

PUBLIC DOCUMENT

REQUEST FOR PROPOSAL

Project Name:

INDUSTRY SHOWCASE AND CAREER FAIR FOR POLYTECHNIC STUDENTS



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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 proposals for the provision of Event Management and catering services for the Launch Event for Polytechnic Students.

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.

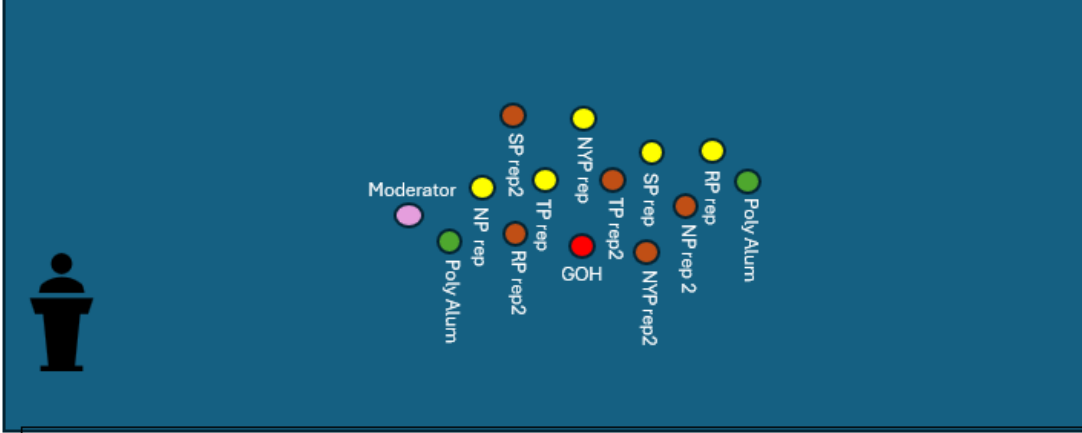
2.4 IBF also provides personalised career advisory to Singapore Citizens and Singapore Permanent Residents exploring a new role in, or career switch into the financial industry, under IBF Careers Connect. Since mid-October 2020, IBF has been appointed by the National Jobs Council as the Jobs Development Partner for the financial industry.

3. OBJECTIVE

3.1 The IBF will be organising a Financial Sector Industry Showcase cum Career Fair for the year 2 and 3 students of all 5 polytechnics on 9 July 2025. The venue will be at Convention Centre, Ngee Ann Polytechnic. The event will be graced by a Ministerial level Guest-of-Honour (GOH).

3.2 The main programme will be held in the Auditorium of the Convention Centre and will comprise of an opening address, an interactive dialogue between the GOH and 12 polytechnic students on stage followed by a sharing session on apprenticeship programmes. After the main programme, students will be free to explore an industry showcase comprising 8-10 booths in the Foyer as well as attend breakout sessions in 2 separate venues within the convention centre. The breakout session will take place concurrently with the industry showcase and a buffet lunch will also be served to facilitate networking.

