

REQUIREMENT SPECIFICATIONS FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR THE AWARD CEREMONY OF THE PRESIDENT'S CHALLENGE SOCIAL ENTERPRISE AWARD 2021

1 BACKGROUND & OBJECTIVES

1.1 Launched in March 2012, the President's Challenge Social Enterprise Award (PCSEA) is a biennial Award conferred by the President's Office within the social enterprise sector in Singapore to honour and recognise outstanding social enterprises and Champions (both Corporates and individuals) for their contributions made to the local community. As the secretariat, The Singapore Centre for Social Enterprise (raiSE) will be organising the Award Ceremony for PCSEA on 2 December 2021 at The Istana.

1.2 The objective of the Award Ceremony is to announce and present the winning awards for the PCSEA 2021 and allow our guest-of-honour President Halimah Yacob the opportunity to interact with the social enterprise community within guidelines of the evolving Safe management Measures stipulated for events.

1.3 The programme for the event will include speeches and the award presentation ceremony (see Annex A for draft programme).

2 EVENT DETAILS

2.1 The details of the award ceremony are as follows:

Event	Details
Date	2 December 2021 (Thursday)
Time	5.00pm to 6.30pm (Speech & Award Presentation)
Venue	The Istana Orchard Road, Singapore 238823
No. and Profile of Attendees (estimated)	50 guests* from social enterprises finalists, raiSE Board members, Evaluation Panel, funders, and corporate supporters. Attendance is by invitation only. <i>*subject to final confirmation closer to event date</i>

3 SCOPE OF WORK

3.1 The appointed company shall manage the project, specifically in event planning and management based on the following scope of work:

No	Item Description
a	Project Management
	<ul style="list-style-type: none">• Set up a team to oversee event planning and management.• Produce an operations plan showing an implementation timeline and provide regular reports on progress of event over the next 2 months (October and November)• Commit to all operational meetings, including meeting with the Istana operations/ housekeeping team.• Ensure event carried out in compliance with Covid-19 safety measures.• Submit a post-event report within 2 weeks of the event closing which includes total attendees, feedback and key learning points.
b	Venue / Logistic Management
	<ul style="list-style-type: none">• Possible venue and set up formats. Please provide 2 floorplan design layouts. You may refer to Annex D for the floorplan of the Banquet Hall and the State Room.<ol style="list-style-type: none">1. Roundtable layout of 4 seats x 10 tables in the Banquet Hall.2. Theatre-style layout in the State room.• Ensure the following requirements are taken into consideration when designing the 2 layouts.<ul style="list-style-type: none">✓ Organise construction and decoration of stage with standing LED backdrop and landscaping.✓ Backdrop must be suitable for the screening of videos to be screened in high resolution quality.✓ Arrange for live captioning to cater to guests of varying needs✓ Arrange for required AV (from venue or external vendor) with appropriate technical support. The appointed vendor to ensure that all videos, slides have been tested for quality, lighting, and sound prior to the event.• Provide information on floor plans, artwork, mock-ups, and seating arrangements in consultation with raiSE for Istana's approval.• Liaise with the Istana on all logistic matters for the event, including but not limited to the following:<ul style="list-style-type: none">✓ Security clearance for all vendors, crew and attendees;✓ Ensure set-up is aligned with the safe distancing regulations✓ Arrangements for set-up, tear-down, and logistics for the event; and✓ Arrangement of transport for guests to and from front gates of The Istana.• Perform post-event dismantling, cleaning and reinstate event venue to its original form by end of the day. (Setup and tear down within the same day, no after hours)
c	SE Showcase Videos
	<ul style="list-style-type: none">• Production of a 1-minute video for each finalist (up to 20 companies), to be conceptualised and produced for broadcasting on raiSE social media platforms leading up to the event. Each video to include interviews with the finalists, on location with cutaway footage/B-roll and Supers and subtitles

