

**INVITATION TO TENDER
FOR EVENTS PLANNING & MANAGEMENT
FOR AN
IMPACT INVESTMENT EVENT,
THE PURPOSE AGENGA 2022**

Confidential

Cover Letter

To the Tenderer,

Dear Sir/Mdm,

INVITATION TO TENDER FOR EVENT PLANNING, MANAGEMENT, AND CREATIVES DEVELOPMENT FOR AN IMPACT INVESTMENT EVENT, THE PURPOSE AGENDA 2022

1. The Singapore Centre for Social Enterprise, *raiSE* Ltd (“*raiSE*”) is inviting interested companies to submit their Tender for event planning, management, and creatives development services in relation to the planning, organization, and execution of an Impact Investment Event, The PurpoSE Agenda 2022, which will be held in March 2022.
2. This Invitation to Tender comprises of the following Tender documents:
 - This Covering Letter
 - Section A Instruction to Tenderers
 - Section B Requirement Specifications
 - Section C Evaluation Criteria
3. There will be a briefing on **10 January 2022, 3.00pm** via Zoom conference call. Attendance is compulsory for all Tenderers intending to submit a Tender Offer. Registration prior to the briefing is required and Tenderers must register to attend by 10 January 2022, 12.00pm, via the Zoom link [here](#). All attendees (including attendees from same organization) are required to indicate their a) full names, b) designations, and c) company being represented. After registering, you will receive a confirmation email containing information about joining the meeting.
4. The Closing Date for submission of Tenders is **24 January 2022, 12.00pm**. Please refer to Instruction to Tenderers in Section A for guidelines on Tender submission.
5. Upon the closure of submission, you will be informed if you are shortlisted for a compulsory tender presentation via Zoom conference call, which will be held on **28th January 2022**, between **2pm – 5pm (tentative)**.
6. Your Tender will be evaluated based on the Evaluation Criteria outlined in Section C.
7. Tenderers who wish to seek clarifications on the Tender shall submit their written request no later than 3 working days prior to the close of the Tender to BOTH Ho Yen Yee at yenye@raise.sg and Caroline Ang at caroline@raise.sg.

Thank You.

Yours Sincerely,

Caroline Ang

Manager, Sector Growth

Singapore Centre for Social Enterprise, *raiSE* Ltd

SECTION A: INSTRUCTIONS TO TENDERERS

1. Definitions

1.1. Throughout this Invitation to Tender and any resultant Contract, unless the context otherwise requires, the following definitions shall apply:

- a. "Invitation to Tender" means the invitation to participate in this Tender and comprises all the Tender Documents referred to in the Covering Letter.
- b. "Contract" means any resultant Contract and its Annexes between raise and the successful Tenderer.
- c. "Tenderer" means a person or his permitted assigns tendering under interested event management companies who are keen to submit Tender Offers to provide the goods and/or services required under this Invitation to Tender.
- d. "Tender Offers" mean the submissions made by Tenderers in response to the Invitation to Tender.
- e. "Closing Date" means the deadline for submission of Tender Offers.

2. Tender Briefing

2.1. Tenderers are required to attend a compulsory tender briefing on **10 January 2022, 3.00pm** via Zoom conference call. Tenderers must register to attend by 10 January 2022, 12.00pm, via Zoom link [here](#). All attendees (including attendees from same organization). After registering, you will receive a confirmation email containing information about joining the meeting.

