

创会赞助人

新加坡建国总理
李光耀先生

赞助人

新加坡国务资政
李显龙先生

顾问

新加坡公共服务统筹部长
兼国防部长
陈振声先生

新加坡卫生部长
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王乙康先生

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主席

李奕贤先生

Founding Patron

Mr Lee Kuan Yew
Singapore's Founding Prime Minister

Patron

Mr Lee Hsien Loong
Senior Minister

Advisers

Mr Chan Chun Sing
Coordinating Minister for Public Services &
Minister for Defence

Mr Ong Ye Kung
Minister for Health &
Coordinating Minister for Social Policies

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Minister-in-charge of Trade Relations

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Minister for National Development

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Minister for Education

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Acting Minister for Transport &
Senior Minister of State for Finance

Chairman

Mr Lee Yi Shyan

Invitation to Tender

1. Scope of Services Required

Event Details:

Name : FutureChina Global Forum & Business China Youth Forum 2026

Date : 24–25 Sep 2026 **OR** 15–16 Oct 2026 (1st day for set up, actual event on 2nd day)

No. of Pax : 600 – 700 pax for FCGF, 250 – 300 pax for BCYF

Organiser : Business China

Event Spaces Required:

Spaces Required for FCGF 2026

Room (Function)	Number of Pax
Secretariat Room	30
VIP Meet & Greet Room	30
Speaker Room	20
Press Room	30
VIP Speaker Room	15
Interview Room	30
VIP Lunchroom	50
Closed Door Roundtable Room #1	50
Closed Door Roundtable Room #2	50
Main Ballroom for Forum	600

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Breakout Room	~250
Networking Room / Area for ~10 Booths, Tea Break & Buffet Lunch	600

Spaces Required for BCYF 2026

Room (Function)	Number of Pax
Secretariat Room	40
Fringe Activity & Tea Break Room / Area	250
Main Ballroom for Forum	~300

Additional Remarks:

- Please suggest alternative dates if the proposed ones are unavailable.
- Usage of rooms to be confirmed nearer to date.
- Please provide F&B package options for the following:
 - Tea Breaks
 - Buffet Lunch (Chinese/Western)
 - 4-Course Lunch (Chinese)
 - Bento Lunch (Chinese/Western)
 - Evening Cocktail Reception
- Please note that while BCYF is currently included within the scope of this proposal, the event may be scheduled and delivered separately on an alternate date, subject to the Organiser's final decision.
- Please include a cost breakdown separating BCYF from the main event components, such that pricing can be adjusted accordingly should BCYF not proceed.

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2. **Tentative Programme**

The actual timings, programme details and locations are subject to changes. Please however prepare your quotations and proposals based on the following requirements:

Tentative Programme for FCGF 2026*

Time	Programme	
24 Sep or 15 Oct		
AM – PM	Set Up & Rehearsals	
1800 – 2000	Welcome Dinner	
25 Sep or 16 Oct		
0820 – 0900	Registration	
0840 – 0855	Closed Door Networking Session	
0900 – 0930	Opening Remarks by GOH	
0930 – 1045	Panel Session 1	
1000 – 1100	Closed Door Roundtable Session	
1045 – 1145	Tea Break	
1105 – 1145	In Conversation	
1145 – 1300	Panel Session 2	
1300 – 1415	Lunch	
1400 – 1500	Closed Door Roundtable Session	
1415 – 1530	Panel Session 3	
1530 – 1645	Breakout Session A	Breakout Session B
1615 – 1715	Closed Door Roundtable Session	
1645 – 1730	Tea Break	
1730 – 1815	Fireside Chat	

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1830 - 2000	Cocktail Reception (For ~200-300 Invited Guests)
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*Past event programme

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Tentative Programme for BCYF 2026*

Time	Programme
24 Sep or 15 Oct	
AM - PM	Set Up & Rehearsals
25 Sep or 16 Oct	
1200 - 1315	Registration and Fringe Activities
1300 - 1320	Closed Door Networking Session
1330 - 1345	Opening Address by GOH
1345 - 1400	MOU Signing Ceremony
1400 - 1500	Panel Session 1
1500 - 1530	Tea Break
1530 - 1620	Panel Session 2
1620 - 1720	Panel Session 3
1720 - 1730	Survey
1730 - 1815	Livestream of FCGF Fireside Chat
1815 - 1825	Closing Address by Organising Committee
1825 - 1845	Lucky Draw
1845 - 1900	Group Photo

*Past event programme

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3. **Submission Requirements**

1. Interested hotels/exhibition venues are requested to submit their proposals **only** to tender@businesschina.org.sg.
2. The closing date and time for submission is **28 November 2026, 6pm**.
3. The validity of the quotes should be at least 1 month from the submission date.
4. Please note that any quotations received after this deadline will not be considered.
5. Any questions are to be directed to tender@businesschina.org.sg and will be addressed after the tender period has closed.

4. **Terms & Conditions**

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