

PUBLIC DOCUMENT

REQUEST FOR PROPOSAL

Project Name:

RFP.CE.2022.0024

2022 IBF CONFERENCE AND DISTINCTION EVENING 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 for the IBF Conference and Distinction Evening 2022.

2. BACKGROUND

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 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.

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.

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.

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 flagship conference (IBF Conference) on workforce transformation and upskilling to create a platform that will allow IBF to not only engage the industry and financial sector community on workforce transformation but also actively influence behaviour through the intellectual capital that will be gathered at the conference. The theme for the event will be: Building resilience, Accelerating transformation.

3.2 The event will comprise of a 1-day conference followed by a gala evening (IBF Distinction Evening). With the easing of SMM restrictions for industry events, the event will be organised in a physical format (no live stream but with AV recording). There will be a modest in-person audience of 500 for the conference and 500 for the gala evening. Proceedings from both the conference and the gala evening will be captured and uploaded to social after the event to the larger financial sector community on IBF’s social channels.

3.4 The IBF Conference and IBF Distinction Evening will be held on 6 Oct 2022, just after the Singapore F1 weekend. The programme for the event is outlined below

Time	Programme
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9am	Opening Address
9.30am	Keynote Address
10.00am	Tea Break
10.45am	Industry panel
12.00pm	2-course western sit-down Lunch
1.30pm	Fireside chat
2.30pm	Conference ends
7.30pm	IBF Distinction Evening 3-course western sit-down dinner
9.30pm	Dinner ends

4. PROJECT SPECIFICATIONS AND REQUIREMENTS

4.1 Venue Requirements

- a) Venue proposed should be available on 6 Oct 2022 and be available for pre-event setup the night before
- b) Venue should be near CBD (within 3km)
- c) Capacity of venue should be able to accommodate sessions from 9am – 3pm on 6 Oct for 500 pax in clusters of 8 (semi-circle facing stage); and sit-down dinner for 500 pax in tables of 10 from 7pm – 10pm on 6 Oct 2022, in accordance with safe distancing measures required for MICE events at the time of event. it would be advantageous for the venue to have some buffer capacity should IBF need to increase the total guest numbers in the lead up (up to 2 weeks prior) to the event due to good response.
- d) There should be sufficient foyer space outside event venue, to accommodate 2-3 gallery walls (to profile the awardees) and photo-wall.
- e) There should be a VIP room for Guest of Honour for the IBF Distinction Evening from 6.00pm – 7.30pm
- f) There should be a secretariat room to facilitate the coordination of event requirements for both the IBF Conference and IBF Distinction Evening.
- g) There should be a clause to allow IBF to change the date of the event should there be a sudden tightening of measures due to change in pandemic situation. Vendor should propose alternative plans should there be a tightening of measures in the 2 weeks leading up to the event.
- h) There should also be a clause to allow IBF to determine the capacity of the event 2 weeks prior, based on invitations response.

4.2 Food & Beverage Requirements

The vendor should propose menus, inclusive of vegetarian options, for the 3 refreshment items below:

Programme item	Cuisine	Budget*
Tea-break during the conference	Western	\$12/person
Lunch during the conference	Western	\$120/person
Dinner during the Gala evening.	Western	\$200/person

**(before GST) with all expenses included such as house wines and venue rentals for overnight and day-time set-ups; based on 500 guests for tea-break and lunch and 500 guests for dinner.*

5. SCOPE OF WORK

5.1 The Vendor shall provide the venue, all furniture and furnishings, lighting and audio-visual equipment required for the conduct of the IBF Conference and IBF Distinction Evening.

5.2 The Vendor shall provide the relevant service staff and security for the venue to allow the safe conduct of the IBF Conference and IBF Distinction evening in accordance with safe distancing measures required for MICE events at the time of event.

5.3 The Vendor shall provide complimentary carparking for up to 20% of guests committed for the event

5.4 The Vendor shall provide all food and beverage requirements of the IBF Conference and IBF Distinction Evening as stated under section 4.2 in accordance with the budget stated.