3. Submission Requirements

- 3.1. Tenderers shall submit their Tender Offers by email to both Ho Yen Yee at yenye@raise.sg and Caroline Ang at caroline@raise.sg by the Closing Date of **24 January 2022, 12.00pm**.
- 3.2. Tenderers shall quote in Singapore Dollars and submit the Tender Offers including all data, documents, catalogues, etc. either written in or properly translated into the English Language.
- 3.3. Tenderers may put in the bid in full or in parts (creatives) for the core items.
- 3.4. Tenderers shall submit their Tender Offers by the Closing Date in accordance with the following documents and mode(s) of submission:

The proposal should include the following documents:

1. Brief information on company, track record, portfolio, and overall efforts to generate positive social impact. Where possible, please quantify social impact generated.
2. Information of the core project team members including profile, experience, roles, and responsibilities. Prior experience in planning events would be an added advantage.
3. Overall event approach, proposed theme/concept befitting the statue of the event, and visual mock-up of event setting and related materials, i.e. stage backdrop, EDM, showcase boards, stationery branding, welcome pack, and registration tag.
4. Key differentiating factor for this event or possible USP
5. Detailed implementation timeline (e.g. a project Gantt chart)
6. Full breakdown of fees according to cost schedule provided in the requirement specifications using the template given.
7. All other supporting documents of similar past events of similar nature.
8. All optional items that will help to meet the objective of the event.

3.5. Incomplete Tender submission and/or Tender submissions received after the closing date and time shall not be considered.

4. Goods and Service Tax (GST)

4.1. Tenderers shall declare their GST status in the cost schedule by including any Goods and Services Tax (GST) on the stipulated line item in the cost schedule.

5. Expense of Tenderer

5.1. In no case will any expense incurred by a Tenderer in the preparation of his or her Tender Offer be borne by raiSE.

6. Confidentiality

6.1. All information related to the contract is confidential. Tenderers shall not disclose to any third parties the provisions of the Tender Documents, and any information including plans, drawings, specifications, documents, materials, and other items shown or given to Tenderers pursuant to this Invitation to Tender.

7. Validity Period

7.1. Tenders submitted shall remain valid for acceptance for 60 days commencing on the closing date. This validity period may be extended by mutual consent in writing of raiSE and the Tenderer.

8. Tender Presentation

8.1. Shortlisted Tenderers are required to attend a compulsory tender presentation on **28th January 2022**, between **2pm – 5pm (tentative)** via Zoom conference call. Shortlisted Tenderers will receive a confirmation email containing information on the date and time of the presentation.

9. Acceptance of Offer

- 9.1. raiSE shall be under no obligation to accept the lowest or any Tender Offer.
- 9.2. raiSE shall have the right to accept the Tender offers in whole or any part(s) from one or more Tenderers.
- 9.3. The Letter of Acceptance issued by raiSE shall create a binding Contract on the part of the Tenderer to provide to raiSE the goods and/or services offered in the tender.
- 9.4. raiSE shall notify a successful Tenderer of its acceptance of his Tender, whether in whole or in part, by sending a letter of acceptance by email and post to that Tenderer.
- 9.5. raiSE may, at its sole discretion, require the successful Tenderer to sign a written agreement.
- 9.6. raiSE is not under any obligation to inform any Tenderer of the reasons for non-acceptance of a Tender Offer.

10. Variation

- 10.1. raiSE reserves the right to negotiate with the Tenderer to vary any provision or part of this Tender Document without reference to any other party. Any such variation shall be subjected to the mutual consent in writing of raiSE and the Tenderer.

11. Ownership

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

12. Consortium

As used in this Invitation to Tender, "Consortium" means an unincorporated joint venture through the medium of a consortium or a partnership.

- 12.1. The following shall apply if a Tender Offer is submitted by a Consortium:
 - a. Each member of the Consortium shall be a business organization duly organized, existing, and registered under the laws of its country of domicile.
 - b. No Consortium shall include a member which has been debarred from raiSE tenders and Tenders.
 - c. After the submission of the Tender Offer, any introduction of, or changes to, Consortium membership must be approved in writing by raiSE.
 - d. In the case of Consortiums, the following documents must be submitted with the Tender Offer:
 1. A certified true copy of the consortium or partnership agreement signed by all members of the Consortium.
 2. Documentary proof must be provided that there is a Lead Member which is authorized by all members of the Consortium to sign and submit the Tender Offer, receive instructions, give any information, accept any contracts, and act for and on behalf of all the members of the Consortium. The documentary proof could be in the form of:
 - Relevant provision (s) in the certified copy of the consortium or partnership agreement, or
 - Certified copies of powers of attorney from each member of the Consortium

