



Invitation to Quote (ITQ): ISCA Conference 2026

1. Introduction

ISCA Conference is the annual flagship conference for all accounting, business and finance professionals, providing a platform to gain insights into industry trends, connecting with peers and leaders alike across the profession, while staying ahead in the ever-evolving world of Accountancy.

Key partners in the past include government agencies such as ACRA, Accountant-General's Department and accounting professionals from accountancy firms, financial institutions, technology providers, and training organisations.

ISCA Conference has been ongoing for at least 10 years and receives more than 1,000 attendees annually. To find out what was done in 2025, please visit the link <https://isca.org.sg/member-support/events/isca-conference-2025>.

2. Event Overview

Event Name	ISCA Conference 2026
Theme	<i>To be proposed under Scope of Work</i>
Suggested Dates	11 November 2026
Event Duration	9am - 6pm
Expected Attendance	1,200 pax
Notable Attendees	Accounting Professionals from Accountancy Firms, Financial Institutions, Technology Providers, and Training Organisations
Tentative Venue	Sands Expo and Convention Centre <i>Main Plenary (1,200 pax) – Roselle Simpor</i> <i>Breakout (600 pax) – Peony Main</i> <i>Exhibition & F&B – Roselle and Simpor Junior</i>

3. Key Information

ITQ Deadline: **27 February 2026 (Friday), 6pm**

Point of Contact:

Name	Designation	Email
Jia Yin CHUA (Ms)	Events Lead	jiayin.chua@isca.org.sg
Audrey NG (Ms)	Events Executive	audrey.ng@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 20 February 2026, 6pm. Any submission after the indicated deadline will not be considered.

Mode of Submission: Email proposal and quotation to jiayin.chua@isca.org.sg and audrey.ng@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
11 Feb (Wed)	ITQ Opens on Tender Board
11 Feb (Wed) – 22 Feb 2026 (Sun)	Open Q&A <i>(Agencies may write in to seek clarification. Q&As after the deadline will not be entertained.)</i>
27 Feb 2026 (Fri)	ITQ Submission Closes at 6pm
27 Feb (Mon) – 6 Mar 2026 (Fri)	Proposal Review Period
9 (Mon) – 13 Mar 2026 (Fri)	Presentation of Shortlisted Proposals
16 (Mon) – 20 Mar 2026 (Fri)	Management Evaluation
23 (Mon) – 27 Mar 2026 (Fri)	Appointment of EO
10 Nov 2026 (Tue)	Move in
11 Nov 2026 (Wed)	ISCA Conference 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 and Creation of Key Visual
2	Adaptation of Key Visual for, but not limited to, the following: <ul style="list-style-type: none"> - Event Backdrop - On site Signages - Social Media Posts (e.g. LinkedIn, Facebook, Instagram) - Powerpoint Template

	<ul style="list-style-type: none"> - Website Design and Management - Lanyards for attendees
3	Event Registration (Onsite only)
4	Plan and conceptualise engagement activities (at least 3) for attendees
5	Conceptualise an overarching activity to get attendees to visit exhibitors and participating exhibitors
6	Exhibition Floor Planning & Layout
7	<p>Exhibition Stand Building (up to 20 booths)</p> <ul style="list-style-type: none"> - To propose 3 tiers/options builds within a 3 x 3m space (Eg: Tabletop/ system panel/ carpentry build) - Ensure consistency in branding and outlook across all booths. - Optional: To propose a Premium booth within a 4m x 4m space.
8	<p>ISCA Booth</p> <ul style="list-style-type: none"> - To propose a 3-sided ISCA booth within a 5m x 5m space
9	Exhibitor Management, including the provision of Exhibitor Manual
10	Exhibitor Lead Generation Programme
11	<p>Onsite Branding, Decor, Fabrication and Logistics</p> <ul style="list-style-type: none"> - 1 x LED Backdrop (24ft x 18ft) - 1 x Main Stage Backdrop - Animated Key Visual for the LED Backdrop - Any other branding and decor
12	<p>Provision of Fringe Activities</p> <ul style="list-style-type: none"> - Up to 4 fringe activities
13	Provision of AV and Lighting System for Breakout Hall
14	Provision of 2 x Event Photographer, including same day event highlight photos of up to 50 photos
15	Provision of Videographer and a up to 3 min event highlight reel within 1 week of event

16	Application of Licenses and Permits
17	<p>Provision of Manpower for 2 Days (Rehearsal and Set-Up) for Main Hall and Breakout Hall</p> <p>(Only Manpower is required for the Main Hall. Tech Rider for Main Hall provided in Annex A)</p> <ul style="list-style-type: none"> - 2 x Show Caller - 2 x Stagehand - 2 x Stage Manager - 2 x Sound Operator - 2 x Graphic Operator - 2 x Emcee Liaison - Relevant manpower to execute the event
18	<p>Registration Management for 1,500 pax</p> <ul style="list-style-type: none"> - Onsite Event Registration system* - Badge Printing - Production of Lanyards - Onsite Set-up and Support - Registration counters with graphic print <p>*Registration unique ID and full name list will be provided nearer to event date. Delegates will use the ISCA Events App QR to check in.</p>
19	Onsite Management, including but not limited to registration, crowd control, and stage management
20	EO Management Fees
21	Other Items Not Listed Above

Note:

- ISCA would be looking at ideas / value adds that enhances the experience of the participants and exhibitors at the Event.
- Tenderers are invited to showcase ideas and concepts that would attract and make the event unique and different from other job fairs.

