

## Invitation to Tender

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新加坡建国总理  
李光耀先生

赞助人

新加坡总理  
李显龙先生

顾问

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颜金勇先生

新加坡贸工部长  
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王乙康先生

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Minister for Education

**Ms Grace Fu**  
Minister for Culture,  
Community and Youth

Chairman

Mr Lee Yi Shyan

### **FutureChina Global Forum 2020 & Business China Commemorative Gala Dinner**

#### Event Details

Date : **17-18 September 2020 (Thursday and Friday)**  
Organiser : **Business China**

#### Request for Proposal from Event Companies

##### **I) Invitation to Tender**

In this Invitation to Tender (ITT) dated 5 March 2020, Business China hereby invites event companies to each submit a formal proposal for the provision of event management, and related services to Business China in accordance with all the terms and conditions as set out in this ITT.

The objective of this ITT is to engage an event company for FutureChina Global Forum 2020 & Business China Commemorative Gala Dinner scheduled to be held on 17 to 18 September 2020.

Each Tender must be submitted in accordance with this ITT. Any Tender not made in accordance with the Instructions will not be considered. Business China may reject any Tender where any attempt is made to amend and/or vary the terms or conditions in this ITT. Bidders will be bound by the submitted proposal and deemed to have submitted a declaration of compliance with this ITT.

##### **II) About Business China**

###### **Mission**

Business China was launched in November 2007 by our Founding Patron, Singapore's Founding Prime Minister Lee Kuan Yew and Former Chinese Premier Wen Jiabao. Our mission is to nurture an inclusive bilingual and bicultural group of Singaporeans through extensive use of the Chinese language as the medium of communication, so as to sustain our multi-cultural heritage, and to develop a cultural and economic bridge linking the world and China.

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## Vision

Harnessing the support of the public sector and private enterprises, Business China aims to strengthen the ties between Singapore and China, so as to sustain and grow the global connectivity of Singapore through:

1. Becoming the leading bilingual and bicultural channel for closer collaboration with China.
2. Establishing a widespread appreciation and acceptance of Chinese language and culture, within the multi-ethnic, multi-cultural mosaic that is fundamental to the Singapore identity.
3. Nurturing young Singaporeans to develop deeper links with China, engaging it in all facets including economic, business, social, cultural and educational.

## About FutureChina Global Forum & Business China Commemorative Gala Dinner

### a) About FutureChina Global Forum

FutureChina Global Forum (FCGF) was created by Business China in 2010 to position Singapore at the forefront of China thought leadership by providing a platform for the sharing of analyses and experiences about the new trends and forces shaping China's evolution.

Designed to provide participants with a comprehensive picture of China's fast-moving economy and society, the forum features multi-faceted discussions and plenaries with five orientation (Politics and Social, Business and Economics, Arts and Culture, Science and Technology, Global Relations) examining developments, challenges and opportunities unfolding in China.

FCGF 2020 is slated to be held on 17 to 18 September 2020 and will feature authoritative voices and experts from China and on China, comprising business leaders, government and public personalities, academic experts and media leaders. It will bring together senior business executives, public personalities, top experts, thought and practice leaders representing a wide range of sectors from Singapore, China, Asia, US and Europe.

The forum will comprise of both plenary and breakout sessions (to be confirmed).

More information on previous editions of FCGF is available here: <https://www.futurechina.sg/>

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b) About Business China Commemorative Gala Dinner

Programme is still in conceptualisation stage and more details will be updated at a later period.

**IV) Tentative Programme, Venue and Settings**

**FutureChina Global Forum: Actual timing and venue to be confirmed and are subjected to changes. Please kindly prepare the quotation based on the following options.**

**i. Option A (1.5 days)**

Time	Programme	Venue and Settings
<b>17 September 2020 (Thursday)</b>		
Morning	Registration 嘉宾注册	
Morning Session	<p><b>Opening session 开幕典礼</b></p> <p>Welcome address 欢迎词</p> <p>Opening Speech by 开幕致词</p> <p>Guest-Of-Honour</p> <p>Speeches 外宾致词</p> <p>Delegates</p> <p>Opening Plenary discussion 开幕主题讨论</p>	600 pax Roundtable settings
Lunch	<b>Plenary luncheon 午宴对话会</b>	600 pax Roundtable settings
Afternoon Session 1	<b>Panel session in parallel 分论坛</b>	
	<p>Panel 1 分场 1</p>	<p>Panel 2 分场 2</p>
		Actual Rooms to be confirmed  Theatre setting  200-250 pax each panel

