**INVITATION TO TENDER FOR THE PROVISION OF MEETING PACKAGE FOR IPI STRATEGIC PLANNING RETREAT 2024**

1. **OBJECTIVE**
2. This tender seeks to appoint a vendor to provide a 2-day meeting package for IPI Strategic Planning Retreat 2024.
3. **INTRODUCTION**
   1. IPI is an innovation catalyst that creates opportunities for enterprises to grow beyond boundaries. As a subsidiary of Enterprise Singapore, IPI accelerates the innovation process of enterprises through access to its global innovation ecosystem and advisory services. For more information, please visit www.ipi-singapore.org.
   2. The objectives for the annually held strategic planning retreat are:

* Provision of time for all staff (company-wide) to plan their work plan for the new year, across clusters/job functions.
* Discuss and brainstorm new ideas among staff – this will help IPI staff to stay creative in our line of work and stay ahead of trends.
* Allow time for staff across clusters to interact, and to understand each other’s work better. This is helpful to create a cohesive and supportive work environment – which is essential for staff morale at work.
  1. The key details of the IPI Strategic Planning Retreat are:

**Date and Time:** 14 November 2024 – 15 November 2024

**Profile of Attendees:** Board Members and Staff of IPI, including IPI Senior Management Team, Senior Managers and Managers.

**Number of Attendees:** Tentatively 35 attendees, venue should be able to accommodate up to 45 attendees in the event of additional attendance

**The tentative programme and set-up required for the two days are as follows:**

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| **Tentative Time (SGT)** | **Event** | **Set-Up** |
| **Day 1 (14 November 2024)** | | |
| 9.30 am – 10.00 am | AM Coffee Break | Morning coffee break |
| 10.00 am – 12:00 pm | Presentations & Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |
| 12:00 pm – 1:30 pm | Lunch | Lunch buffet within the hotel restaurant, with tables/space cordoned off for IPI. |
| 1:30 pm – 3:00 pm | Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |
| 3.00 pm – 3.30 pm | PM Tea Break | Refreshments |
| 3.30 pm – 6.00 pm | Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |

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| **Day 2 (15 November 2024)** | | |
| 9.30 am – 10.00 am | AM Coffee Break | Morning coffee break |
| 10.00 am – 12:00 pm | Presentations & Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |
| 12:00 pm – 1:30 pm | Lunch | Lunch buffet within the hotel restaurant, with tables/space cordoned off for IPI. – Preference for a different menu option or different restaurant within the hotel. |
| 1:30 pm – 3:00 pm | Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |
| 3.00 pm – 3.30 pm | PM Tea Break | Refreshments |
| 3.30 pm – 6.00 pm | Group Discussion | 1 ballroom with 5-6 roundtable-style seating arrangement facing a stage with a podium and projector screen. |

1. **SCOPE OF CONTRACT**
2. The appointed tenderer is expected to provide the following services for both days of the retreat (14 November and 15 November 2024):

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| **2-day Meeting Package from 14 November to 15 November 2024** | |
| 1 | Venue rental: Ballroom for meeting, including the provision of time for set-up and pack-up pre- and post-event on both days. |
| 2 | Venue set-up: 5-6 round tables in the ballroom for team discussion. |
| 3 | Provision and usage of AV Equipment and ad-hoc on-site support (when required), including projector and screen, 4x wireless handheld microphone, internet access, 4x flipchart with markers |
| 4 | Others: Provision of drinking water, coffee and tea, mints, writing materials and pens |
| 5 | Provision of complimentary carpark coupons, which should minimally be 15% of guaranteed number of attendees |
| 6 | Catering: morning coffee break, lunch buffet, and afternoon tea break.  The hotel should offer vegetarian options to choose from and accommodate to dietary restrictions, if any.  The morning coffee break and afternoon tea break should include 3 food items as well as coffee & tea.  Lunch buffet should include minimally 6 dishes. |
| 7 | Preference for provision of standing tables outside the ballroom during morning and afternoon tea breaks |