- e. The Tender Offer must be submitted by the Lead Member.
- f. Information must be submitted with respect to:
 - 1. The legal relationship among the members of the Consortium;
 - 2. The role and responsibility of each member of the Consortium;
and
 - 3. The address of the Consortium to which raiSE may send any notice, request, clarification, or correspondence.
- g. If raiSE awards the Contract to a Consortium:
 - 1. The Letter of Acceptance and/or Purchase Order may be emailed, to the Lead Member of the Consortium given in the Tender Offer.
 - 2. The issue by raiSE of a Letter of Acceptance and/or Purchase Order shall create a contract that is binding on all the members of the Consortium for the provision of the goods and/or services required under this Invitation to Tender and to the extent accepted in the Letter of Acceptance and/or Purchase Order. The binding contract shall be governed by the terms of the Contract (as defined in the Conditions of Contract).
 - 3. Each member of the Consortium shall be jointly and severally responsible to raiSE for the due performance of the Contract.
 - 4. If any member of the Consortium withdraws from the Consortium or is adjudicated a bankrupt, or goes into liquidation in accordance with the laws of the country of incorporation, then the surviving member(s) of the Consortium shall be obliged to carry out and complete the performance of the Contract.

13. Contact Persons

- 13.1. For enquiries on raiSE's The PurpoSE Agenda, please contact:

Caroline Ang

Singapore Centre for Social Enterprise, raiSE

Email: caroline@raise.sg

Website: www.raise.sg

Tel: 96829939

SECTION B: REQUIREMENT SPECIFICATIONS

1. Background

1.1 The PurpoSE Agenda is raiSE's inaugural Impact Investment event targeted to ignite a conversation with active and interested players in the impact investment space on the importance of embedding purpose at the core of their business. The event is thus aimed at bringing together players to share their experience with various blended financing models and how these have achieved social impact. The event will comprise of a keynote address by a Guest-of-Honour, a fireside chat, two panel discussions, and a sharing session by raiSE. As the event will span from morning to afternoon, breakfast will be provided for the guests during registration, lunch at the end of the event, and coffee and tea served throughout the event. We are expecting up to 150 invited guests, which includes c-suite and corporate representatives. Through the event, we aim to encourage guests to join a network of fellow investors, to get to know other stakeholders in the impact investment space, and to establish their presence for future collaboration. Accordingly, the event should be presented in a professional manner, with a futuristic and collaborative ambience.

2. Objectives

2.1 The objectives of The PurpoSE Agenda are as follows:

- To bring together players in the impact investment space to share perspectives on their investment philosophy based on the double bottom line.
- To understand how collaborative financing methods can underwrite business risks for social enterprises and support the sustainability of scalable social innovations.

2.2 A key takeaway would be to understand the nature of funding available from the alliance of investors. This would facilitate social innovation solutions and new proposals of blended financial instruments.

3. Key Message and Themes

3.1 The key message of The PurpoSE Agenda 2022

- **Learn** how to do more in the "S"ocial component of ESG and strengthen your knowledge about the potential returns and structures of impact investment deals.
- **Network** with other stakeholders in the impact investment space (corporations, VCs, impact funds, foundations, government and intermediaries) and establish your presence for future collaboration
- **Join** a community to be amongst the first to learn of new deals and learn about success stories from past and ongoing deals and returns

3.2 Brand Concept and Characteristics

- Title & theme: The PurpoSE Agenda
- Concept: Highlighting the convergence and potential of the double bottom line of financial returns and social impact creation
- Visual: professional, futuristic, collaborative

