

## Invitation to Quote (ITQ) - ISCA Run 2027

### 1. Introduction

The Institute of Singapore Chartered Accountants (ISCA) invites proposals from qualified Event Organisers (EOs) to conceptualise, plan, and execute the 12<sup>th</sup> edition of the ISCA Run. This sporting event promotes camaraderie among members of the accountancy profession, as well as healthy living and family bonding. ISCA Run also gives back to the accountancy profession via the event's chosen beneficiary, ISCA Cares.

ISCA Run 2026 will be held on 17 Oct 2026 at The Meadow, Gardens by the Garden. Click [here](#) to find out more.

### 2. Event Overview

<b>Event Name</b>	ISCA Run 2027
<b>Theme</b>	<i>For agency to propose.</i>  <i>2026 – Everyday Heroes, Extraordinary Impact</i>  <i>2025 – Cash me if you Care</i>  <i>2024 – Colours Run</i>  <i>2023 – No theme</i>
<b>Suggested Dates</b>	Any Saturday in October 2027 (Preferred date – 16 Oct)
<b>Event Duration</b>	6am – 12pm (Open for Agency to Propose)
<b>Target Audience</b>	Professionals in the Accountancy Sectors / Runners
<b>Expected Attendance</b>	2,500 participants
<b>Race Categories</b>	- 10km (Men / Women)  - 5km (Men / Women)
<b>Venue</b>	<i>To be proposed under Scope of Work</i>  <i>(To consider other venues (E.g. Sentosa) instead of The Meadow, Gardens by the Bay.)</i>

### 3. Key Information

RFP Deadline: **3 Aug 2026 (Monday), 6pm**

Point of Contact:

Name	Designation	Email
Jia Yin CHUA (Ms)	Events Lead	<a href="mailto:jjayin.chua@isca.org.sg">jjayin.chua@isca.org.sg</a>

#### Submission Requirements

1. Proposal
2. Quotation
3. Agency Profile Deck

All proposals and quotations must be submitted via email to [jjayin.chua@isca.org.sg](mailto:jjayin.chua@isca.org.sg) by 3 Aug 2026, 6pm. Any submission after the indicated deadline will not be considered.

**By submitting, you agree to all our terms and conditions.**

### 4. Evaluation Criteria

All proposals that adhere to the terms and conditions of the RFP will be evaluated based on the following criteria:

Criteria	Weightage
Past Track Records of Similar Events	10%
Overall Concept, Theme and Ideas to create a unique experience	30%
Any Value-added services / Unique services that can be provided	25%
Overall Cost	35%

ISCA reserves the right to reject any tenderers and is not obligated to share reasons for the rejection.

## 5. Timeline

Date	Activity
29 Jun 2026 (Mon)	RFP Opens on ISCA Website
29 Jun 2026 (Mon) – 6 July 2026 (Mon)	Open Q&A <i>(Agencies may write in to seek clarification. Q&amp;As after the deadline will not be entertained.)</i>
<b>3 Aug 2026 (Mon)</b>	<b>RFP Submission Closes at 6pm</b>
4 Aug 2026 (Tue) – 10 Aug 2026 (Mon)	Proposal Review Period
11 Aug 2026 (Tue) – 17 Aug 2026 (Mon)	Presentation of Shortlisted Proposals
18 Aug 2026 (Tue) – 30 Aug 2026 (Mon)	Management Evaluation
1 Sep 2026 (Tue) – 14 Sep 2026 (Mon)	Appointment of EO
7 Oct 2026 (Thu) – 9 Oct 2027 (Sat)	Race Kit Collection @ ISCA House
Oct 2026	ISCA Run 2026

## 6. Scope of Work

The appointed EO will be responsible for the end-to-end management of the event, including but not limited to:

S/N	Scope of Work
1	<p><b>Design and Artwork</b></p> <p>Design of Logo, Key Visual, and adaptations inclusive but not limited to</p> <ul style="list-style-type: none"> <li>- Event Backdrop</li> <li>- Event Sponsor Feature Wall</li> <li>- On site and pre-event Signages</li> <li>- Social Media Posts</li> <li>- Entitlements Eg T shirt, Medals, bib design</li> <li>- Runners Guide</li> <li>- Website (Provision of artwork and adaption only. No requirement for domain purchase or website building)</li> <li>- Any other items not listed above</li> </ul>

