

**PUBLIC DOCUMENT**

**REQUEST FOR PROPOSAL**

**Project Name:**

RFP.CE.2026.01

IBF DISTINCTION EVENING GALA VENUE AND CATERING

---



**The Institute of Banking & Finance**

10 Shenton Way

#13-07/08 MAS Building

Singapore 079117

Tel: 62208566

Fax: 62244947

Email: [procurement@ibf.org.sg](mailto:procurement@ibf.org.sg)

**CONTENTS**

**1. INTRODUCTION..... 3**

**2. BACKGROUND..... 3**

**3. OBJECTIVE ..... 3**

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

**5. PROJECT DELIVERABLES & SCHEDULE..... 6**

**6. EVALUATION CRITERIA ..... 6**

**7. SUBMISSION DETAILS..... 7**

**8. CONFIDENTIALITY ..... 7**

**9. INDEMNITY AGAINST A THIRD PARTY ..... 8**

**10. NOTIFICATION OF UNSUCCESSFUL BID..... 8**

**11. ENQUIRIES..... 8**

## **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 24 September 2026 (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 up to 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 function room nearby)
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>with F&amp;B service in between 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"> <li>The venue is to be available on Event Day and 1 day before event for pre-event set-up.</li> <li>Venue must provide alternative dates on top of our preferred date and/or accommodate to our ministerial level GOH's availability</li> </ul>
Accessibility and sustainability	<ul style="list-style-type: none"> <li>The venue should be near CBD (within 5km).</li> <li>Venue must be accessible to all individuals (i.e wheelchair friendly)</li> <li>The vendor should ensure adherence to eco-friendly best practices for the event e.g., no single use plastics</li> <li>The vendor should provide examples of sustainability practices while running events in their hotel ballroom</li> </ul>
Service	<ul style="list-style-type: none"> <li>The Vendor shall demonstrate a strong track record in delivering high-quality service for large-scale, high-profile corporate or awards events of similar scale (minimum 400–500 pax), including events involving senior management, VIPs, or ministerial-level guests.</li> </ul>

Capacity	<ul style="list-style-type: none"> <li>• The capacity of venue should be able to accommodate sit down dinner for 500 pax in tables of 10.</li> <li>• There should also be sufficient space outside event venue, to accommodate a pre-event reception and registration area with space for three 20ft x 16ft feature walls displaying photos of award winners.</li> <li>• The capacity of the venue should include a separate function room to accommodate 50 pax (VIPs) for a networking session prior to dinner.</li> <li>• 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.</li> </ul>
Space and layout	<p>The vendor shall provide the following spaces for the conduct of the event:</p> <ul style="list-style-type: none"> <li>• 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 (e.g., overnight) if needed. All set-up to be ready by 8am on event day</li> <li>• The capacity of the venue should include a separate function room close by to accommodate 50 pax (VIPs) for a networking session with cocktail tables prior to dinner. Vendor will need to propose security routes for VIPs (including ministerial GOH) to ballroom if function is further away.</li> <li>• Secretariat Room for organising committee – 8.00am to 10.00pm on event day</li> </ul>
AV Equipment	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Parking facilities and complimentary parking	<ul style="list-style-type: none"> <li>• The Vendor shall provide complimentary car park coupons for at least 20% of guests committed for the event and ensure ease of parking arrangements for guests.</li> </ul>

F&B	<ul style="list-style-type: none"> <li>• The vendor shall propose a canapes menu for the pre-event meeting for 50 pax as well as a 4-course western sit-down dinner menu (minimally 2 options) for the event for 500 pax. All menus should have no pork, no lard and include options for vegetarian, vegan, pescatarian and Halal guests.</li> <li>• The vendor should also propose house wine (red and white) and standard beverage options for the dinner.</li> <li>• The estimated budget for the meal should not exceed \$250/guest (excluding wine).</li> <li>• 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.</li> </ul>
Minimum guarantee	<ul style="list-style-type: none"> <li>• The event is expected to be attended by 500 guests. (with a minimum of 400 guests guaranteed).</li> <li>• The vendor should make provision to allow for a change in the number of committed guests at least one month before the event.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• The Vendor shall provide security and necessary contingencies for the venue to allow the safe conduct of the IBF Distinction Evening Gala.</li> </ul>
Contingencies	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Vendor should also clearly state postponement and cancellation terms in their proposal for IBF's assessment.</li> </ul>

## 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
August 2026	Pre-event site walk through for all required venue for the IBF Distinction Evening Gala.	1 month before event
August 2026	Pre-event food tasting of all required food and beverage for IBF Distinction Evening Gala.	1 month before event

1 day before Event Day (24 September 2026)	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 (24 September 2026)	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 and chairs for photo taking in the front of the room 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%
	<ul style="list-style-type: none"> <li>• Accessibility and Sustainability</li> </ul>	10%
	<ul style="list-style-type: none"> <li>• Space and layout proposed, and AV equipment included</li> </ul>	10%
	<ul style="list-style-type: none"> <li>• Security and Contingency measures</li> </ul>	5%
	<ul style="list-style-type: none"> <li>• F&amp;B High quality of food, more than 2 menu options (&gt; 2) Positive Google reviews</li> </ul>	15%
	<ul style="list-style-type: none"> <li>• Parking facilities and complimentary parking for guests</li> </ul>	10%
2	Track record or experience hosting similar events and ministerial level VIPs in the past 3 years	10%
3	Price Competitiveness	20%

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 **6 March 2026, 12pm**. All proposals must be clearly marked as "Proposal for IBF Distinction Evening Gala Venue and Catering (RFP.CE.2026.01)" and addressed to:

**The Institute of Banking & Finance**  
Email: [procurement@ibf.org.sg](mailto: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](mailto:nicole@ibf.org.sg) and cc [events@ibf.org.sg](mailto:events@ibf.org.sg)

## Annex A – Proposal Template

Project Item	Submission	Price
Venue Availability	<ul style="list-style-type: none"> <li>• <i>Sit- down dinner for 500pax in proposed Ballroom from 7.30pm - 9.30pm</i></li> <li>• <i>Function room for 50 pax networking with cocktail tables and chairs for photo taking in the front of the room from 6.00pm – 7.30pm</i></li> <li>• <i>Secretariat Room – 8.00am to 10.00pm</i></li> </ul> <p><i>Please state venues proposed for above and availability on</i></p> <ul style="list-style-type: none"> <li>• <i>24 September 2026</i></li> <li>• <i>Please propose other dates in September if above unavailable</i></li> <li>• <i>1 Day before Event Day for pre-event set-up.</i></li> </ul>	<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 rooms and vicinity layout and capacity of venues proposed.</i></p> <p><i>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	<p><i>Please provide a canapes menu for the pre-event networking for 50 pax and 2 options for 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.</i></p> <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	<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</i>	
	<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. Please clarify state postponement and cancellation terms and propose alternative solution such as venue change etc.</i>	
Sustainability	<i>Please state sustainable practices within location that can be implemented in our event, if any.</i>	