4. Event Details

Event	Details
Date	30 March 2022, Wednesday
Time	10.00am – 1.30pm
Venue	Grand Copthorne Waterfront
Target Audience	Up to 150 attendees are expected to attend the event. Profile of guests includes c-suite and corporate representatives, and attendance is by invitation only for fully vaccinated individuals

5. Draft Programme Outline

Time	Item
10.00 – 10.30am	Registration
10.30am – 10.35am	Opening Address
10.35am – 10.45am	Keynote Speech
10.45pm – 11.10pm	Fireside Chat (2 pax) and Q&A
11.10am – 11.50am	Panel Discussion 1 and Q&A
11.50am – 12.30pm	Panel Discussion 2 and Q&A
12.30pm – 1.00pm	Sharing session by raiSE and Q&A
1.00pm – 1.30pm	Lunch and networking (subject to prevailing guidelines)

6. Scope of Work

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

No	Item Description
1	Project Management
	<p>The appointed company will be required to:</p> <ol style="list-style-type: none"> Set up an experienced team to oversee event planning and management. Produce an operations plan showing an implementation timeline and provide regular reports on the progress of the event over the upcoming months towards the event on 30 March 2022. Attend WIP meetings with raiSE and other agencies involved in the running of the event when necessary.

	<p>d. Submit a detailed post-event report within 2 weeks of the event closing which includes the full programme, total attendees, feedback, and key learning points.</p>
2	Guest Management
	<p>The appointed company will be required to:</p> <ol style="list-style-type: none"> a. Collate RSVPs and manage databases for overall event. Invites will be sent by raiSE. b. Perform follow up checks (at least 2 email and 1 call per unconfirmed guest). c. Send out email confirmation to guests prior to event day. d. Set up registration counters to serve about 100 pax. e. Check guest vaccination status upon arrival and do-pre-event checks as necessary. f. Set up SafeEntry Gateway; manage guests check-ins with TraceTogether app or TraceTogether token g. Necessary set up for guests' temperature checking h. Manage circulation flow and guest networking session, ensuring Covid-19 safety measures are adhered to, including safe distancing around and within the venue. i. 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 to ensure the efficient and timely registration of guests in a short span of time.</p>
3	Speakers and Vendor Management
	<p>The appointed company will be required to:</p> <ul style="list-style-type: none"> • Liaise with event speakers and panellists. • Work in consultation with raiSE's partners in venue, creative, marketing, sustainability, etc. • Liaise with third-party vendors i.e. photographers and videographers, etc. who are appointed by your company to arrange logistical and set-up requirements including but not limited to storage, transportation, facilitation, installation, and teardown of the event setup. • Provide token of appreciation (from a Social Enterprise) for GOH & Panellists (10 pax)
4	Venue/Logistics Management
	<p>The appointed company will be required to:</p> <ul style="list-style-type: none"> • Suggest floorplan design layout for a Roundtable layout of 4 seats x 25 – 38 tables in a hotel ballroom setting. • Ensure the following requirements are taken into consideration when designing the layout: <ul style="list-style-type: none"> ○ Space for guest networking session within zones of 50 pax (number of pax per zone subject to prevailing guidelines) in adherence to safe distancing regulations.