3.3 The expected attendance is 1,000 guests. The tentative programme for the event is outlined below

| Timing | Event | | | | | | | | | | | | |
|-------------------|--|------------------|-----------------|-----------------|-------------------|-------------------|----------|-------------------|-----------|---------|------------------|----------------|------------------|
| 9.00am | Guest registrations | | | | | | | | | | | | |
| 9.30am | Opening Remarks | | | | | | | | | | | | |
| 9.35am | <p>GOH Dialogue with Polytechnic students Stage layout (live-feed required)</p>  <p style="text-align: center;">Audience</p> | | | | | | | | | | | | |
| 10.30am | Panel Sharing on Internship / Apprenticeship Programmes for Polytechnic Students | | | | | | | | | | | | |
| 11.00am | <p>Industry Showcase and Breakout sessions The segment will comprise of 2 parts that will take place at different locations concurrently.</p> <p>a) Ask-Me-Anything breakout sessions on 6 segments for students to engage in deeper discussions with industry reps/student or alumni profiles to gain a better understanding of the various roles and career opportunities/pathways in each segment. Schedule as follows:</p> <table border="1" data-bbox="407 1146 1433 1304"> <thead> <tr> <th>Venue/Time</th> <th>Lecture theatre</th> <th>Glass Enclosure</th> </tr> </thead> <tbody> <tr> <td>11.00am – 11.40am</td> <td>Wealth Management</td> <td>Tech/Ops</td> </tr> <tr> <td>11.45am – 12.25pm</td> <td>Insurance</td> <td>Data/AI</td> </tr> <tr> <td>12.30pm – 1.15pm</td> <td>AML/Risk/Fraud</td> <td>Asset Management</td> </tr> </tbody> </table> <p>b) Industry showcase and networking - FI booths featuring Young Talent programmes and opportunities / youth mentoring by NTUC</p> <p>A lunch buffet will be provided to facilitate networking.</p> <p>Students will be encouraged to explore as many breakout sessions and booths as possible, each student will be given a quest card when they arrive. They will collect stamps at each breakout session/booth and will be able to exchange an exclusive event premium upon completing 8 stamps.</p> | Venue/Time | Lecture theatre | Glass Enclosure | 11.00am – 11.40am | Wealth Management | Tech/Ops | 11.45am – 12.25pm | Insurance | Data/AI | 12.30pm – 1.15pm | AML/Risk/Fraud | Asset Management |
| Venue/Time | Lecture theatre | Glass Enclosure | | | | | | | | | | | |
| 11.00am – 11.40am | Wealth Management | Tech/Ops | | | | | | | | | | | |
| 11.45am – 12.25pm | Insurance | Data/AI | | | | | | | | | | | |
| 12.30pm – 1.15pm | AML/Risk/Fraud | Asset Management | | | | | | | | | | | |
| 1.30pm | 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 | The vendor is to provide pre-event set-up for the event. The venue is to be available on 8-9 Jul 2025 for pre- event set-up. Timing will be confirmed with Ngee Ann Poly estate management |
| Event management | 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 8 Jul 2025 and execution of event on 9 Jul 2025. The vendor should also coordinate with all parties involved to ensure the smooth delivery of the event. |
| Event Photography, videography and recording | The vendor shall provide <ul style="list-style-type: none"> • Photography and video recording of all segments of the event • 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, especially during the GOH dialogue with Poly students • Post-event highlights video and an edited version of the GOH dialogue segment by 2359 on 18 Jul 2025. |
| Management of moderator, emcee | The vendor shall assist with the booking and management of the moderator cum emcee for the session and other third-party vendors and caterers. |
| Buffet catering | The vendor shall propose menus (no pork no lard), including vegetarian options for a buffet lunch comprising finger food/canapes for 1000 pax. The buffet is to be set up in 2 separate lines. The estimated budget for the meal should be \$12/guest. Vendor should also recommend additional food options that will draw and retain crowds for the poly students (for instance, Milo truck, Food kiosks) and provide the costings in their submissions. |
| Contingencies | 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 (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 review. |

5. PROJECT DELIVERABLES & SCHEDULE

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

| Date | Item |
|-----------------------------|--|
| 3 rd week of Jun | Confirmation of moderator, emcee, third party vendors |
| 3 rd week of Jun | Pre-event site walk through |
| 8 Jul 2025 | Pre-event set up of equipment and rehearsal |
| Event Day | a) AV management b) Moderator, Emcee Management, third party vendor mgmt. c) Catering setup & Management |

| | |
|--|---|
| | d) Recording of session and same day 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 | 20% |
| 2 | Audio-visual equipment support | 10% |
| 3 | Event photography/videography | 10% |
| 4 | Recommendation and management of Third-party vendors including Emcee/Moderator and Catering | 10% |
| 5 | Contingency management | 10% |
| 6 | Track record / experience in similar ministerial level events over the past 3 years | 10% |
| Q-score | | 70% |
| 12 | Price Competitiveness | 30% |
| 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 21 working days from publication date of Request for Proposal on IBF's website**. All proposals must be clearly marked as "Proposal for industry showcase and career fair for polytechnic students" and addressed to:

The Institute of Banking & Finance
10 Shenton Way
#13-07/08 MAS Building
Singapore 079117
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. The IBF also reserves the right to cancel, or modify in any form, this Request for Proposal 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 Request for Proposal may be directed to florence@ibf.org.sg and cc events@ibf.org.sg

Annex A – Proposal Template

| Project Item | Submission | Price |
|-------------------------------|--|-------|
| Event Management | <i>Please provide the full list of employees who will be deployed to manage the event.</i> | |
| AV support | <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> | |
| Event Videography & Recording | <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 to produce the following 2 post event reels for post event sharing online:</i> <ul style="list-style-type: none"> • <i>Event highlights of the entire event including industry showcase and breakout sessions</i> • <i>GOH Dialogue</i> | |
| Emcee cum moderator fee | <i>Please provide the cost of proposed moderator and emcee.</i> | |

| | | |
|--------------------------|--|--|
| Third party vendors | <i>Pls propose and provide costing for third party vendors of F&B options for crowd attraction to the venue (food truck, milo truck, food kiosks)</i> | |
| Menu for buffet catering | <i>Please provide menus proposed (no pork no lard), inclusive of vegetarian options, for the lunch buffet for 1,000 pax.</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> | |
| Track Record | <i>Please provide the following details of the last 3 events, of similar nature, that your company has managed over the past 24 months.</i> <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> | |