

AccountanCity 2025

Request for Proposal



This Presentation / Document serves as a Request for Proposal (RFP) for

AccountanCity 2025

organised by

Institute of Singapore Chartered Accountants (ISCA)

Contents within this document stipulates the requirements, selection criteria and submission process required for this Request for Proposal. Information contained in this document may not be exhaustive and are subjected to changes.

All Tenderers are advised to read and follow all instructions within this document. Failure to comply with the instructions may lead to disqualification of the bid.

For further information, you may email to the personnel listed in the Contact Details section



Instruction to Tenderers



Instructions to Tenderers

Tendering Period

This Request for Proposal shall be closed on the Closing Date and Time. “Closing Date and Time” means the date and time of **28th February 2025, 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.

Validity Period

Quotations submitted shall remain valid for acceptance for the Validity Period. “**Validity Period**” means a period of **SIX (06)** months from the Closing Date and Time, or such longer period as may separately be agreed in writing between the Tenderer and ISCA.

Instructions to Tenderers

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.

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.

Instructions to Tenderers

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)

Instructions to Tenderers

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 RFP.

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.

Instructions to Tenderers

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.

Submission of Proposals

Tenderers shall submit their Tender Offers in accordance with the following mode(s) of submission:

Mode of Submission	Closing Date and Time (Singapore Time)
Via Email to edwin.chow@isca.org.sg	28th February 2025, 6pm

For the proposal submission:

- All pages of the Tenderer's offer must bear the official seal or rubber stamp of the Tenderer and initialled by the Tenderer's authorized representative.
- All schedule of process submitted by the Tenderer must be typewritten and bear the official seal or rubber stamp of the Tenderer and signed by a duly authorized agent or officer of the Tenderer.
- All alterations, amendments or cancellations made by the Tenderer will not be accepted unless such amendments are initialled by the Tenderer.
- All pages must be numbered.
- The quotation and the Price Schedule of the RFP 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 RFP 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.

About the Event



AccountanCity

AccountanCity is ISCA's career exploration event targeted towards youths, young professionals and mid-career professionals to showcase exciting career pathways and opportunities in the accountancy sector.

Key partners in the past include the Employment and Employability Institute (e2i), Accountancy and Auditing firms, and Institutes of Higher Learning.

AccountanCity has been running since 2023 and has been held at ISCA House with 1,000 pax across 2 days. ISCA would like to expand and enhance this event by looking at a suitable venue outside of ISCA House and to host 2,000 pax across.

To find out what was done in 2024, please visit the link <https://accountancity.sg/>.

Event Details

Date of Event	:	Friday, 12 September 2025 to Sunday, 14 September 2025
Time of Forum	:	1000hrs to 2000hrs daily
Venue	:	To be proposed under Scope of Works
Expected Pax	:	2,000 pax across 3 days
Target Audience	:	Students from Institutes of Higher Learning, Young Professionals, Mid-Career Professionals
Theme	:	To be proposed under Scope of Works

2024 Event Programme

Start	End	Day 1	Day 2	
		1 September (Friday)	2 September (Saturday)	
10:00	10:30	Visit career booths, games, and F&Bs	Visit career booths, games, and F&Bs	
10:30	11:00			
11:00	11:30	Sharing Segment by FOZL	Sharing Segment by RSM	
11:30	12:00	Visit career booths, games and F&Bs	Sharing Segment by Deloitte	
12:00	12:30		Sharing Segment by EY	
12:30	13:00		Visit career booths, games, and F&Bs	Visit career booths, games, and F&Bs
13:00	13:30			
13:30	14:00			
14:00	14:30			Fireside Chat Session
14:30	15:00	Sharing by Robert Half		
15:00	15:30	Sharing by Forvis Mazars	Visit career booths, games, and F&Bs	
15:30	16:00	Sharing by PwC		
16:00	16:30	Visit career booths, games and F&Bs		
16:30	17:00	Announcement of lucky draw winners	Announcement of lucky draw winners	

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/No.	Description
1	Design of Logo, Key Visuals and adaptations
2	Venue Sourcing
3	Website Management and Event Registration
4	Planning and Creation of Programme
5	Plan and conceptualise engagement activities for attendees
6	Conceptualise an overarching activity to get attendees to visit exhibitors and participating exhibitors
7	Exhibition Floor Planning & Layout
8	Exhibition Stand Building
9	On-site Management, including registration system, manpower, Masters of Ceremonies
10	Manpower to manage, receive and pack goodie bags with items from sponsors
11	Administrative Matters (e.g. Exhibitors' Brief, Speakers' Brief, etc.)

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 RFP 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

Scope of Works

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 reserves the right to reject any tenderers and is not obligated to share reasons for the rejection.