	<ul style="list-style-type: none"> ○ Stage setup for rostrum, fireside chat for 2, and panel discussion for 3 panellists and 1 moderator, including suitable furniture, stage backdrop, landscaping etc. <ul style="list-style-type: none"> ▪ Set up 1: Rostrum for welcome address and keynote speech ▪ Set up 2: 2 chairs for fireside chat ▪ Set up 3: 4 chairs on stage for 2 panel discussions ▪ Set up 4: Rostrum for sharing by raiSE ● Provide the necessary artworks, mock-ups, and seating arrangements in consultation with raiSE. ● Liaise with selected venue on all logistic matters for the event, including but not limited to the following: <ul style="list-style-type: none"> ○ Ensure set-up is aligned with the safe distancing regulations ○ Arrangements for set-up, tear-down, and logistics for the event
5	Programming
	<p>The appointed company will be required to:</p> <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). ● Propose Emcee script and seek inputs and clearance from raiSE on drafts and final version of event script. ● Conduct pre-event rehearsal with audio/visual testing and emcee.
6	Audio-Visual, Lighting, and Technical Requirements
	<p>The appointed company will be required to:</p> <ul style="list-style-type: none"> ● Compile all necessary AV, lighting, and technical requirements and ensure that they are in working condition on the event day. ● Arrange for required AV, lighting, and technical equipment from venue or external vendor. ● Test all slides, videos, and sound clips to ensure smooth transition on event day. ● Assign staff to manage AV, lighting, and all other technical needs for the full duration of the programme.
7	Photography & Videography
	<p>The appointed company will be required to:</p> <ul style="list-style-type: none"> ● Engage, brief, and liaise with professional photographer and videographer to document the event. ● Full set of photos to be given to raiSE in soft copy within 5 working days after the event. Vendor to provide a small selection of photos to raiSE on event day for PR/media coverage. ● 3-minute event highlights video capturing key moments from the event (vendor to provide up to 5 rounds of editing). ● Recording of full event, fireside chat, panel discussions, sharing session, and other key aspects of the event

8	Coordination of application and submission of permits
	<ul style="list-style-type: none"> • Prepare and submit application to STB for MICE event.
9	Creative Production
	<p>The appointed company will be required to work in consultation with raISE’s partners and vendors in creative to adapt the event’s Key Visuals (KV) for the event collaterals.</p> <p>The appointed company will be required to produce (procurement, printing, setup) the following event collaterals:</p> <ul style="list-style-type: none"> • Guest and staff identification tag x 150 • Rostrum identity x 1 • Showcase boards x 8 • Customised Writing Materials x100 • Welcome pack folder and sponsor insert x100

Optional Items

S/N	Item Description
1	Video and live streaming provisions (Covid-19 backup)
	<ul style="list-style-type: none"> • Provision of photography, videography, and studio for whole duration of the event including opening remarks, raISE sharing session, fireside chat, and panel discussions according to festival programme. • Propose invite-only live streaming platform for up to 100 virtual audience. • Work closely with raISE to stream live event on invite-only platform. • Trouble shooting and technical support throughout event live stream.
2	Online engagement (Covid-19 backup)
	<ul style="list-style-type: none"> • Work closely with raISE to monitor online guests for the live event stream. • Online guests RSVP management and online attendees tracking • Propose activity for two-way interaction with invited guests. • Manage online guests’ interaction and Q&A for panel discussions, fireside chat, and raISE sharing session.
3	Covid-19 PET
	<ul style="list-style-type: none"> • Prepare for Pre-Event Testing for guests who are not vaccinated, the day before the event, if necessary. (Quote PET per pax cost)

6.2 Tenderers may wish to provide proposals and cost breakdowns for optional items (outside base costs) that will help the event meet its objectives. raISE will indicate in writing should we procure any of the proposed optional services indicated in the proposal, should the need arise.

7. Cost Schedule

7.1 Tenderers are requested to submit a proposal based on requirements set forth under point 5 listed above together with this cost schedule. Tenderers are required to use the excel template in Annex A. Tenderers who are offering a discount in services are requested to indicate the amount/services in the cost schedule template.

Annex A: [The PurpoSE Agenda EMC cost schedule template](#)

8. Project schedule

Dates	Key Milestones
6 January 2022	Tender Opens
10 January 2022	Tender briefing
24 January 2022	Tender closes
28 January 2022	Tender Presentation
30 January 2022	Appointment of event management company
31 January 2022 – 30 April 2022	Award Period

9. Payment Schedule

9.1 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

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

SECTION C: EVALUATION CRITERIA

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. Social/sustainability efforts in proposal – 10%
 - e. Company's overall efforts to demonstrate positive social and environmental impact – 10%

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

3. Companies can bid for this tender in part or in full.