

Tender Brief For raiSE Event

1. Aim

1.1. The Singapore Centre for Social Enterprise, raiSE, invites vendors to submit a proposal for a two-part project comprising:

- **End-to-End Event Management** including guest management and experience, logistics and vendor coordination, and programme flow management. This includes handling of VIPs, Guests-of-Honour (GOHs), and award recipients, as well as managing catering, event setup, and all related infrastructure requirements.
- **Conceptualisation, design, and production** of an interactive showcase. This includes creative conceptualisation, content development across various physical and digital formats, fabrication, and on-site installation to engage attendees.

2. Background

2.1. raiSE was established to support the development of social enterprises (SEs) in Singapore and to promote the role of SEs in contributing to a more inclusive society. As a membership organisation, raiSE engages various stakeholders and provides support to strengthen the SE ecosystem.

2.2. Over the years, raiSE's focus has expanded beyond individual enterprise development to fostering a more collaborative and robust ecosystem. This includes deeper engagement with partners and stakeholders across multiple sectors.

2.3. With a growing network of SEs and partners, raiSE has contributed to shaping the SE landscape locally and has engaged in broader dialogues and collaborations beyond Singapore.

2.4. In October 2025, raiSE will commemorate a decade of its work in the SE sector through a flagship event.

- Date & Time: Friday, 17 October 2025, 4.00PM – 9.00PM
- Expected Audience Size: 600pax

3. Objectives

3.1. The objective of this event aims to:

- a. Celebrate the transformation and vibrancy of Singapore's SE sector over the last decade.
- b. Recognise key contributors from across the public, private, and people sectors.
- c. Inspire renewed collaboration and support for the next phase of SE development in Singapore.

4. Scope of Work

The appointed vendor(s) will be responsible for the successful delivery of two components of the event:

4.1. Event Management

The scope includes:

No	Item Description
a	Project Management
	<ul style="list-style-type: none"> • Establish a team to lead planning and implementation. • Submit a project timeline with key milestones. • Attend regular project meetings (online, in person, on site) with raiSE and relevant parties, including sub-vendors. • Provide on-ground event communication plans and channels between EMC team and raiSE team, including but not limited to aligning on escalation protocols. • Deliver a post-event report with turnout and key takeaways.
b	Venue & Infrastructure
	<ul style="list-style-type: none"> • Liaise with venue on logistics including access, set-up (from 16 October, 0800) & tear-down (by 18 October, 0200), security, and technical requirements. • Develop a spatial concept for the venue (a bare space) using a hybrid layout: <ul style="list-style-type: none"> ○ Mix of cocktail tables for standing guests and lounge seating for seated interaction ○ Dedicated seating area for Guest-of-Honour (GOH) • Procure and set up all required furniture and equipment (e.g., couches, cocktail tables) based on the approved concept. • Ensure appropriate stage, backdrop, and AV infrastructure are in place to support the programme elements. • Provide trained personnel for on-site technical support and troubleshooting. • Provide 3 options for venue landscaping; raiSE will decide on the final appointment. • Plan for live captioning and sign language translation. • Ensure safety and accessibility (e.g., wheelchair-friendly layout). • Coordinate post-event teardown and venue reinstatement.
c	Programme Coordination
	<ul style="list-style-type: none"> • Manage show flow including speeches and award ceremonies. • Conduct rehearsals and manage run sheets. • Manage coordination and procurement with the following vendors. Vendor is required to provide 3 options for raiSE will decide on the final appointment. <ul style="list-style-type: none"> • Emcee • Professional videographer/photographer; <ul style="list-style-type: none"> • Provide full set of raw unedited photos to raiSE on the event day for PR/media use. ○ Deliver full set of edited photos in soft copy within five (5) working days after the event.

	<ul style="list-style-type: none"> ○ Deliver full video recording of the event within five (5) working days after the event. ○ Deliver a 2-minute post-event highlights video, with up to three (3) rounds of editing. • Procure event momento, including delivery. • Procure award trophies (estimated 20 units) with customised engraving of names, including delivery. • For the momento and trophies, vendor is required to coordinate selection and design to align with raiSE branding. Vendor is required to provide 3 options for raiSE to decide on the final selection.
D	Guest & Audience Management
	<ul style="list-style-type: none"> • Manage RSVP database and guest classifications (VIPs, SEs, media, etc.). • Create ops briefing pack for various audience including event staff, raiSE staff, exhibitors, award recipients, emcee and AV, GOH/VIP staffers. • Confirm attendance and send event instructions/reminders and post-event follow up thank you messages. • Set up registration counters and directional signage to ensure a seamless process for 600 guests. • Deploy experienced staff and ushers to manage flow and seating efficiently.
e	Creative Development & Production
	<ul style="list-style-type: none"> • Conceptualise event key visual (KV) and branding that would be utilised across various creative materials such as physical event collaterals, slides, social media posts, email invitations and reminders etc. • Provide the soft copy artwork to raiSE. • Fabricate the following physical event collaterals: <ul style="list-style-type: none"> ○ Guest nametags (fabric stickers) ○ Staff lanyards x 30 pax ○ Rostrum branding x 1 ○ Stage backdrop (option of electronic or physical) x 1 ○ Event venue directional signages
f	Food & Beverage
	<ul style="list-style-type: none"> • Provide 3 options for halal-certified F&B caterers serving butler-style cocktail/canapé fare; raiSE will decide on the appointment. • Include vegetarian options and use eco-friendly materials.

