

Invitation to Quote (ITQ): ISCA Dinner 2026

1. Introduction

The Institute of Singapore Chartered Accountants (ISCA) invites proposals from experienced event organisers to conceptualise, plan, and deliver the ISCA Dinner 2026. The dinner is a flagship networking and celebration event for our members, partners, and stakeholders.

We are seeking a creative, professional, and reliable Event Organiser (EO) who can provide end-to-end event management — from creative design to programme execution — ensuring a seamless and memorable experience.

To find out what was done in 2025, click [here](#).

2. Event Overview

Event Name	ISCA Dinner 2026
Theme	<i>To be proposed under Scope of Work</i>
Suggested Dates	3 July 2026 (Friday)
Event Duration	6.00pm – 10.00pm
Expected Attendance	250 pax
Notable Attendees	GOH is likely to be a political office holder ISCA Distinguished Lifetime Members, ISCA Council and Council Alumni, C-Suite Executives
Venue	TBC (Hotel Ballroom) <i>(ISCA will take charge of venue sourcing)</i>

3. Key Information

ITQ Deadline: **3 November 2025 (Monday), 6pm**

Point of Contact:

Name	Designation	Email
Jia Yin CHUA (Ms)	Events Lead	jiayin.chua@isca.org.sg

Submission Mode:

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

1. Proposal
2. Quotation

All proposals and quotations must be submitted by 3 Nov 2025, 6pm. Any submission after the indicated deadline will not be considered.

Mode of Submission: Email proposal and quotation to jiayin.chua@isca.org.sg

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

4. Evaluation Criteria

All proposals that adhere to the terms and conditions of the ITQ 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
21 Oct 2025 (Tue)	ITQ Opens on Tender Board
21 Oct (Tue) – 27 Oct 2025 (Mon)	Open Q&A <i>(Agencies may write in to seek clarification. Q&As after the deadline will not be entertained.)</i>
3 Nov 2025 (Mon)	ITQ Submission Closes at 6pm
4 Nov (Tue) – 17 Nov 2025 (Mon)	Proposal Review Period
18 Nov (Tue) – 21 Nov 2025 (Mon)	Presentation of Shortlisted Proposals
24 Nov (Mon) – 7 Dec 2025 (Sun)	Management Evaluation
8 Dec (Mon) – 12 Dec 2025 (Fri)	Appointment of EO
3 July 2026 (Fri)	ISCA Dinner 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	Design of Logo, Key Visual, and adaptations inclusive but not limited to website, social media posts, collaterals, holding slides and onsite backdrop and signage
2	Venue Liaison
3	Event Registration incl. eDMs, e-Invites, etc.
4	Sourcing and packing of Door Gifts
5	Provision of Pre-Event Activities (at least 3)
6	Provision of Opening Performance and Stage Activities

7	Provision of Emcee and Live Band
8	Provision of Audio Visual Lighting and required manpower, including but not limited to show caller, graphic operator, sound and lighting operator. Live feed to be included.
9	Provision of Event Photographer, including same day event highlight photos of up to 30 photos.
10	Provision of Videographer and a up to 3 min event highlight reel within 1 week of event
11	Application of Licenses and Permits
12	Onsite Management of Dinner Programme including management of F&B / Venue and other suppliers
13	Onsite Branding, Decor, Fabrication and Logistics
14	Event Manpower
15	EO Management Fees
16	Other Items Not Listed Above

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, entertainment options, and event experience.
- Creative Designs – event logo, key visuals, collaterals, branding elements.
- Detailed Budget – with line items for venue, F&B, entertainment, 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. 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 30 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 3rd November 2025, 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 ITQ.

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 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. 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

Mode of Submission:

Email proposal and quotation to jjayin.chua@isca.org.sg

Closing Date and Time: 3 Nov 2025, 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 ITQ 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.