3.2 IPI will endeavor to confirm the number of attendees by 31 October 2024.

1. **SUBMISSION OF REQUIREMENTS**
2. The submission of the proposal shall include the following (see suggested format in **Annex A**):
3. Price Schedule
4. Brief introduction and photographs of the venue, including but not limited to location, venue room layout, accessibility, and number of hours before and after the event start/end time for IPI to enter the venue for set-up and pack-up.
5. Description of buffet lunch (at least 6 dishes) and tea break menu options, including but not limited to any vegetarian or halal (no pork, no lard) options. Vegetarian options and halal options are estimated to be for 5 pax or less.
6. Cancellation policy (if any)
7. Contact details of the proposed event management manager and rooms reservation manager
8. **EVALUATION CRITERIA**
9. **Critical Criteria** (Tender offers that do not meet the critical criteria shall be disqualified from further evaluation.)
10. Availability of meeting room for both days (14 November and 15 November 2024); and
11. Submission of Price Schedule and Proposal by the stipulated deadline for evaluation.
12. **Other Criteria** (Tender offers that have complied with the critical criteria will be evaluated based on the criteria and weightage listed in the table below.)

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| **Evaluation Criteria** | **Weightage** |
| Price of meeting package | 50% |
| Suitability of proposed venue and layout for Meeting   * Capacity of ballroom for 45 pax (10%)   Layout of the room with no blocked view of the stage (10%) | 20% |
| Location of Hotel from MRT station | 20% |
| Halal certification for Food & Beverages | 5% |
| Provision of complimentary carpark coupons, which should minimally be 15% of guaranteed number of attendees | 5% |

1. **PAYMENT SCHEDULE**
2. The payment schedule is as follows:

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| **Milestone** | **Invoice Amount** |
| Upon signing of the contract | 50% of Meeting Package for two days as quoted in Price Schedule (Annex A) |
| Within 30 days of receiving the invoice | Outstanding amount incurred for actual utilisation of Meeting Package. |

1. While IPI may consider other payment schedules/terms proposed by the appointed Vendor, it reserves the right not to accept these schedules/terms.
   1. IPI will conduct the evaluation based on the proposals submitted during the tender and may contact the tenderers to clarify the submitted proposals. This does not imply acceptance of proposals.
2. **INDEMNITY AGAINST CLAIMS**
   1. The contractor shall indemnify and hold IPI, its directors, officers, employees and agents (“Indemnified Parties”) harmless from and against all claims, suits, actions, demands, proceedings, expenses, damages, losses, and liabilities of any kind, (including reasonable attorneys’ fees incurred to successfully establish the right to indemnification) threatened, asserted, filed or incurred (collectively, “Claims”) against any of the Indemnified Parties, where such claims arise out of or relate to (i) bodily injury or death, (ii) loss, disappearance, or damage to property suffered or incurred by the contractor’s officers, employees, agents or any other person appointed by the contractor to perform services under this contract.
3. **OBLIGATION**
   1. IPI shall be under no obligation to award this contract, either in full or in part; or to the lowest offer received.
4. **CLOSING DATE**
   1. The closing date and time for the submission of the proposal is **10 September 2024, 10:00 am (Singapore time).**
   2. All quotations will be voided if the proposals are not received through [ESHProcurement@enterprisesg.gov.sg](mailto:ESHProcurement@enterprisesg.gov.sg) by the above closing date and time. Apart from recipients within your company, please do not copy any other email addresses during the submission of proposals.
5. **CONTACT**
   1. For clarifications, please contact B Rosini Naidu, [rosini\_naidu@ipi-singapore.org](mailto:rosini_naidu@ipi-singapore.org) if there are any queries.
6. **VALIDITY OF TENDER OFFER**
   1. The offer shall be valid for 30 calendar days from the closing date of this tender.

**ANNEX A**

**PROPOSAL SUBMISSION**

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| Proposal Submission |  |