

PUBLIC DOCUMENT

REQUEST FOR PROPOSAL

Project Name:

RFP.CE.2025.003

IBF DISTINCTION EVENING GALA VENUE AND CATERING



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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 venue and catering services for the IBF Distinction Evening Gala Dinner.

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 16 Oct 2025 (please note that date is subject to change based on availability of our Guest-of-Honor). The IBF Distinction Evening 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 Attendees include IBF Chairman and Committee, IBF Fellows, Distinguished Fellows, and various finance industry partners,

3.3 The event is a gala evening with an expected attendance of 500 guests (with a minimum of 400 guests guaranteed). The programme for the event is outlined below. (Do note that programme outline is not fixed and may be subjected to changes).

TIME	AGENDA
6.00pm	Pre-event meeting for 50 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
7.05pm	<i>Dinner starts</i>
8.40 pm	IBF Award Ceremony (<i>F&B service continues with pauses in F&B service for each award category</i>)
9.30pm	Events ends

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 The vendor is to provide venue and catering for the IBF Distinction Evening Gala according to the requirements below.

Project Item	Requirement
Date & Time	<ul style="list-style-type: none"> The venue is to be available on Event Day and 1 day before event for pre-event set-up.
Accessibility	<ul style="list-style-type: none"> The venue should be near CBD (within 5km).
Capacity	<ul style="list-style-type: none"> The capacity of venue should be able to accommodate sit down dinner for 500 pax in tables of 10. There should also be sufficient space outside event venue, to accommodate a pre-event reception with space for three 20ft x 16ft feature walls displaying photos of award winners The capacity of the venue should include a separate function room to accommodate 50 pax (VIPs) for a networking session prior to dinner. A small room for the organising committee to carry out secretariat duties before and during the event. The room should be able to accommodate up to 10 pax comfortably and be fitted with power-points and a water cooler.

Space and layout	<p>The vendor shall provide the following spaces for the conduct of the event:</p> <ul style="list-style-type: none"> • Ballroom and foyer – The vendor should provide access for set-up by event management vendor in ballroom and foyer one day before the event and after hotel access hours (eg. overnight) if needed. All set-up to be ready by 8am on event day • The capacity of the venue should include a separate function room to accommodate 50 pax (VIPs) for a networking session with cocktail tables prior to dinner • Secretariat Room for organising committee – 8.00am to 10.00pm on event day
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 IBF Distinction Evening Gala, including sufficient time (minimally 6 hours prior to event start) for pre-event set-up and testing prior to the event.
Parking facilities and complimentary parking	<ul style="list-style-type: none"> • The Vendor shall provide complimentary carparking for at least 20% of guests committed for the event and ensure ease of parking arrangements for guests.
F&B	<ul style="list-style-type: none"> • The vendor should propose a canapes menu for the pre-event networking for 50 pax as well a 4-course western sit-down dinner for the event for 500 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 \$250/guest (excluding wine). • The vendor should also make provision for a food tasting session for up to 10 pax prior to the confirmation of menu and beverage items at least 4 weeks prior to the event.
Sustainability	<ul style="list-style-type: none"> • The vendor should ensure adherence to eco-friendly best practices for the event e.g. no single use plastics
Minimum guarantee	<ul style="list-style-type: none"> • The event is expected to be attended by 500 guests. (with a minimum of 400 guests guaranteed). • The vendor should make provision to allow for a change in committed number of guests at least one month before the event.
Security	<ul style="list-style-type: none"> • The Vendor shall provide security for the venue to allow the safe conduct of the IBF Distinction Evening Gala.

Contingencies	<ul style="list-style-type: none"> • Vendor should make provision for IBF to cancel the event with a minimum of 1 months' notice or change the date of the event should there be any unexpected events (e.g. sudden tightening of measures due to pandemic) at no charge. • Vendor should also clearly state postponement and cancellation terms in their proposal for IBF's assessment.
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5. PROJECT DELIVERABLES & SCHEDULE

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

Date	Item	Timeline
September 2025	Pre-event site walk through for all required venue for the IBF Distinction Evening Gala.	1 month before event
September 2025	Pre-event food tasting of all required food and beverage for IBF Distinction Evening Gala.	1 month before event
1 day before Event Day	Pre-event set-up of all required venue for IBF Distinction Evening Gala. Overnight set-up by event management vendor in ballroom and foyer. Ballroom should be ready by 8am on Event day.	1 day before Event Day
Event Day	Handover of all required venue to IBF for the conduct of IBF Distinction Evening Gala including a) Function room for 50 pax networking with cocktail tables b) Ballroom for IBF Distinction Evening Gala (500 pax) c) Secretariat Room – 8.00am to 10.00pm	

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 (%):

S/N	Evaluation Criteria	Weightage
1	Venue and F&B options	60%
	• Accessibility	10%
	• Space and layout proposed, and AV equipment included	10%
	• Sustainability	5%
	• Security and Contingency measures	5%
	• F&B	20%
	• Parking facilities and complimentary parking for guests	10%
2	Track record or experience hosting similar events and ministerial level VIPs in the past 3 years	10%
3	Price Competitiveness	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 email one (1) soft copy (PDF format) of the proposal to IBF **no later than** Singapore time. All proposals must be clearly marked as “Proposal for IBF Distinction Evening Gala Venue and Catering (RFP.CE.2025.0003)” 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 IBF Distinction Evening.

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.

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 RFP may be directed to nicole@ibf.org.sg and cc 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, 7.30pm - 9.30pm (sit-down dinner)</i> • <i>1 Day before Event Day for pre-event set-up.</i> 	<p><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></p>
Location	<p><i>Please provide venue location map</i></p>	
Capacity and Space Layout	<p><i>Please provide room and vicinity layout and capacity of venue proposed. Please indicate ballroom, function room and Secretariat room on the layouts submitted.</i></p>	
Minimum guarantee	<p><i>Please state minimum guest guarantee needed and lead time for any change in committed number.</i></p>	
F&B Menu	<ul style="list-style-type: none"> • <i>Please provide a canapes menu for the pre-event networking for 50 pax as well a 4-course western sit-down dinner for the event for 500 pax. The menus should have nopork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests.</i> <p><i>Please state provision for a food tasting session prior to the confirmation of menu and beverage items at least 4 weeks prior to the event.</i></p>	
Parking Facilities and Complimentary Parking	<p><i>Please state the complimentary carparking provided for the event and indicate parking facilities available for guests.</i></p>	
AV List	<p><i>Please provide list of furniture and furnishings, lighting and audio-visual equipment provided for the conduct</i></p>	

	<i>of the IBF Distinction Evening 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 Distinction Evening Gala.</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>	
Sustainability	<i>Please state sustainable practices within location that can be implemented in our event, if any.</i>	