	<ul style="list-style-type: none"> Production of edited 3 categories x 2-minute videos each on finalists to be shown during the event. Each video to showcase the finalists from each category. The video should include interviews with finalists (appointed vendor to provide up to 5 rounds of editing). As a reference, PCSEA 2017 videos, can be found here: https://www.youtube.com/watch?v=M96C-4L0zxY
d	Guest Management
	<ul style="list-style-type: none"> Design EDM to all invited guests. (EDM will be sent by raiSE) Collate RSVPs and manage databases for overall event in consultation with raiSE to classify all attendees into VIPs and non-VIPs etc. This will affect carpark allocation and pickup routes. Perform follow up checks (at least 2 email and 1 call per unconfirmed guest). Send email confirmation to guests prior to event day. Set up registration counters and signages to serve about 60 pax including media. Check guests vaccination status. Set up safeEntry Gateway; manage guests check-ins with TraceTogether app or TraceTogether token. Manage circulation flow, ensuring Covid-19 safety measures are adhered to, including safe distancing around and within the venue. Directional signages and ushers to ensure that all guests are shown to their seats in an efficient manner. <p>Note: Registration must be manned by staff with prior experience in handling registration matters.</p>
e	Programming
	<ul style="list-style-type: none"> Ensure programme runs smoothly from start to the end on event day. Engage, brief and liaise with a professional emcee for the event (at least 3 options to be provided for raiSE's approval). Engage, brief and liaise with professional photographer and videographer to document the full event. <ul style="list-style-type: none"> ✓ Selection of the photos to be given to raiSE on event day for PR/media coverage. Full set of photos to be given to raiSE in soft copy and CD (within 5 working days after the event). ✓ 2-minute post-event highlights video capturing key moments/interviews with guests to be provided in soft copy and CD (appointed vendor to provide up to 5 rounds of editing). Conduct rehearsal(s) for the event in collaboration with raiSE and the Istana on the day of the event.
f	Creative Development and Production
	<ul style="list-style-type: none"> The appointed company will be required to design and produce the following collaterals: Propose a suitable event concept and key visual branding befitting of the statue of the award. <ul style="list-style-type: none"> ✓ Invitation EDM x 1 ✓ Web banners for use on event registration page x 3 various sizes

	<ul style="list-style-type: none">✓ Guest nametags (quality fabric stickers) x up to 60 pax and staff identification tag (lanyard) x 20 pax✓ Rostrum identity x 1✓ Onsite stage backdrop (electronic) x 1✓ Photo op backdrop x 1✓ Blown up cheques for prize money winners x 2 (Please refer to Annex C for examples of past year cheques).
g	Covid-19 PET
	<ul style="list-style-type: none">• Prepare for Pre-Event Testing for guests who are not vaccinated.
h	Others (Under Optional Items)
	<ul style="list-style-type: none">• Refreshment/ Door/ Appreciation Gift

3.2 Any value-added services or items that would make the running of the event better should be included in the proposal as optional items.

4 SUBMISSION REQUIREMENTS AND DEADLINE

4.1 The proposal should include the following details:

- Brief information on company, track record and overall efforts to generate positive social impact. Where possible, please quantify social impact generated.
- Proposal to demonstrate plans to achieve environmental sustainability in the delivery and management of the Scope of Work.
- Brief information on core project team including profile, experience, roles, and responsibilities. Prior experience with Istana events would be an added advantage.
- Proposed plans including a visual mock-up of e-invite and proposed theme/concept
- Proposal on the video idea to showcase all the finalists prior to the awards.
- Full breakdown of fees according to cost schedule provided in Annex B.
- All optional items that will help raise meet the event's objectives.
- Vendor can submit quotes in parts by components or in full. Please refer to Annex B for the component breakdown.

4.2 Proposals for event management of the PCSEA 2021 Award Ceremony will be assessed by raise. All proposals must be submitted to both cassandra@raise.sg and yenyee@raise.sg by **6 October 2021, 12pm**. Any proposals submitted after the closing date will not be considered.

5 EVALUATION CRITERIA

5.1 Proposals will be evaluated based on the following criteria:

- a) Quality and suitability of proposed items submitted for the event – 30%
- b) Value for money – 30%
- c) Relevant track record in managing similar events – 20%

- d) Environmental sustainability efforts in proposal – 10%
- e) Company's overall efforts to demonstrate positive social impact – 10%

5.2 raiSE reserves the right to award the proposal in parts or in full.

5.3 raiSE reserves the right to award based on the budget.

