

## **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**

|                            |   |
|----------------------------|---|
| <b>Event Name</b>          | ISCA Conference 2026  |
| <b>Theme</b>               | <i>To be proposed under Scope of Work</i>   |
| <b>Suggested Dates</b>     | 11 November 2026  |
| <b>Event Duration</b>      | 9am - 6pm   |
| <b>Expected Attendance</b> | 1,200 pax   |
| <b>Notable Attendees</b>   | Accounting Professionals from Accountancy Firms, Financial Institutions, Technology Providers, and Training Organisations   |
| <b>Tentative Venue</b>     | Sands Expo and Convention Centre<br><br><i>Main Plenary (1,200 pax) – Roselle Simpor</i><br><i>Breakout (600 pax) – Peony Main</i><br><i>Exhibition &amp; F&amp;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      | <a href="mailto:jiayin.chua@isca.org.sg">jiayin.chua@isca.org.sg</a> |
| Audrey NG (Ms)    | Events Executive | <a href="mailto:audrey.ng@isca.org.sg">audrey.ng@isca.org.sg</a>     |

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](mailto:jiayin.chua@isca.org.sg) and [audrey.ng@isca.org.sg](mailto: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) –<br>22 Feb 2026 (Sun) | Open Q&A<br><i>(Agencies may write in to seek clarification. Q&amp;As after the deadline will not be entertained.)</i> |
| <b>27 Feb 2026 (Fri)</b>            | <b>ITQ Submission Closes at 6pm</b>  |
| 27 Feb (Mon) – 6 Mar<br>2026 (Fri)  | Proposal Review Period   |
| 9 (Mon) – 13 Mar<br>2026 (Fri)      | Presentation of Shortlisted Proposals  |
| 16 (Mon) – 20 Mar<br>2026 (Fri)     | Management Evaluation  |
| 23 (Mon) – 27 Mar<br>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"> <li>- Event Backdrop</li> <li>- On site Signages</li> <li>- Social Media Posts (e.g. LinkedIn, Facebook, Instagram)</li> <li>- Powerpoint Template</li> </ul> |

|    |  |
|----|--|
|    | <ul style="list-style-type: none"> <li>- Website Design and Management</li> <li>- Lanyards for attendees</li> </ul>  |
| 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  | Exhibition Stand Building (up to 20 booths) <ul style="list-style-type: none"> <li>- To propose 3 tiers/options builds within a 3 x 3m space (Eg: Tabletop/ system panel/ carpentry build)</li> <li>- Ensure consistency in branding and outlook across all booths.</li> <li>- Optional: To propose a Premium booth within a 4m x 4m space.</li> </ul> |
| 8  | ISCA Booth <ul style="list-style-type: none"> <li>- To propose a 3-sided ISCA booth within a 5m x 5m space</li> </ul>  |
| 9  | Exhibitor Management, including the provision of Exhibitor Manual  |
| 10 | Exhibitor Lead Generation Programme  |
| 11 | Onsite Branding, Decor, Fabrication and Logistics <ul style="list-style-type: none"> <li>- 1 x LED Backdrop (24ft x 18ft)</li> <li>- 1 x Main Stage Backdrop</li> <li>- Animated Key Visual for the LED Backdrop</li> <li>- Any other branding and decor</li> </ul>  |
| 12 | Provision of Fringe Activities <ul style="list-style-type: none"> <li>- Up to 4 fringe activities</li> </ul>   |
| 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"> <li>- 2 x Show Caller</li> <li>- 2 x Stagehand</li> <li>- 2 x Stage Manager</li> <li>- 2 x Sound Operator</li> <li>- 2 x Graphic Operator</li> <li>- 2 x Emcee Liaison</li> <li>- Relevant manpower to execute the event</li> </ul> |
| 18 | <p>Registration Management for 1,500 pax</p> <ul style="list-style-type: none"> <li>- Onsite Event Registration system*</li> <li>- Badge Printing</li> <li>- Production of Lanyards</li> <li>- Onsite Set-up and Support</li> <li>- Registration counters with graphic print</li> </ul> <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](mailto:jiayin.chua@isca.org.sg) & [audrey.ng@isca.org.sg](mailto: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 - Diversirt 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>B EQUIPMENT RENTAL - LIGHTING</b> |  |                          |    |   |     |
| 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 |

|                                   |  |                                    |    |   |     |
|-----------------------------------|--|------------------------------------|----|---|-----|
| <b>C EQUIPMENT RENTAL - VIDEO</b> |  |                                    |    |   |     |
| 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 |
|          |  |                 |     |                 |       |

|  |  |               |   |   |       |
|--|--|---------------|---|---|-------|
| <b>E EQUIPMENT RENTAL - INTERNET FOR STREAMING</b> |  |               |   |   |       |
| 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   | Break | Shift | Total |
| Day 1 | SHCALL   | AUD | Operator          | Hybrid Broadcast Studio | - | 1   | 9:00  | 18:00 | 1:00  | 8:00  | 8:00  |
| Day 1 | SHCALL   | AUD | Assistant         | Hybrid Broadcast Studio | - | 1   | 9:00  | 18:00 | 1:00  | 8:00  | 8:00  |
| Day 1 | SHCALL   | VID | E2 Operator       | Hybrid Broadcast Studio | - | 1   | 9:00  | 18:00 | 1:00  | 8:00  | 8:00  |
| Day 1 | SHCALL   | VID | Resolume Operator | Hybrid Broadcast Studio | - | 1   | 9:00  | 18:00 | 1:00  | 8:00  | 8:00  |
| Day 1 | SHCALL   | LX  | Operator          | Hybrid Broadcast Studio | - | 1   | 9:00  | 18:00 | 1:00  | 8:00  | 8:00  |