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Afternoon Session 2	<b>Panel session in parallel分论坛</b>		Actual Rooms to be confirmed  Theatre setting  200-250 pax each panel
	Panel 1 分场 1	Panel 2 分场 2	
Afternoon Session 3	<b>Panel session in parallel分论坛</b>		Actual Rooms to be confirmed  Theatre setting  200-250 pax each panel
	Panel 1 分场 1	Panel 2 分场 2	

Time	Programme	Venue and Settings
<b>18 September 2020 (Friday)</b>		
Morning	Registration 嘉宾注册	
Morning Session	<b>Plenary discussion 主题讨论</b>	Roundtable settings  Actual venue to be confirmed
	<b>Panel session in parallel 分论坛</b>	Actual Rooms to be confirmed
	Panel 1 分场 1	Panel 2 分场 2
Lunch	<b>Luncheon Plenary 午宴对话会</b> Closing Ceremony	Roundtable settings Actual venue to be confirmed

**Business China Awards Commemorative Gala Dinner: Actual timing and venue to be confirmed and subjected to changes**

Time	Programme	Venue
Evening (17 Sept 2020)	Business China Commemorative Gala Dinner	600 pax Banquet Setting

ii. Option B (1 day)

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Time	Programme	Venue and Settings
<b>17 September 2020 (Thursday)</b>		
Morning	Registration 嘉宾注册	
Morning Session	<p><b>Opening session 开幕典礼</b></p> <p>Welcome address 欢迎词</p> <p>Opening Speech by 开幕致词</p> <p>Guest-Of-Honour</p> <p>Speeches 外宾致词</p> <p>Delegates</p> <p>Opening Plenary discussion 开幕主题讨论</p>	300 pax Roundtable settings
Lunch	<b>Plenary luncheon 午宴对话会</b>	300 pax Roundtable settings
Afternoon Session 1	<b>Panel session in parallel 分论坛</b>	Actual Rooms to be confirmed
	<p>Panel 1 分场 1</p> <p>Panel 2 分场 2</p>	Theatre setting 200-250 pax each panel
Afternoon Session 2	<b>Panel session in parallel 分论坛</b>	Actual Rooms to be confirmed
	<p>Panel 1 分场 1</p> <p>Panel 2 分场 2</p>	Theatre setting 100-150 pax each panel
Afternoon Session 3	<b>Panel session in parallel 分论坛</b>	Actual Rooms to be confirmed

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		Theatre setting  100-150 pax each panel
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**Business China Awards Commemorative Gala Dinner: Actual timing and venue to be confirmed and subjected to changes**

Time	Programme	Venue
Evening (17 Sept 2020)	Business China Commemorative Gala Dinner	300 pax Banquet Setting

**V) Scope of work required**

Business China seeks to appoint an event company to conceptualise and execute logistical, design and visual work pertaining to the FutureChina Global Forum and Business China Commemorative Gala Dinner.

Requirements of the event company are as listed below.

**FutureChina Global Forum (FCGF)**

**Mandatory Items and Services**

1. Staging and set production for **main ballroom**.
  - a. Conceptualisation and designing
  - b. Speakers rostrums – 1 set
  - c. Sofa seats or arm chairs with up to 7 speakers for each plenary and panel session (actual qty to be confirmed)
  - d. Coffee tables between the arm chairs
  - e. Speakers name plates
  - f. Session signages
  - g. Directional banners
  - h. Lighting equipments
  - i. Graphic prints
  - j. Event space planning and layout for approximately 30 to 60 tables, totaling up to approximately 300 to 600 pax, subjected to changes pertaining to actual situation.
2. Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals
  - a. Branding of event venue
  - b. Design and production of delegates lanyards and badges (approx. 300 to 600, to be confirmed)
  - c. Design of event programme booklet of 30pp
  - d. Digitisation of event programme booklet, to be given to BC in soft copy
3. Conference AV equipment & services requirements for main ballroom
  - a. On-site AV coordination to command what to do for AV related matters