6 PAYMENT SCHEDULE

6.1 The payment schedule will be as follows:

- 30% upon signing of contract
- 50% 1 month leading up to the event
- 20% upon delivery of all services & post-event items required by raiSE

6.2 If vendor would prefer to work with an alternative payment schedule, please indicate accordingly in the proposal.

7 OWNERSHIP

7.1 All intellectual property resulted from and generated in the due course of the contract shall vest in raiSE.

8 CONFIDENTIALITY

8.1 All information related to the contract is confidential. The vendor shall not disclose or allow disclosure of any information and data provided to, made available to or obtained during the provision of the said services.

9 CONTACT PERSONS

9.1 For enquiries on PCSEA 2021 Award Ceremony, please contact:

Cassandra Chow
Singapore Centre for Social Enterprise (raiSE)
Email: cassandra@raise.sg
Website: <https://www.raise.sg/>

-Confidential-

ANNEX A: PCSEA 2021 AWARD CEREMONY PROGRAMME

Date: 2 December 2021

Time: 5.00pm to 6.30pm

Venue: Exact room TBC, Istana

Overall Programme Flow

Time	Programme
5.15pm	All Guests to be Seated
5.30pm	Arrival of Guest-of-Honour
5.55pm	Opening Remarks by Chairman, PCSEA 2021 Committee
6.00pm	PCSEA 2021 Video Highlights
6.05pm	Citation
6.10pm	Presentation of 3 Awards – Only winners to go on stage Photo Opportunity at Istana Main Staircase
6.30pm	End of PCSEA 2021 Award Ceremony

ANNEX B: COST SCHEDULE

Interested vendors are requested to submit a proposal based on the requirements set forth under point 5 listed above together with this cost schedule.

Component	Description	Unit	Cost
a	Project Management		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
b	Venue and Logistics Management		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
c	SE Showcase Videos		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
d	Guest Management		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
e	Programming		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
f	Creative Development and production		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
g	Covid-19 PET		
	<ul style="list-style-type: none"> Show breakdown of cost Add lines items where necessary 		
	BASE TOTAL (exclude GST):		
	GST (if applicable):		
	GRAND TOTAL (include GST):		
h	Optional items		
	<ul style="list-style-type: none"> Add lines items where necessary 		

ANNEX C: BLOWN UP CHEQUE FOR PRIZE MONEY WINNERS

Refer to images 1 & 2 from PCSEA 2019 for design reference and image 3 for a comparison of size. Please note the following for PCSEA 2021:

- Date to be indicated will be 021221.
- The amount will be \$60,000 for Social Enterprise of the Year and \$40,000 for Social Enterprise Start Up of the Year.

Image 1: Social Enterprise of the Year Cheque



Image 2: Social Enterprise Start-Up of the Year Cheque



Image 3



ANNEX D: ISTANA FLOOR PLAN

Refer to image 1 & 2 below for an outline of the floor plan for the Banquet Hall and State Room. For additional perspectives, do take reference from the [Istana Website](#). Please note to submit 2 layout designs:

1. Roundtable at the Banquet Hall
2. Theatre-style at the State Room

Image 1: Banquet Hall

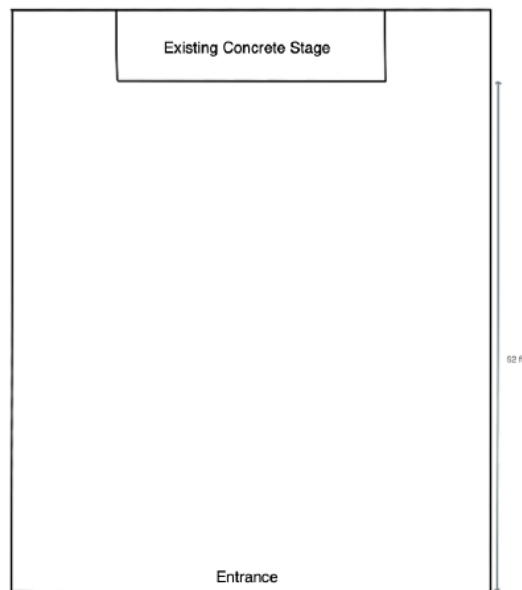


Image 2: State Room