2	<b>Venue &amp; Race Route Planning</b> <ul style="list-style-type: none"> <li>- Rental of Venue (Set up, Event Day, and Tear down)</li> <li>- Application of Permits and Licenses</li> <li>- Race Course Set up</li> <li>- Logistics, Fabrications for venue set up (Eg cones, barricades etc)</li> <li>- Onsite Branding (Flag off stage, Start Arch, Finish Arch etc)</li> <li>- Relevant info boards, signage and wayfinding</li> </ul>
3	<b>Drink Stations (Run course and Finish)</b>
	<b>Manpower</b> <ul style="list-style-type: none"> <li>- Race Personnels</li> <li>- Safety and Security Personnel</li> <li>- Provisions of Volunteers and Volunteers Management</li> <li>- Any other manpower required</li> </ul>
4	<b>Medical</b>
5	<b>Timing Equipment</b>
6	<b>Runner Entitlements for 2,500 Participants</b> <ul style="list-style-type: none"> <li>- Race Kits</li> <li>- T Shirts</li> <li>- Finisher Medals</li> <li>- Race bibs</li> <li>- 20 x Trophies (Awards)</li> </ul>
7	<b>Race Kit Collection</b> <ul style="list-style-type: none"> <li>- Manpower to pack race kits</li> <li>- Onsite Manpower</li> <li>- Creation of Runners guide</li> <li>- Delivery and collection of RKC items</li> </ul>
8	<b>Festive Village</b> <ul style="list-style-type: none"> <li>- Programme Planning for Festive Village</li> <li>- Space Planning for Festive Village</li> <li>- Gifts for Activities</li> <li>- Warm up dancers</li> <li>- Builds within Festive village (Main Stage, AWA Tent, Baggage drop tent, volunteers tent, Festive Tent, Corporate Tents, F&amp;B Tents, Games Tents etc) <ul style="list-style-type: none"> <li>o Up to 6 Corporate Sponsors Tents</li> <li>o Up to 5 F&amp;B Tents</li> <li>o Up to 4 Games/Activities Tents</li> </ul> </li> </ul>
9	<b>Photography and Videography</b> <ul style="list-style-type: none"> <li>- 2 x Photographers</li> <li>- 1 x Videographer</li> <li>- 1 x event highlight reel of up to 3 mins within 24 hours</li> </ul>
10	<b>Master of Ceremony</b>
11	<b>Event Registration</b>

	<ul style="list-style-type: none"> <li>- Management of the registration portal</li> <li>- Portal set up and management</li> <li>- Service Emails</li> <li>- Note: ISCA Run uses Active Network Platform.</li> </ul>
11	<p><b>Event Management Fees</b></p> <p>Onsite Management of Run inclusive of, but not limited to, Marshals, Bag Deposit, Flag Off, Prize Presentation, T-Shirt Collection, Safety Marshals / Vehicles, Water Points, Wet Weather Plan, and Crisis Management</p>
12	<b>Courier Services &amp; Miscellaneous</b>
13	<b>Any other items</b>

Note:

- ISCA is not obligated to select the company with the lowest cost.
- ISCA may choose not to award any part of the ITQ if the concept(s) do not fulfil the requirements.
- Ideas and Concepts submitted may be changed and/or refined based on the suitability, requirements and changes in objectives.

## 7. Deliverables

The selected organiser will be expected to provide:

- Full Event Proposal – theme, programme flow, design mock-ups, stage programming, festival village activities and entertainment, and event experience.
- Creative Designs – event logo, key visuals, collaterals, branding elements.
- Detailed Budget – with line items for venue, F&B, entertainment, activities, décor, AV, manpower, marketing, logistics, door gifts, etc.
- Production Schedule & Timeline – from pre-event to post-event.
- Event Management & Execution – onsite management and full delivery of event.

## 8. Run Routes

- Proposed Start and End Point should be accessible via public transport
- Large enough to accommodate runners
- Dedicated venue for post-run Festival Village
- Routes need not be certified or sanctioned
- GPS mapping would suffice
- Where possible, routes should offer a scenic view that can be observed during the run.

## **9. Price Schedule**

Tenderers shall comply with the price schedule as provided in the tender documents.

- All proposed items to be itemised in the quotation
- Tenderers can include additional items that are deemed necessary for the successful execution of the run in the respective relevant sections
- Tenderers are required to list down items that are deemed mandatory for the execution of the event, as well as any optional add-ons.
- ISCA reserves the right to omit items within the quotation or seek a replacement of equal or lesser value
- ISCA reserves the right to award each item within a quotation to different tenderers
- All payment terms to be 45 days credit from the date of the event.

## **Terms & Conditions**

### **1. Tender Period**

This Request for Proposal shall be closed on the Closing Date and Time. “Closing Date and Time” means the date and time of 13<sup>th</sup> July 2026, 6pm or such other date and time as notified by ISCA in writing from time to time. Quotations received after the Closing Date and Time shall be disqualified.

