

## **EO-28-2025 - INVITATION TO QUOTE FOR AGM SOFTWARE PLATFORM AND LIVE STREAMING SERVICES**

The purpose of this invitation to quote (ITQ) is to invite experienced vendors to work with the Institute of Singapore Chartered Accountants in providing the software platform and live streaming for its Annual General Meeting (AGM) 2025/2026 scheduled to be held on 24 April 2026.

### **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 40,000 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](http://www.isca.org.sg)

### **1. Scope of Work**

The appointed vendor will be required to provide the following services on 24 April 2026 (Friday) 4pm for a period of 3 hours (including the E-voting system for Council election, to be opened one month before the AGM):

- Support the running of the AGM which can accept up to 1,000 attendances
  - a. Webcasting
    - i. Seamless webcast integration
    - ii. Live Q&A module
    - iii. Compliant with PDPA and Singapore Standards for meetings (technical requirement, system redundancy, information backup and retrieval, server hosting, etc)
  - b. Email campaign including data load and 1 round of login detail email sending – target 1,000pax
  - c. Onsite support – staff across 2- 3 floors
    - i. No of staff to cover
      - 1. project manager
      - 2. a senior
      - 3. live stream technical director
      - 4. live stream operator support
      - 5. sound engineer
      - 6. 2 stagehands

- ii. staff to be stationed at level 1 for technical support on registration
- d. Live Streaming
  - i. 2 x secured customised cloud video & audio streaming server systems (Primary & Secondary), low latency streaming of 1sec latency
  - ii. Secondary live stream to be set on a different network
  - iii. Broadcast grade streaming system setup
  - iv. Internet bonding router, bond venue internet with 2 x 5G network
  - v. 3 x customised video templates (Pre-holding slide, end holding slide & technical slides) with company logo
  - vi. x2 camera angles to cater for presenter and audience + technical manpower
  - vii. a total of 3 hours onsite live filming
- e. AV equipment (up to 2 floors)
  - i. Up to 10 wired gooseneck mics
  - ii. Up to 6 audience mics (roving by staff)
  - iii. Up to 4 audio projection speakers
  - iv. 1 audio mixing console
  - v. x2 TV screen monitors for presenters
  - vi. 4 comfort monitors
  - vii. Including of setup and teardown
- f. Registration
  - i. At least 2 booths with auto-login QR code
  - ii. At least 2 printers for user creds as secondary login
- g. Dry run rehearsal
  - i. To set up 1 day before event with all the testing of the system
- h. Others
  - i. Webcast streaming to include low latency
  - ii. Include liaison with venue contact, webcaster and planning team
  - iii. Consultation, pre-programming, data-handling + data import, real time results and post event reports. Including production preparation for AGM and production hours on data prep for voting members – username + PW
  - iv. Demonstration

## **2. Documents to be submitted**

The following documents are required to be submitted:

- a) Quotation with itemised costing, including optional items
- 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
- 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 [nengduan.low@isca.org.sg](mailto:nengduan.low@isca.org.sg) with the subject "EO-28-2025" before the closing date.

**Closing date for submission of ITQ: 21 December 2025, 5.30pm**