4.2. Social Enterprise Showcase Design & Production

The vendor will lead the conceptualisation, design, and production of a physical, experiential showcase.

The scope includes:

No	Item Description
a	Project Management

	<ul style="list-style-type: none"> Establish a team to lead planning and implementation. Submit a project timeline with key milestones. Ensure coordination with raiSE and event management team. Attend regular project meetings (online, in person, on site) with raiSE and relevant parties, including sub-vendors. Deliver a post-event report with visual documentation.
b	Experience Design
	<ul style="list-style-type: none"> Propose a unifying creative concept aligned with the five thematic zones. Design a visitor journey that ensures logical flow, accessibility, and impactful storytelling.
c	Exhibition Curation
	<ul style="list-style-type: none"> Curate features and elements for each zone, showcasing through interactive, multi-sensory formats. Avoid having too many static board/booth setups and explore diverse mediums such as product demo or samples, immersive displays, or interactive media. Ensure content is engaging, inclusive, and informative. Highlight impactful collaborations between the public, private, and people sector partners. Emphasise achievements and collective impact.
d	Exhibitor Management
	<ul style="list-style-type: none"> Design the process of collecting relevant information from the exhibitors to build the showcase. Work with raiSE to determine the appropriate showcase format. Coordinate with raiSE to provide onboarding instructions.
f	Design, Build & Tear-down
	<ul style="list-style-type: none"> Design and construct all showcase elements (e.g., lighting, signage, infrastructure). Ensure safety and accessibility (e.g., wheelchair-friendly layout). Venue accessible for set-up from 16 October, 0800. Dismantle and reinstate the venue post-event by 18 October, 0200.
g	Showcase Operations & Support
	<ul style="list-style-type: none"> Provide trained personnel for on-site technical support and troubleshooting. Offer optional facilitation and visitor engagement support (e.g., guides or interpreters), if needed. Secure all required Public Liability Insurance, permits, and other regulatory requirements as stipulated by the venue and authorities.

4.3 Sub-Vendor Management and Procurement

The appointed vendor(s) shall:

- a. Provide three (3) options for each of the following sub-vendor categories.
 - i. Emcee
 - ii. Professional Photographer/Videographer

- iii. Venue Landscaping
 - iv. Commemorative Memento & Trophy Supplier
 - v. F&B
- b. raiSE reserves the right to recommend a preferred sub-vendor outside of the proposed options. If accepted, the appointed vendor is required to engage that sub-vendor.
- c. The appointed vendor is responsible for the full appointment, management, and payment of all sub-vendors, including but not limited to the above categories. All costs associated must be factored into the vendor's proposal. raiSE will not make any direct payment to sub-vendors or reimburse additional charges.
- d. The appointed vendor is also responsible for ensuring all required furniture, equipment, insurance, licenses, and permits are procured and included in the final proposal.

4.4 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.

5. Other Requirements

- a. All implementations must adhere to venue constraints.
- b. All creative content and materials must be aligned with raiSE's brand guidelines.
- c. Must consider accessibility and inclusivity.
- d. Sustainability practices are encouraged.

6. Submission of Proposal and Cost Schedule

6.1 Tenderers are requested to submit a proposal based on the requirements set forth under points 4, 5 and 6 listed above together with a cost schedule. The proposal should include the following:

- a. For vendors tendering for both **4.1 Event Management** and **4.2 Social Enterprise Showcase Design & Production**
 - i. Company background information, track record (highlight previous experience with Gardens by the Bay) and team profile.
 - ii. Provide a mockup of event mood board.
 - iii. Spatial mock-up and layout of the proposed setup of Flower Field Hall showing seating zones, guest flow & stage design
 - iv. Spatial mock-up and layout of the proposed setup of Waterview Room showing the exhibition placement.
 - v. Visual and written exhibition design proposal including:
 - 1. Overall concept, design and storytelling approach
 - 2. Types of medium/formats proposed
 - 3. Examples of how showcase content will be featured or interacted with
 - vi. Overall project timeline
- b. For vendors tendering for **4.1 Event Management** only

- i. Company background information, track record (highlight previous experience with Gardens by the Bay) and team profile.
 - ii. Provide a mockup of event mood board.
 - iii. Spatial mock-up and layout of the proposed setup of Flower Field Hall showing seating zones, guest flow & stage design
 - iv. Overall project timeline
- c. For vendors tendering for **4.2 Social Enterprise Showcase Design & Production** only
 - i. Company background information, track record (highlight previous experience with Gardens by the Bay) and team profile.
 - ii. Spatial mock-up and layout of the proposed setup of Waterview Room showing the exhibition placement.
 - iii. Visual and written exhibition design proposal including:
 - 1. Overall concept, design and storytelling approach
 - 2. Types of medium/formats proposed
 - 3. Examples of how showcase content will be featured or interacted with
 - iv. Overall project timeline

6.2 Tenderers are required to use the cost schedule in Annex A. Tenderers who are offering a discount in services in recognition of raiSE as a social organisation or in support of the advocacy of Social Enterprises, are requested to indicate the amount/services in the cost schedule template.

7. Key Milestones

7.1. We aim to kickstart the research project by July 2025. The key milestones are as follows:

Key Milestones	Timeline
Tender Opens	13 May 2025
Tender Closes	30 May 2025
Appointment of Vendor	1 July 2025
Project Kick-Off	1 July 2025

8. Contact Person

For enquiries regarding this Tender, please contact:

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