

ISCA Tech Fair 2026

Invitation to Quote



Introduction



ISCA Tech Fair 2026

The ISCA Tech Fair 2026, now in its 4th year, offers tech solution providers a platform to showcase their software to finance professionals.

This year, the fair is expected to attract over 600 attendees from various industries (MNCs, Listed Cos and SMEs), with tailored content for diverse profiles.

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

Event Overview



Event Overview

Event Details

Date: 28 Aug 2026

Time: 10am – 5pm

Venue: L1 to L4, ISCA House, 60 Cecil Street, Singapore (049709)

Expected Pax : 600 attendees

Set-up Details

Date: 27 Aug 2026

Time: 10am – 8pm

Venue: L1 to L4, ISCA House, 60 Cecil Street, Singapore (049709)

Key Information



Key Information

ITQ Deadline: 5 January 2026 (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 5 January 2026, 6pm. Any submission after the indicated deadline will not be considered.

Mode of Submission: Email proposal to Jiayin.chua@isca.org.sg

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

Evaluation Criteria



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

Timeline



Timeline

Date	Activity
10 Dec 2025 (Wed)	Open of ITQ
10 Dec (Wed) – 16 Dec 2025 (Tue)	Open Q&A <i>Agencies may write in to seek clarification. Q&As after the deadline will not be entertained.</i>
5 Jan 2026 (Mon)	ITQ Submission Closes at 6pm
5 Jan – 9 Jan 2026	Proposal Review Period
12 Jan – 16 Jan 2026	Presentation of Shortlisted Proposals
19 Jan – 1 Feb 2026	Management Evaluation
2 – 6 Feb 2026	Appointment of EO
28 Aug 2026	Event Day

Scope of Works



Scope of Works

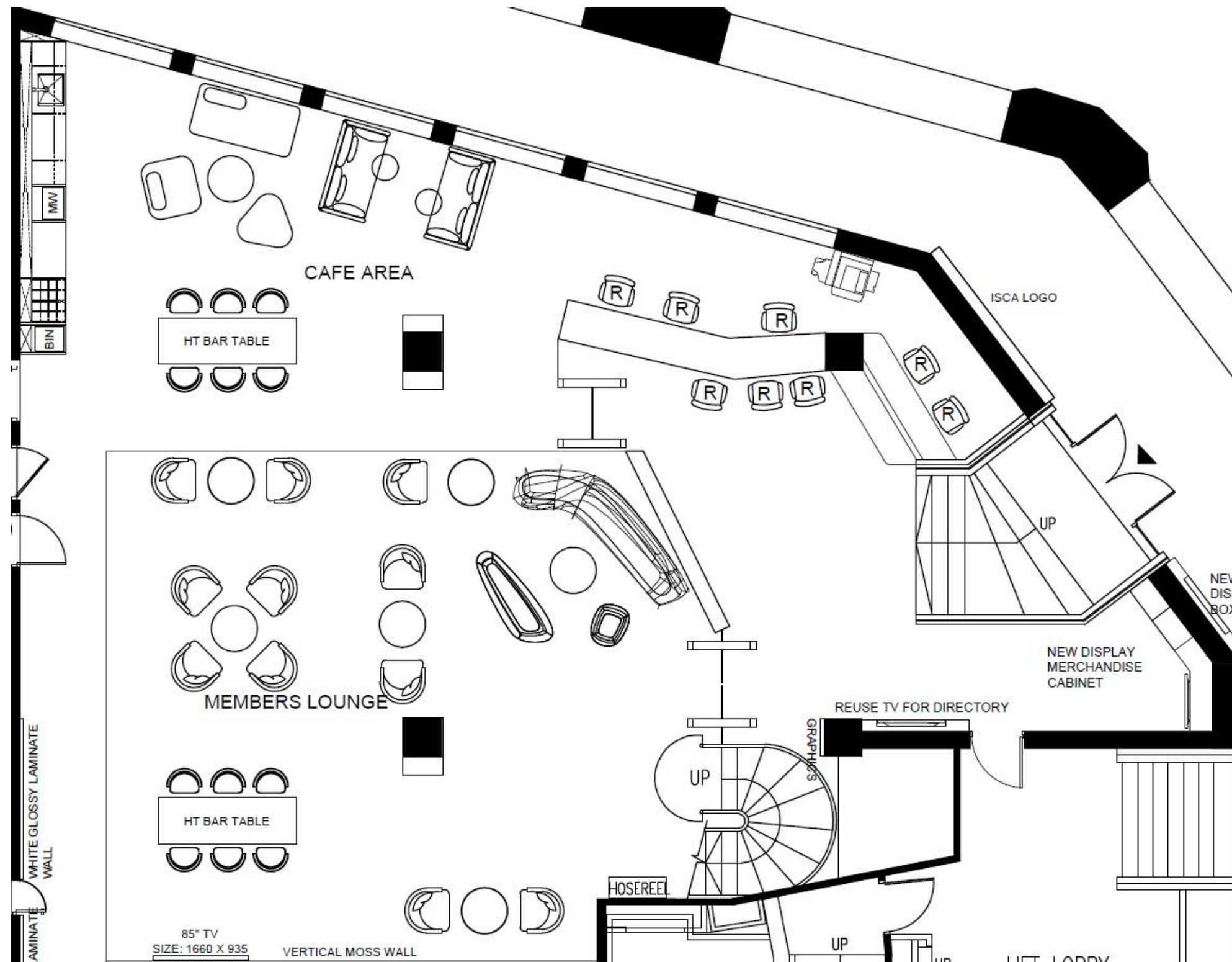
ISCA is seeking to appoint an Event Organising Company with a good track record of managing such events of similar scale. The scope of works are, but not limited to, the following:

S/N	Description
1	Design and Artwork
2	Fringe Activities
3	Fabrication
4	Photography and Videography
5	Sponsors Booth
6	Private Meeting Area
7	Emcee and AV Support
8	Manpower
9	Event Management
10	Event Registration (Optional)
11	Any Other Items (Optional)

Note:

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

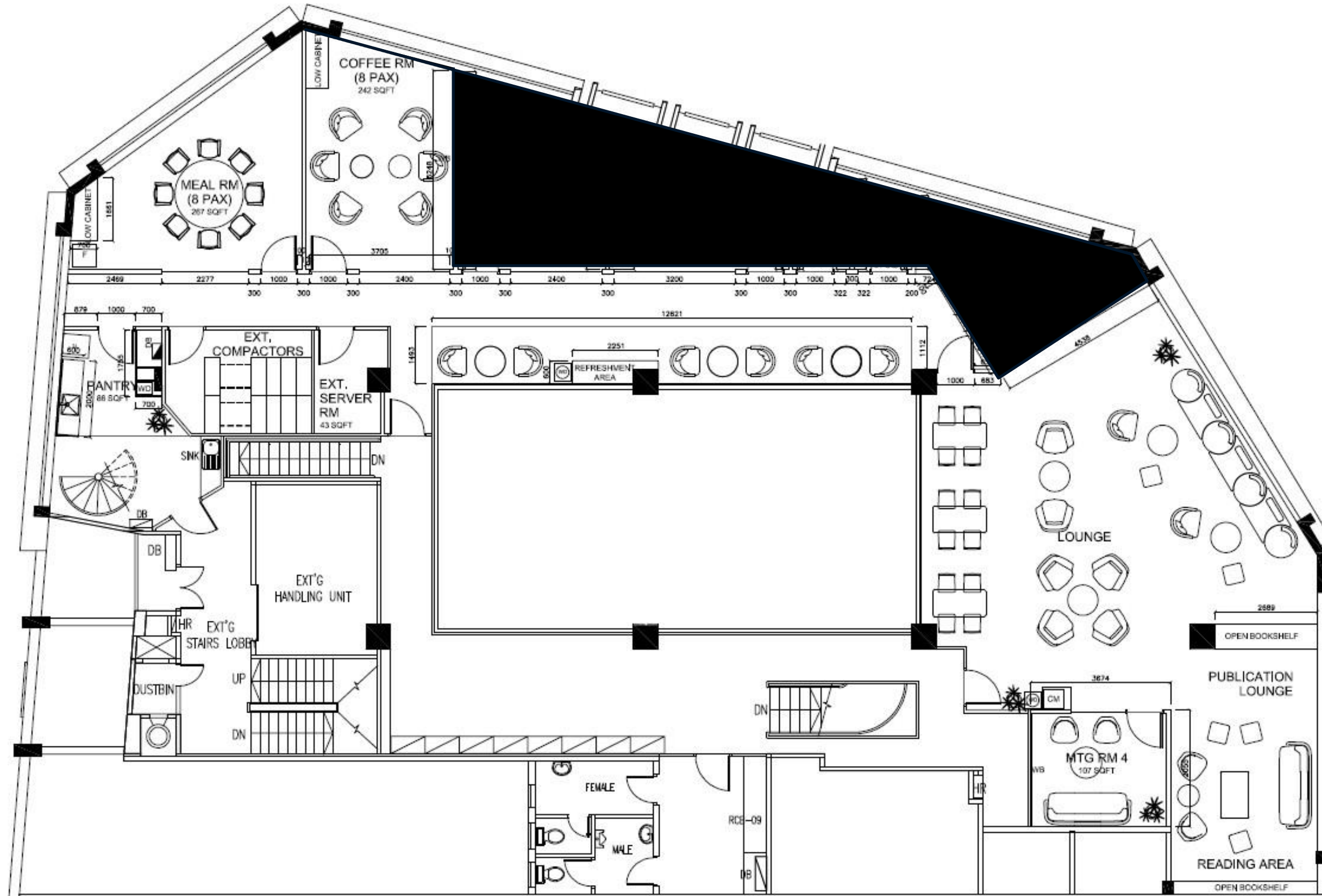
Level 1



Requirements

- Stage
- Sponsor Booth (Please max out the area for sponsor booth)
- F&B booth x1

Level 2



Requirements

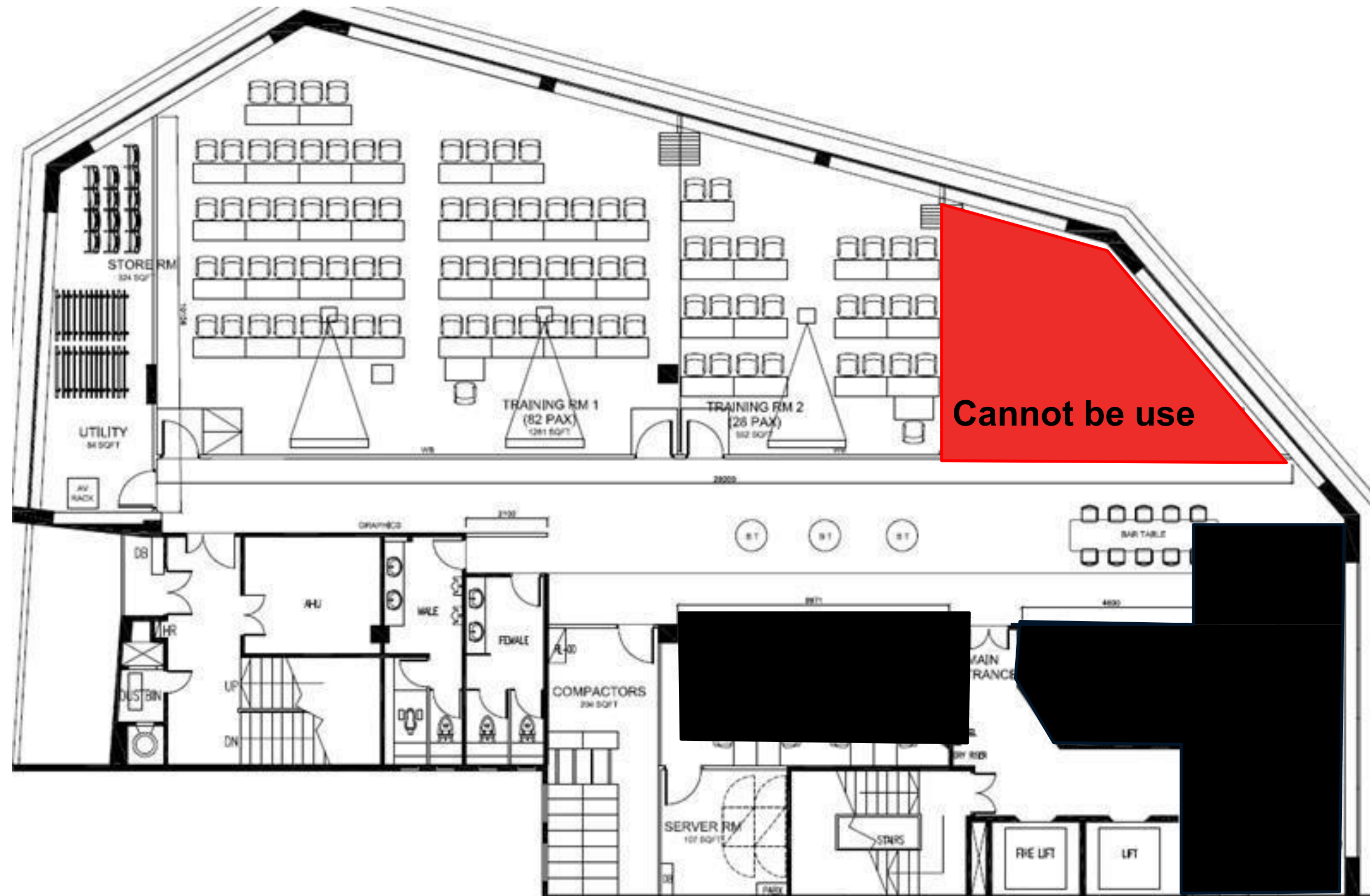
- Speaking Segment
- Private Meeting Area
- F&B Booth x1