### **2. Validity Period**

Quotations submitted shall remain valid for acceptance for the Validity Period. “Validity Period” means a period of ONE (1) year from the Closing Date and Time, or such longer period as may separately be agreed in writing between the Tenderer and ISCA.

### **3. Confidentiality**

Except with the consent in writing of ISCA, the Tenderer shall not disclose to any person (other than employees, servants and agents on a “need-to-know” basis for the purposes of preparing or submitting a Request for Quotation or subsequent clarifications) this Request for Quotation, or any of its provisions, or any specifications, plans, drawings, patterns, samples or information issued by ISCA.

ISCA may require an unsuccessful Tenderer to return or destroy any specifications, plans, drawings, patterns, samples or information issued by ISCA in connection with this Invitation to Tender.

#### **4. Clarification on Tenderer's Offer**

In the event that ISCA seeks clarification upon any aspect of the Tenderer's Tender Offer, the Tenderer shall provide full and comprehensive responses within Three (3) working days of notification.

#### **5. Qualifications of Tenderer**

This tender is opened to all companies that fulfil the following Supply Heads and Financial Grades under the Government Supplier Registration (GSR)

- EPU/SER/17 – Exhibition / Event Management Services
- Financial Grading of S4 and above

Companies that do not have a GSR are to provide their past 2 years audited Annual Financial Reports for verification. Companies would need to have a Net Tangible Asset of at least \$25,000 and Turnover / Sales/ Revenue of \$500,000 for the past 2 years to be eligible (equivalent of S4 Grading).

#### **6. Additional Conditions**

ISCA may request the Tenderer to amend his offer after Tender submission and any amendments agreed upon shall be in writing and shall be submitted by the Tenderer to form part of the Tenderer's offer. ISCA reserves the right to issue supplementary terms and conditions of Contract at any time prior to the closing date of this RFP.

ISCA reserves the right to introduce additional terms and conditions of Contract at any time prior to the execution of the Agreement and subject to mutual agreement these terms and conditions shall become part of the Contract upon the execution of the Agreement.

Any additional information or clarification of any part of the Tender Offer submitted in writing by the Tenderer prior to the Closing Date and Time which do not derogate from ISCA's rights under the terms and conditions specified shall, if accepted by ISCA in writing, form part of the Tenderer's Tender Offer and if the Tender Offer is accepted by ISCA shall become part of the Contract.

No action or communication by ISCA or the Tenderer pursuant to this shall have the effect of revoking or invalidating the Tenderer's original Tender Offer.

- ISCA is not obligated to select the company with the lowest cost.

- ISCA may choose not to award any part of the RFP if the concept(s) do not fulfil the requirements.
- Ideas and Concepts submitted may be changed and/or refined based on the suitability, requirements and changes in objectives.

## **7. Disclaimer & Limitation of Liability**

This Request for Proposal may not contain all information which Tenderers may require. Tenderers should therefore make their own inquiries and seek such clarifications they think necessary. ISCA shall not be liable to any Tenderer for any information in this Invitation to Tender which is incomplete or inaccurate. ISCA shall not be liable for any loss of profit or indirect or consequential losses arising from or in connection with ISCA's failure to comply with its legal obligations in conducting this Request for Proposal, considering or evaluating any Quotation or accepting any Quotation. Any liability shall be limited to the costs of preparing and submitting the Tender Offer reasonably incurred by the Tenderer.

## **8. Submission of Proposal**

Tenderers shall submit their Tender Offers in accordance with the following mode(s) of submission:

1. Proposal
2. Itemised Quotation
3. Agency Profile Deck

**Mode of Submission: Email submission to [jjayin.chua@isca.org.sg](mailto:jjayin.chua@isca.org.sg)**

**Closing Date and Time: 3 Aug 2026, SGT 6pm**

For the proposal submission:

- All alterations, amendments or cancellations made by the Tenderer will not be accepted unless such amendments are initialled by the Tenderer.
- The quotation and all other accompanying documents such mood boards, superimposed images, and background information about the Tenderer etc. are to be submitted through Tender Board. All documents must be submitted at the same time.
- The Tenderer's offer including all data, documents, catalogues etc. shall be written in easily comprehensible English Language.
- The Tenderer's offer must include an address where, in the event that any notice, request, waiver, consent or approval required to be sent can be directed to.
- In no case will any expense incurred by a Tenderer in the preparation of this RFP be borne by ISCA.

- Substantial non-compliance with the terms, conditions and specifications stipulated in this document will render the Tender liable to rejection. The decision of ISCA on what constitutes substantial non-compliance is final.