

EO-02-2024 - INVITATION TO QUOTE FOR A PUBLICATION PROJECT

The purpose of this invitation to quote (ITQ) is to invite experienced publishers to work with the Institute of Singapore Chartered Accountants on a publication project to preserve the stories and values of some of our distinguished members who have demonstrated exemplary accomplishments in the accountancy and business sectors, as well as in the public service. The Institute hopes that these stories will encourage and inspire the younger generation.

About the Institute of Singapore Chartered Accountants (ISCA)

The Institute of Singapore Chartered Accountants (ISCA) is the national accountancy body of Singapore. ISCA's vision is to be a world-class accountancy body of trusted professionals, contributing towards an innovative and sustainable economy. There are over 35,000 ISCA members making their stride in businesses across industries in Singapore and around the world.

Established in 1963, ISCA is an advocate of the interests of the profession. Complementing its global mindset with Asian insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards the advancement of the accountancy profession.

ISCA is also the Designated Entity to confer the Chartered Accountant of Singapore – CA (Singapore) – designation.

ISCA is a member of Chartered Accountants Worldwide, a global family that brings together the members of leading institutes to create a community of over 1.8 million Chartered Accountants and students in more than 190 countries.

For more information on ISCA, please visit www.isca.org.sg

1. Scope of Work

The appointed publisher will be required to provide the following services:

- a) Overall project management with a timeline to complete the project within 12 months from the award of the contract
- b) Provision of editor, editorial conceptualization and editing
- c) Writing of 10 books (1 book for each individual profiled) that will be consolidated into a book box set
- d) Design conceptualization
- e) Cover design
- f) Editorial photography
- g) Layout
- h) Caption writing
- i) Proofreading

In addition to the above, the publisher may consider providing quotes in the following areas in conjunction with the promotion and publicity of the publication:

- a) Media interviews
- b) Website articles and podcasts
- c) Social media campaign

2. Documents to be submitted

The following documents are required to be submitted:

- a) Cost quotation (interested parties should email ISCA's contact listed in the ITQ) for the detailed scope of work and cost breakdown
- b) Relevant track record
- c) Names and bios of the personnel who will be working on this project
- d) List of past projects done

3. Evaluation Criteria

The quotation submissions will be evaluated based on the following criteria:

- Conformity to the requirements of the specifications
- Ability to meet the stated timelines and service level
- Proposed quotation price
- Past projects and track record.

4. Quotation Validity

Quotations submitted must be valid for 3 months from the date of opening of ITQ.

5. Disclaimers

ISCA shall be under no obligation to accept the quotation with the lowest quote or enter into correspondence with any vendor regarding the reason for non-acceptance of the quotation.

ISCA reserves the right unless the vendor expressly stipulates to the contrary in its quotation, to accept only such portion(s) of a quotation as ISCA may in its sole discretion decide and the quotation shall be adjusted accordingly.

6. Enquiries

For further enquiries and submissions, please email peifen.ang@isca.org.sg with the subject "EO-02-2024" before the closing date.

Closing date for submission of ITQ: 6 March 2024, 5.30pm