For Planning Purposes

Companies would be required to do a draft floorplan of the proposed venue to accommodate the following:

1. 30 Bronze Partners
 - 3m x 3m Shell Scheme
2. 15 Silver Partners
 - 4m x 3m Shell Scheme
3. 3 Gold Partners
 - 6m x 3m Raw Space
4. 2 Platinum Partners
 - 6m x 6m Raw Space
5. 1 Main Stage
6. 2 Seminar Areas

Exhibitor Management

1. ISCA, through the appointed EO will provide the basic Shell Scheme or build up booth with standard equipment (1 table, 2 chairs, 1 TV) for Bronze and Silver Partners
 - Exhibitors who requests for frills, special build ups, logistics will liaise with the appointed EO directly for quote and payment
2. Partners offered Raw Spaces would be given the option to engage ISCA's appointed EO to do the build up or to engage their own
 - Appointed EO would need to manage critical components (e.g. Electrical, Lighting Points) and to charge exhibitors directly
 - Appointed EO would also need to coordinate with exhibitors' EO to facilitate setup and teardown
3. Partners are free to seek assistance/logistics/activities from ISCA's appointed EO.
 - Such arrangements will strictly be between the appointed EO and partners
 - Appointed EO will negotiate and invoice the partner directly

Cost Schedule



Cost Schedule

- All proposed items to be itemized in the quotation
- 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: Venue</u>	
Rental of Venue (incl. Setup and Teardown)	Mandatory
Application Fees for Licenses (if any)	Optional
Build up and Logistics for venue (e.g. Tentage)	Optional
Any other items not listed above	Optional

Item Description	Requirement
<u>Section 2 : Design and Artwork</u>	
Design and creation of Key Visual	Mandatory
Adaptation of Key Visual for, but not limited to, the following: 1) Event Backdrop (Static & Dynamic) 2) On site Signages 3) Social Media Posts (e.g. Facebook, Instagram) 4) Powerpoint Template	Mandatory
Website Design and Management (incl. online registration)	Mandatory
Any other items not listed above	Optional

Cost Schedule

Item Description	Requirement
<u>Section 3: Exhibitor and Speaker Management</u>	
Floor planning for exhibition space	Mandatory
Coordination of exhibitors (incl. creation of exhibitor's handbook)	Mandatory
Provision of Data Collection Programme	Mandatory
Coordination of Speakers (incl. creation of speaker's handbook)	Mandatory
Manpower to manage, receive and pack exhibitor's items for goodie bags (2,000 bags)	Mandatory
Any other items not listed above	Optional

Item Description	Requirement
<u>Section 4: Onsite Management</u>	
Onsite Registration and Badge Printing <ul style="list-style-type: none"> • Inclusive of Manpower and Equipment • Registration Booth Logistics • Troubleshooting, Speakers, Media and Special Delegates Counters 	Mandatory
Coordination and Liaison with Venue for <ul style="list-style-type: none"> • F&B Requirements • Logistical Requirements • Management of VIP Holding Room, Secretariat Room, Storage, etc 	Mandatory
Any other items not listed above	Optional

Cost Schedule

Item Description	Requirement
<u>Section 5: Audio Visual and Lighting Requirements</u>	
Audio-Visual and Lighting Logistics for Main Stage (based on proposed floorplan)	Mandatory
Audio-Visual and Lighting Logistics for Seminar Area (2 areas) (based on proposed floorplan)	Mandatory
Video Creation • Daily Highlight Reel, Forum Highlights Reel	Mandatory
Event Photographer & Videographer	
Any other items not listed above	Optional

Item Description	Requirement
<u>Section 6: Event Production</u>	
Provision of Master of Ceremonies for • Main Plenary Hall • Seminar Areas (2 areas)	Mandatory
Production Team for Main Stage including but not limited to: • Producer – Inclusive of Rehearsal and Actual Days • Showcaller - Inclusive of Rehearsal and Actual Days • AV Stage Hand • AV Stage Manager - Inclusive of Rehearsal and Show Day • Emcee Liaison - Inclusive of Rehearsal and Show Day	Mandatory
Production Team for each Seminar Area (2 Areas) including but not limited to: • Producer – Inclusive of Rehearsal and Actual Days • Showcaller - Inclusive of Rehearsal and Actual Days • AV Stage Hand • AV Stage Manager - Inclusive of Rehearsal and Show Day • Emcee Liaison - Inclusive of Rehearsal and Show Day	Mandatory
Overarching activity to encourage attendees to visit exhibitors / attend seminars	Mandatory
Any other items not listed above	Optional

Cost Schedule

Item Description	Requirement
<u>Section 7: Any Other Items</u>	
Any other items that are required OR proposed to enhance the experience of the forum	Optional

Proposed Budget



Proposed Budget

Organization, Planning and Execution of AccountanCity 2026 - SGD 300,000

Tenderers are advised to work within the budget. However, should there be a need to exceed the given amount, ISCA will evaluate based on the idea(s) and concept(s) proposed. Tenderers can also propose alternative costing formats (e.g. profit sharing, partnerships, sponsorships) to reduce the cost or enhance the overall experience of the forum.

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 RFP 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

Evaluation Criteria



Evaluation Criteria

All proposals that adhere to the terms and conditions of the RFP will be evaluated based on the following criteria:

Criteria	Weightage
Past Track Records of Similar Events	20%
Overall Concept, Theme and Ideas to create a unique experience	20%
Any Value-added services / Unique services that can be provided	20%
Overall Cost	40%
Total	100%

Contact Person



Contact Person

For any enquires, please do contact the following:

Edwin Anuruddha Chow

Lead, Events

Institute of Singapore Chartered Accountants

Email: edwin.chow@isca.org.sg (Preferred mode of contact)

Mobile: 9677 6264

THANK YOU

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