- 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 – Programme flow, design mock-ups, exhibition builds, F&B, and event experience.
- Creative Designs – event logo, key visuals, collaterals, branding elements.
- Detailed Budget – with line items for activities, F&B, décor, manpower, logistics, etc.
- Production Schedule & Timeline – from pre-event to post-event.
- Event Management & Execution – onsite management and full delivery of event.

8. Quotation & Price Schedule

- 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 27 February 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 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

jiayin.chua@isca.org.sg & audrey.ng@isca.org.sg

Closing Date and Time: 27 Feb 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 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.

Annex A

Item No.	Description	Note	Qty	Rental Duration
A EQUIPMENT RENTAL - AUDIO				
1	Speaker - L Acoustics Kara		19	1 Day
2	Subwoofer - Meyer 1100-LFC		4	1 Day
3	Digital Mixing Console - Yamaha QL1 16ch	16 input, 8 output	1	1 Day
4	Yamaha RIO 1608	-	1	1 Day
5	SHURE AD4DA - Axient Digital Dual Channel Receiver / Freq: 470 - 636 MHz	Wireless Handheld / lapel not	3	1 Day
6	SHURE ADX1/G56 Digital Microphone - Diversity Showlink-Enabled Micro Bodypack	with SHURE WL184-X - Supercardioid	3	1 Day
7	SHURE ADX2/B58-G56 Digital Microphone - Diversit Showlink-Enabled Handheld SM58	Receiver not included	3	1 Day
8	Front Fills Yamaha MSP3	BOH Monitor for Video Village	2	1 Day
9	Portable Stereo, Audio interface, Laptop Audio	Video Village & FOH Console	5	1 Day
10	Intercom		12	1 Day
11	Intercom - Base Station		1	1 Day
12	Cables & Accessories		1	1 Event
B EQUIPMENT RENTAL - LIGHTING				
1	GrandMA3 Fullsize	-	1	1 Day
2	JB lighting A12		8	1 Day
3	Robe CycBar 15	Robin CYCbar 15	14	1 Day
4	Chauvet COLORado 3 Solo	Uplighter for drape line	26	1 Day
5	Claypaky SharpY X Frame		17	1 Day
6	Claypaky HY B-EYE K15		8	1 Day
7	Avolite PowerCube 18 + 6ch Dimmer system	63A	1	1 Day
8	Cables & Accessories		1	1 Day
C EQUIPMENT RENTAL - VIDEO				
1	Absen Polaris Series P2.9 indoor	Main LED Wall 22mL X 3mH	66	1 Day
2	Barco E2 switcher with laptop control	-	2	1 Day
3	Barco EC-50 controller for E2/S3-4k	-	1	1 Day
4	Nova MCTRL4k	LED Wall Processor	2	1 Day
5	PT-RZ21K Lumens Laser Projector with standard lens	Native resolution 1920x1200	2	1 Day
6	Panasonic MZ570 Laser LCD projector with STD Lens (1.7-2.8:1)	Native resolution 1920x1200	6	1 Day
7	11.5ft x 6.5ft (160")Screen front / rear combo	16:9 ratio Frame area 12ft x 6.9ft	6	1 Day
8	16ft x 9ft (220 in.) Screen front /rear combo	16:9 ratio Frame area 17ft x 10ft	2	1 Day
9	MasterCue V6 Wireless w/ Extended Range (Up to 3 laptops)		1	1 Day
10	Mac Pro, with Resolume	with Resolume for LED Wall content	1	1 Day
11	Cables & Accessories		1	1 Day

Item No.	Description	Note	Qty	Rental Duration
D EQUIPMENT RENTAL - RIGGING				
1	Total Fab OV 3.048m (10ft)300mm x 300mm truss (Black)		76	1 Event
2	Global truss F34P 300mm X 300mm X 3.048m (10ft)		6	1 Event
3	1 ton Manuel Chain Hoist		16	1 Event
4	Chain Master Motorized hoist	-	41	1 Event
5	Pipes and Drapes (2.9mL x 5mH)		24	1 Event
6	Pipes and Drapes (2.9mL x 1.5mH)	AV control area	4	1 Event

E EQUIPMENT RENTAL - INTERNET FOR STREAMING				
1	Broadband internet connection for PC or laptop, DHCP with max, 1Gbps/1Gbps dedicated bandwidth	Video Village	1	1 Event
	Video production usage only			

F LABOR CHARGES **Up to 9 hrs (inclusive of one hour meal break) **Extended hourly rate at \$1,000+/ per hour				
Date	Description	Qty	Start	End
Day 1	SHCALL AUD Operator Hybrid Broadcast Studio -	1	9:00	18:00
Day 1	SHCALL AUD Assistant Hybrid Broadcast Studio -	1	9:00	18:00
Day 1	SHCALL VID E2 Operator Hybrid Broadcast Studio -	1	9:00	18:00
Day 1	SHCALL VID Resolume Operator Hybrid Broadcast Studio -	1	9:00	18:00
Day 1	SHCALL LX Operator Hybrid Broadcast Studio -	1	9:00	18:00
			Break	Shift Total
			1:00	8:00 8:00
			1:00	8:00 8:00
			1:00	8:00 8:00
			1:00	8:00 8:00
			1:00	8:00 8:00