5.5 The Vendor shall provide access and availability for IBF to conduct site recces, setup and food tasting visits.

6. PROJECT DELIVERABLES & SCHEDULE

6.1 The Vendor shall deliver the following based on the timelines below unless otherwise instructed by IBF.

Date	Item
10 Jun 2022	Confirmation of venue
1 Sep2022	Pre-event site walk through for all required venue for the IBF Conference and IBF Distinction Evening.
Sep2022	Pre-event food tasting of all required food and beverage for the IBF Conference and IBF Distinction Evening.
5 Oct 2022	Pre-event set-up of all required venue for the IBF Conference and IBF Distinction Evening. Overnight set-up by event management vendor in ballroom and foyer. Ballroom should be ready by 8am on Event day
6 Oct2022 (Event Day)	Handover of all required venue to IBF for the conduct of the IBF Conference and IBF Distinction Evening a) Ballroom for IBF Conference (250 pax) and Ballroom for IBF

	Distinction Evening (500 pax) b) VIP Room for GoH required from 6pm to 7.30pm, 6 Oct 2022, room to be ready by 5pm c) Secretariat Room to cover both events – 8.00am to 10.00pm
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7. EVALUATION CRITERIA

7.1 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
2	Price Competitiveness	30%
3	Proposed Space and Ballroom layouts	30%
4	Venue Accessibility	10%
5	Food and Beverage Menu	10%
6	Contract Flexibility and contingency options (in event of unforeseen circumstances like pandemic resurgence)	10%
7	Vendor's experience & track record	10%

7.2 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.

8. SUBMISSION DETAILS

8.1 All Vendors are required to provide one (1) soft copy (PDF format) of the proposal to IBF **no later than 31 May 2022, 5 PM**, Singapore time. All proposals must be clearly marked as "Proposal for 2022 IBF Conference and Distinction Evening Venue and Catering (RFP.CE.2022.0024)" and addressed to:

The Institute of Banking & Finance
 10 Shenton Way
 #13-07/08 MAS Building
 Singapore 079117
 Email: procurement@ibf.org.sg

8.2 The IBF reserves the right not to accept late submissions.

8.3 Proposed fees:

- i. Provide quotations for fees using the '**Proposal Template**' under **Annex A**.
- ii. Fees quoted shall be in Singapore Dollars only and exclude GST. All fees quoted shall be final.

8.4 The IBF reserves the right to cancel, or modify in any form, this RFP for any reason, without any liability to IBF.

8.5 All proposals submitted will remain confidential.

9. PAYMENT

9.1 The vendor shall propose a detailed cost breakdown for each item required

9.2 50% of deposit to be paid upon start of project. The remaining 50% to be paid upon successful implementation of the IBF Conference and IBF Distinction Evening.

10. CONFIDENTIALITY

10.1 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.

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

11. INDEMNITY AGAINST A THIRD PARTY

11.1 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.

12. NOTIFICATION OF UNSUCCESSFUL BID

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

13. ENQUIRIES

13.1 All enquiries pertaining to this RFP may be directed to florence@ibf.org.sg and cc event@ibf.org.sg

Annex A – Proposal Submission Template

Project Name:

2022 IBF CONFERENCE AND DISTINCTION EVENING VENUE AND CATERING

Name of Vendor			
Address of Vendor			
Costs		IBF Conference	IBF Distinction Evening
Venue	Ballroom rental		
	AV		
	Carpark provision (pls state % of guest)		
	Floor plan/layout		
	Pre-event set-up (pls state date/time)		
	Site recce date		
	Main contact person		
	Sub total		
F&B	Conference Tea break (Pls provide menu and price per pax)		
	Conference Lunch (Pls provide menu and price per pax)		
	Distinction Evening Dinner (Pls provide menu and price per pax)		
	Sub total		
Others	Track record (Please details of 3 similar events hosted in the past 3 years)		
Grand total			