- Speaking Segment for 50 pax
- Sponsor Booth
- F&B booth x1

Level 4

Requirements

- Sponsor Booth
- Private Meeting Area
- F&B Booth x1



Sponsor Booths – Standard

Each booth to include (mandatory): **Take note Tables and Chairs provided by ISCA**

- 1 4ft x 2ft table (with table cloth)
- 2 chairs
- 4-gang Power Points (Required to pull from the main power point)
- TV (55 inch) with HDMI Cable

Sponsor Booths – Basic

Each booth to include (mandatory): **Take note Tables and Chairs provided by ISCA**

- 1 4ft x 2ft table (with table cloth)
- 2 chairs
- 4-gang Power Points (Required to pull from the main power points)

AV System

- Audio system on all 4 floors
- To synchronise the audios on all four floors to hear the same content at the same time.

Private Meeting Area

Each area to include (mandatory): **Take note Tables and Chairs provided by ISCA**

- 1 4ft x 2ft table (with table cloth)
- 2 chairs
- Need to be quiet enough (at least a partition)

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.

Cost Schedule



Cost Schedule

- All proposed items to be itemised in the quotation
 - Tenderers are advised to follow the breakdown as close as possible for ease of comparison
 - 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 Tech Fair, 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.

Cost Schedule

Item Description	Requirement
<u>Section 1 : Design and Artwork</u>	
Adaption of Key Visual for, but not limited to, the following: 1) Event Backdrop 2) Onsite and Pre-Event Signages 3) Activity Card (A5, Double Sided) 4) Thematic Decorations inside and outside ISCA House (e.g., Rooms / Wall / Floor / Lift Areas)	Mandatory
Any other items not listed above	Optional
Item Description	Requirement
<u>Section 2 : Fringe Activities</u>	
Space Planning for 30 sponsor booths and amenities within ISCA House (including 2-8 private meeting rooms)	Mandatory
Fringe Activities (including F&B and Activity/ Game Stations) – at least 2 game station and 4 F&B booth	Mandatory
Logistics for the Activities	Mandatory
Manpower to man activity stations and moving logistics	Mandatory
Any other items not listed above	Optional
Item Description	Requirement
<u>Section 3 : Fabrication</u>	
Items listed in Section 1	Mandatory
Any other items not listed above	Optional

Cost Schedule

Item Description	Requirement
<u>Section 4 : Photography and Videography</u>	
Provision of Photographers to cover the event	Mandatory
Provision of Videographers to cover the event	Mandatory
Any other items not listed above	Optional
Item Description	Requirement
<u>Section 5 : Sponsor Booths</u>	
Table Cloth	Mandatory
55 inch TV	Mandatory
Extension Cables	Mandatory
Set-up and Tear Down of furnishings in all rooms	Mandatory
Any other items to enhance the experience	Optional
Item Description	Requirement
<u>Section 6 : Private Meeting Area</u>	
Partition	Mandatory
Any other items not listed above	Optional

Cost Schedule

Item Description	Requirement
<u>Section 7 : Emcee and AV Support</u>	
Emcee	Mandatory
AV System (Please list down the AV Equipment)	Mandatory
DJ	Mandatory
Any other items not listed above	Optional

Item Description	Requirement
<u>Section 8 : Manpower</u>	
Manpower to move and set up	Mandatory
Manpower for registration during the event	Mandatory

Item Description	Requirement
<u>Section 9 : Event Management</u>	
Fees involved in the planning and execution of the fair	Mandatory

Cost Schedule (Optional)

Item Description	Requirement
<u>Section 10 : Event Registration</u>	
Registration Portal Setup and Management	Optional
Service Emails	Optional
Fees, Licences, Insurance	Optional
Manpower to do registration	
Any other items not listed above	Optional

Item Description	Requirement
<u>Section 11 : Any Other Items</u>	
Any other optional items to enhance the experience	Optional

Terms and Conditions



Terms & Conditions

1. Tender Period

This Invitation to Quote shall be closed on the Closing Date and Time. “Closing Date and Time” means the date and time of **5th January 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 Invitation to Quote or subsequent clarifications) this Invitation to Quote, 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.

THANK YOU

Institute of Singapore Chartered Accountants (ISCA)

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