

Invitation to Tender

1. Introduction

1.1 Business China is a Singapore organisation with Institution of a Public Character (IPC) status, launched in November 2007 by its Founding Patron, Singapore's Founding Prime Minister, Lee Kuan Yew. It develops premier bilingual business programmes and networks, to generate interest in and strengthen understanding of the latest developments in China.

1.2 This is an Invitation to Tender (ITT) for the provision of event management and related services to Business China for its flagship event, the FutureChina Global Forum 2026, scheduled to be held on 24 and 25 September 2026.

2. Background of Event

2.1 The FutureChina Global Forum (FCGF) is an esteemed international event created by Business China Singapore in 2010. Over the past 16 editions, FCGF has established itself as a significant platform, attracting business leaders and experts from around the globe, providing insights into the emerging trends and forces driving China's transformation into one of the world's largest economies.

2.2 FCGF 2026 will be conducted as a 1.5-day hybrid event, comprising in-person sessions and live-streaming. The details of FCGF 2026 programme are as follows:

Event Details:

Event Name : FutureChina Global Forum 2026

Date : 24 - 25 September 2026

- 24 September 2026: Event set up and Day 1 Programme
- 25 September: Day 2 Programme and tear down

Venue : Marina Bay Sands Expo & Convention Centre (MBS), Level 3

Estimated Attendance : 600 participants

Organiser : Business China

创会赞助人

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Tentative Programme – FCGF 2026*

Time	Programme	Remarks
24 September 2026		
AM – PM	Set Up & Rehearsals	Main Ballroom
1400 - 1800	Panel Sessions	Breakout room Livestream required
1800 – 2000	FutureChina Dinner 2026 Appreciation	Location (pending)
25 September 2026		
0800 – 0900	Registration	Hallway
0900 – 0930	Opening Remarks	Main Ballroom
0930 – 1030	Panel Session 1	Livestream required
1030 – 1100	Tea Break 1 + Networking	Networking Room
1100 – 1200	Panel Session 2	Main Ballroom Livestream required
1100 – 1200	Roundtable Session	Roundtable Room 1
1200 – 1300	Lunch	
1300 – 1400	Panel Session 3	Main Ballroom Livestream required
1300 - 1400	Special Panel (Pending)	Breakout room Livestream required
1400 – 1500	In-Convo Session	Main Ballroom Livestream required
1500 - 1530	Tea Break 2 + Networking	Networking Room
1530 – 1630	Panel Session 4	Main Ballroom Livestream required
1530 - 1630	Roundtable Session	Roundtable Room 2
1530 – 1630	Panel Session 5	Breakout room Livestream required
1700 – 1800	Fireside Chat	Livestream required
1830 – 2030	Post Forum Cocktail/Dinner	Location (pending)

**Note: All programme details are subject to change.*

For more details on Business China and past FCGFs, please refer to <https://fcgf2025.businesschina.org.sg/en/>.

3. Scope of Services

3.1 The appointed event management company will be required to provide end-to-end event management services, including but not limited to:

- a) Conceptualize, design, and production of physical, visual and marketing materials for the event
- b) Development and management of virtual platforms
- c) Registration and Attendee management
- d) Audio Visual Production and Technical Support
- e) On-Site Event Setup, Management and Coordination
- f) Post-Event Evaluation and Reporting
- g) Optional services

3.2 The detailed breakdown of services required are appended in **Annex A**. The venue floorplan and booking details are appended in **Annex**

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B. As reference, please refer to **Annex C** for photos of last year's set up.

4. Proposal Submission Requirements

4.1 Interested bidders are required to submit a comprehensive proposal comprising:

- a) **Company Profile:** Provide a comprehensive overview of your organisation, including your core business, track record, and relevant experience in managing events of similar scale and complexity.
- b) **Team Expertise:** Detail the proposed project team for this engagement, including key personnel, their roles and responsibilities, and relevant experience and competencies in delivering comparable events.
- c) **Design & Conceptualization:** Outline your proposed creative approach to the event's design and conceptualisation. Submissions should demonstrate how the proposed concept will enhance the overall guest experience while aligning with Business China's objectives and desired event outcomes.
- d) **Overall Event Management:**
 - i. Proposed Venue Layout / Process Flow to optimise customer experience
 - ii. User Journey (From Registration to Actual Event) for both physical & virtual attendees
 - iii. Describe your end-to-end approach to planning and delivering the event, including key phases (pre-event, on-site execution, and post-event). Include timelines, workflows, and coordination processes with stakeholders
 - iv. Detailed operational plan covering event-day execution, including manpower deployment, run-of-show, contingency planning, and coordination with venue and vendor
 - v. References: Provide at least 2 references of past clients for whom you have provided similar event management services to.
- e) **Summary of Cost:** The detailed breakdown/itemised costs of all items must be submitted as per the templates provided in **Annex A**

Submission Guidelines

4.2 Each Tender must be submitted in accordance with this Invitation to Tender (ITT). The proposal shall be submitted in PDF format, while the quotations shall be submitted in table form as shown in **Annex A**. The quotes shall be valid for at least 2 months from the tender closing date.

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- 4.3 Any Tender not made in accordance with the Instructions will not be considered. Business China may reject any Tender where any attempt is made to amend and/or vary the terms or conditions in this ITT. Tenderers will be bound by the submitted proposal and are deemed to have submitted a declaration of compliance with this ITT.

Submission Details

- 4.4 Tenderers are to submit original soft copies of their proposal and quotation to **tender@businesschina.org.sg** by **20 April 2026, 5PM.**
- 4.5 All tenderers are required to attend a compulsory briefing by Business China by 6 April 2026. Please email your interest for a briefing to the contact details set out in 6.2 by 5 April 2026.

5. Evaluation

- 5.1 Proposals will be evaluated based on the points outlined in Paragraph 4.1, including:
- a) Relevant experience and track record
 - b) Strength of proposed concept and execution approach
 - c) Operational robustness and feasibility
 - d) Value for money
- 5.2 Shortlisted tenderers will be notified via email within 2 weeks of the tender closing date.
- 5.3 Shortlisted tenderers will be required to present their proposals to a tender evaluation panel on a date as notified by the secretariat.

6. Tender Clarifications

- 6.1 If the tenderer is in doubt as to the true meaning or intent of any part of the tender documents, he/she may seek clarification in writing from Business China at least five (5) working days in advance before the closing date for submission of tenders, failing which Business China may disregard any such queries.
- 6.2 Should you have any questions or require further information, please contact Mr Sebastian Chan @ sebastian.chan@businesschina.org.sg and Mr Ryan Chua @ ryan.chua@businesschina.org.sg.

Thank you.