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- b. Live streaming services
  - c. Live streaming facilities
  - d. Rental of simultaneous interpreters booth
  - e. Rental of simultaneous interpreters equipments/headsets, approximately 200 to 400 pcs (actual qty to be confirmed)
4. Event management services
    - a. Photocopy machine in secretariat office
    - b. Provision of onsite registration team & services
    - c. Provision of onsite ushers. Kindly advise the number of ushers needed.
  5. Video production, include items AI to AVI
    - a. Video footages of the entire event by segments for main ballroom
    - b. Video footages of the entire event by segments for 2 breakout panel each session
  6. Staging and set production for **2 panel breakout sessions in parallel.**
    - a. Conceptualisation and designing
    - b. Stage set-up and venue décor based on indicative stage size of 18ft x 8ft x 2ft (to be confirmed)
    - c. Fabricate stage backdrop for each room
    - d. Sofa seats or arm chairs with each room having up to 7 speakers for any session
    - e. Coffee tables between the arm chairs
    - f. Speakers name plates
    - g. Session signages
    - h. Directional banners
    - i. Lighting equipments
    - j. Graphic prints
    - k. Event space planning and layout for 2 panel sessions (number of pax to be confirmed)
  7. Conference AV equipment & services requirements for **2 panel breakout sessions in parallel**
    - a. Rental of AV equipment
    - b. Rental of sound equipment
    - c. Rental of simultaneous interpreters booth (2 for each breakout sessions)
    - f. Rental of simultaneous interpreters equipment/headset (actual qty to be confirmed)
    - d. Live streaming services
    - e. Live streaming facilities
  8. Registration at the foyer area outside main ballroom
    - a. Registration counters and 1 help desk with badge printing and QR code scan facilities (to be confirmed based on number of pax)
    - b. Manpower crew to man the booths (preferably able to speak Mandarin as well)

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- c. Management of Invitation and Registration system processes as well as database throughout the entire event (including pre-event)
  - d. Pre-event registration analytics (eg. weekly registration profile reports of participants)
  - e. Pre-event reminder email to participants
9. Event Management Services Fee (1 day/1.5 days)

Optional Items and Services

1. Staging and set production for **main ballroom**
  - a. Stage set-up and venue décor for stage with indicative size of 32' W x 16' D x 2' H (Stage platforms from hotel); stage carpet and plywood hoarding for the above size stage
  - b. To be added to the front of the existing hotel stage platform: Custom made platform (semi-circle shape) in ply. c/w needle punch carpet wrap on top, side in painted finish. Size: 16' W x 5' D x 2' H
  - c. Custom made staircase in ply at the front of the stage on both sides of the semi circle stage platform, to include carpeting for the staircase with concealed LED lighting for each step
  - d. 2 x Handrails for the stage, 1 on each side
  - e. LED Wall (28m x 3.5m LED Wall)
  - f. LED artwork and animation backdrop visual settings (eg. entrance visuals and holding)
  - g. Heavy Duty Platform for LED Wall  
- 28mWx1.22mDx1.628mH
  - h. Branding Panel below LED Wall  
- Branding panel in ply with sticker print, size: 28m W x 2.44m H
2. Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals
  - a. LED wall of size 3.5m x 2m for purposes of screening social media platform, live feed or other video content at the foyer area
  - b. LED artwork and visual settings (eg. visuals for photo taking)
  - c. Layout design and digitization of report on forum proceedings (soft copy) of 200pp
  - d. Printing of 200pcs report on forum proceedings (hard copy) in A4 size, 200pp
3. Services of technical crew/engineers, as required
4. Video-conferencing facilities for main ballroom and breakout sessions
  - a. Full video conferencing for speakers and participants
  - b. Partial video conferencing for speakers or participants only



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5. Event space management and design at the foyer area (business lounge)
  - a. Fabrication and installation of customised wooden structure complete with paint finish and needle-punch carpeted underlay (10mW x 6.3mD x 3mH)
  - b. Rental of furniture for foyer lounge  
1 set of sofa, 4 ottomans and 2 coffee table
6. Photography and video production
  - a. Photographers to take photos of the entire event
  - b. Duplication of session recordings of the plenary and breakout sessions into 100pcs of thumb drive
  - c. 3-mins highlight video of the entire event
7. Event mobile app development  
Event company to recommend using either third party app or in-house proprietary app as well as customised event app for FCGF
  - a. Third party app
  - b. Event company in-house proprietary app
  - c. Customised event app for FCGF
  - d. Event app will need to include the following functions, with content to be provided by the organiser
    - i. Speakers profile
    - ii. Speakers pigeon hole
    - iii. Approx. 300 to 600 delegates profile subjected to changes based on actual situation
    - iv. Approx. 15 sponsors information
    - v. Programme
    - vi. Survey & poll (during and post event) by event company
    - vii. Push notification
  - e. Event app to be active from **1 July 2020 to 30 September 2020**
8. Publicity of event on social media
  - a. Pre-event social engagements
    - i. Starting from **1 July 2020 till 16 September 2020**
    - ii. Please suggest the total number of posts and timeline for the posts
    - iii. Social media channels include Facebook, Wechat, Youtube
  - b. Actual day live streaming of highlights on Facebook
  - c. Actual day live streaming of highlights on Youtube
  - d. Actual day live streaming of highlights on Weibo
  - e. Actual day content generation of social media engagements
    - i. Social media channels include Facebook, Wechat, Youtube, Weibo
  - f. Post-event social media engagements
    - i. Starting from **19 September 2020 till 30 September 2020**

