or venue</i>		
10	Sustainability practices plan	<i>Please provide a plan for sustainable practices in event management and execution.</i>		
11	Track record / experience in similar ministerial level events over the past 3 years	<i>Samples of past work or details of similar ministerial level events managed within the past 3 years.</i>		
12	Post event services	<i>Include post-event services such as feedback collection, event analysis, and follow-up communications</i>		

**ANNEX B: NON-DISCLOSURE AND SECURITY AWARENESS 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.	<b>Name of Contractor / Service Provider’s Company (“Service Provider”):</b>	
2.	<b>Company UEN No:</b>	
3.	<b>Contact Number:</b>	

4.	<b>Address:</b>	
5.	<b>Email Address:</b>	
6.	<b>Nature of Work / Service provided to Organisation ("Purpose"):</b>	

## **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 reasonably 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 immediately notify the Organisation of any suspected or confirmed unauthorised 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).

5. The Service Provider shall immediately inform the Organisation if any Confidential Information is lost or 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.

6. 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.

7. The Service Provider undertakes to comply with any and 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:**

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