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- ii. Please suggest the total number of posts and timeline for the posts
  - iii. Social media channels include Facebook, Wechat, Youtube, Weibo
9. Construction of sponsors booth
    - a. Approx 2 booths are needed with an indicative space dimension of 3m x 2m.
    - b. Fabricated backdrop to be approx. 3m x 2.5m
    - c. Example of 2019 booths can be found in **Annex 2**
  10. Rental of iPads for event management dashboard
    - a. iPads will be used for all speakers, actual qty to be confirmed
    - b. kindly let us know if there is any bulk price
  11. Interview room, bilat room, and VIP holding room
    - a. Portable spider backdrop of approx. 3m x 4m
    - b. Interview room arm chairs
    - c. Interview room round coffee table
    - d. Bilat room arm chairs
    - e. Bilat room coffee table
    - f. Bilat room name tents
    - g. VIP holding room 3-seater sofa
    - h. VIP holding room coffee table
  12. Copywriting and translation
    - a. Copywriting in both English and Mandarin for 10 articles, with each article 500 words
    - b. 2 way translation services between English and Mandarin, with an approximation of 5000 words
  13. Sponsorship
    - a. Managing and securing sponsorship sales amount of \$800, 000 (subjected to changes)
    - b. Conduct due diligence on sponsors
  14. Production of 200pcs event programme booklet (hard copy) of 30pp (Please quote for 400 and 600 as well)
  15. Speakers engagement in terms of airport transfer and hotel accommodation arrangements as well as orientation of the event
  16. Temperature scanning facilities and contact tracing of event participants
    - a. Equipment
    - b. Manpower

## **Business China Commemorative Gala Dinner**

### **Mandatory Items and Services**

1. Staging and set production for **main ballroom**.
  - a. Conceptualisation and designing
  - b. Speakers rostrums for GOH (change in the branding)
  - c. Directional banners
  - d. Lighting equipments
  - e. Graphic prints

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f. Event space planning and layout for approximately 30 to 60 tables, totaling up to approximately 300 to 600 pax, subjected to changes pertaining to actual situation.

2. Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals
  - a. Branding of event venue.
  - b. Design of invitation card. Please refer to **Annex 3** for BCA 2019 invitation card.
  - c. Digitisation of invitation card, to be given to BC in soft copy
  - d. Production of 300-600pcs invitation card in hard copy subjected to actual situation
  - e. Design of event booklet
  - f. Digitisation of event booklet, to be given to BC in soft copy
3. Conference AV equipment & services
  - a. On-site AV coordination to command what to do for AV related matters
  - b. Live streaming services
  - c. Live streaming facilities
  - d. Rental of simultaneous interpreters booth
  - e. Rental of simultaneous interpreters equipments/headsets
4. Coordination with organiser and others for bomb sweep, event flow and emcee rehearsal
5. Registration (specs will be similar to the FutureChina Global Forum)
  - a. Registration counters (to be confirmed based on number of pax)
  - b. Manpower crew to man the booths
  - c. Registration system and database
  - d. Pre-event reminder email to participants
  - e. Pre-event registration analytics (eg. weekly registration profile reports of participants)

Optional Items and Services

1. Staging and set production for main ballroom
  - a. Branding panel in ply with sticker print, size: 28m W x 2.44m H for LED wall
2. Pre and Post Event Management Services on 16 and 18 September 2020 afternoon.
  - a. Staging and set production
  - b. Rental of Conference AV equipment & services
  - c. Other services and equipment requested by the Organiser
3. Photography services. Photographers to take photos of the entire event
4. Video production, include items AI and AVI.

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- a. Video footages of the entire event
- b. A 3 mins highlights video of the entire event for the use of marketing the next BCA
- c. Video footages and 3 mins highlights videos to be saved in the mass storage device as stated in FCGF optional item number 6b.
5. Video conferencing facilities for the dinner
  - a. For speaking engagements during the dinner
6. Sourcing for performances for gala dinner
  - a. Do note that there will be performances therefore will require related AV facilities and equipments
7. Publicity of event on social media
  - a. For the period of **1 July 2020 to 30 September 2020.**
    - i. Please suggest the total number of posts and timeline for the posts
    - ii. Social media channels include Facebook, Wechat, Youtube, Weibo and Youku
  - b. Actual day live streaming of highlights on Facebook
  - c. Actual day live streaming of highlights on Youtube
  - d. Actual day live streaming of highlights on Weibo
8. Services of technical crew/engineers, as required
9. Production of 200pcs event booklet (hard copy) of 20pp, (Please quote for 400 and 600 as well)
10. Temperature scanning facilities and contact tracing of event participants
  - a. Equipment
  - b. Manpower
11. Sourcing for companies for purchase of gala dinner tables
  - a. Managing and securing table sales (number of tables to be sold to be confirmed)
  - b. Conduct due diligence on the companies

**Annexes:**

1. Kindly refer to **Annex 1** for the requirements that event companies are to provide. The table in Annex 1 should be used when giving quotations
2. Kindly refer to **Annex 2** for the photos of last year' sponsors booth
3. Kindly refer to **Annex 3** for last year' BCA invitation card

**Please note the following:**

As the Organiser is partnering with Temasek for this event, the appointed event company will have to work with a third-party event company that is appointed by Temasek for certain aspects of the event, including additional onsite requests, payment to third party's services upon approval by organiser. Such additional costs will be borne by the organiser.

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Upon the formal appointment of the event company, the Organiser will work with the appointed event company to come up with an agreement that specifies the roles and responsibilities between the appointed event company and the third-party event company.

**VI) Dates (Kindly note that these dates are indicative and subjected to changes based on actual situation)**

Pre-set up for FCGF	: 16 September 2020
Rehearsal for FCGF and BCA	: 16 September 2020
Pre-set up for BCA Gala Dinner	: 17 September 2020
Event date	: 17 to 18 September 2020
Tear down	: Immediately after the event

**VII) Submission Deadline**

Event companies must include the following information of their company when submitting your proposal and budget:

1. Background information of the company, including number of employees and business profile.
2. List of references and credentials for similar events organised by the company
3. Background of staff to be involved in the project
4. Any other supplementary documents and materials

Event companies who are interested to pitch for FutureChina Global Forum 2020 & Business China Commemorative Gala Dinner are to indicate their interest by **9 March 2020, 3pm**. A tender briefing will be held for interested companies on **10 March 2020, 4pm** after the deadline for the indication of interest.

Event companies should submit both original hard copy and soft copy version of their proposal and budget to Business China Secretariat by **3 April 2020, 5pm**. All budget and quotations should be presented in the table form as shown in **Annex 1**.

**VIII) Evaluation Criteria**

All submitted proposals will be evaluated based on the following criteria:

1. Concept/Design
2. Creativity
3. Cost
4. Demonstration of understanding of Organiser and the event
5. Professionalism and Comprehensive Services
6. Track record and relevant experience

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Shortlisted event companies will be notified via email within 2 weeks after submission deadline and are expected to do a presentation on the proposal to a selection panel. Presentation date will be notified by the Secretariat when it is confirmed.

**IX) Terms of Reference**

1. Acceptance of late submission is solely at the Organiser's discretion
2. The Organiser reserves the right to amend the scope of work and specifications to the deliverables
3. The Organiser reserves the right to cancel the request for proposal at any point prior to entering an agreement with the selected company
4. The Organiser is not obliged to select the lowest quotations nor explain the basis of its decision
5. Event companies should keep confidential all information provided by the Organiser and all correspondences with the Organiser
6. No gifts or benefits should be given to staff and members of the Organiser
7. In the event of unforeseen circumstances, the Organiser will inform the appointed vendor for the cancellation or postponement of the event 3 weeks before the date of event.  
**Event companies are to state clearly the cancellation clauses when tendering for the project**

**X) Contact**

For further clarification, please contact:

1. Low Wan Shan, email: [wanshan@businesschina.org.sg](mailto:wanshan@businesschina.org.sg); did: 6123 0401
2. Gan Hao Zhi, email: [ganhaozhi@businesschina.org.sg](mailto:ganhaozhi@businesschina.org.sg) ; did: 6213 0421
3. Taelyn Ng, email: [taelynng@businesschina.org.sg](mailto:taelynng@businesschina.org.sg) ; did: 6213 0406





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