

CHAPTER OF CARDIOTHORACIC SURGEONS,
COLLEGE OF SURGEONS, SINGAPORE &
ACADEMY OF MEDICINE, SINGAPORE

REQUEST FOR TENDER (RFT)
for the Appointment of
Professional Conference Organiser (PCO)

4th Asia Pacific MCS Conference /
HFSS Annual Scientific Meeting 2023

22 – 23 September 2023

Date of Tender

7 February 2023

The Chapter of Cardiothoracic Surgeons of the College of Surgeons, Singapore, and the Academy of Medicine, Singapore (local host for the above Conference) is pleased to invite your organisation to tender for the appointment as Professional Conference Organiser (PCO) in respect of the above Conference. The following information is provided to assist you with the preparation of a proposal for the Organizing Committee to consider.

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1. TIME FRAME FOR TENDER PROCESS

Process	Deadline
Invitation to tender forwarded to PCO companies	7 February 2023
Closing date/time for tender submission	5:00 pm on 28 February 2023
Announcement of award/decision (subject to Contract negotiation)	March 2023

2. SUBMISSION OF TENDER

Electronic submissions should be forwarded by the due date to:-

Organisation:	Chapter of Cardiothoracic Surgeons, College of Surgeons, Singapore, and Academy of Medicine, Singapore
Contact Person:	Ms Ng Hui Hui
Email:	ng.huihui@ams.edu.sg

3. ENQUIRIES

Requests for further information or clarification of requirements may be directed to the below contact.

Organisation:	Chapter of Cardiothoracic Surgeons, College of Surgeons, Singapore, and Academy of Medicine, Singapore
Contact Person:	Ms Ng Hui Hui
Email:	ng.huihui@ams.edu.sg

Please note that we reserve the right to advise, at our discretion, all parties issued with the Request for Tender, of further information/clarification of tender requirements resulting from any enquiry.

4. SCOPE OF INTENT

- 4.1 This Invitation to Quote (ITQ) invites interested vendors to quote for Professional Conference Organizers (PCO) services for the event 4th Asia Pacific MCS Conference / HFSS Annual Scientific Meeting 2023 to be held on 22–23 September 2023.

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5. SCOPE OF SERVICES

- 5.1 The vendor must have the capability, capacity and competence for organizing a medical conference:

Event Name:	4 th Asia Pacific MCS Conference / HFSS Annual Scientific Meeting 2023
Date:	22–23 September 2023
Time:	8:30am – 5:00pm
Estimated Pax:	250 pax

6. SCOPE OF WORK

6.1 Venue Management

- a. Venue Selection & Management
 - i. Source for appropriate venues, review proposals and secure Conference venue with the organizing committee's approval;
 - ii. Liaise with venue provider to facilitate smooth operations at the Conference venue.
- b. On-site Conference Management
 - i. Event Order and Planning
 - 1) Co-ordinate the Conference's Food and Beverage requirement;
 - 2) Ensure all on-site logistics and arrangements are set-up according to event order and planning.
 - ii. On-site Preparation and Operations
 - 1) Plan and coordinate requisite resources to meet and deliver onsite operational and logistics requirements;
 - 2) Engage suitable vendor/contractor to supply exhibition and signage systems, audio-visual equipment and IT expertise;
 - 3) Oversee the installation and tear down of Conference set-ups, props and systems;
 - 4) Manage on-site registration.

6.2 Organizing Committee Secretariat

The PCO will provide the secretariat and administration services which include the following:

- a. Committee Meetings
 - i. Organize meetings as and when necessary for both Organizing Committee and the Scientific Committee;
 - ii. Commit to attending committee or progress meetings to update on the latest developments;
 - iii. Prepare and circulate minutes, agendas, notices of meetings, regular progress reports to members of the organizing committee and scientific committee.

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- b. Status Reports
 - i. Regular status reports on the number of registrations will be submitted on a monthly basis and fortnightly/weekly closer to the event. This will include the full list of participants when required.
- c. Event Insurance
 - i. Facilitate local insurance coverage for the event

6.3 Speakers Management and Support

- a. Speakers Management
 - i. Issue official invitation;
 - ii. Liaise with speakers with regard to honorarium, withholding tax (if applicable), including filling of IR37C form with its supporting documents, submission of lecture abstracts, consent for recording/videography, speakers admin notes, etc.;
- b. Speakers Support
 - i. Collate speakers presentations;
 - ii. Facilitate speakers' ready room;
 - iii. Provide technical assistance on-site.
- c. Speaker's Travel Arrangement
 - i. Travel and Air Fare Arrangement
 - ii. Meet/Greet Services and Local Transfers
 - iii. Hotel Reservations

6.4 Publicity and Promotions

- a. Conference Promotional Material
 - i. Engage vendors (designer, contractor and printer) to produce full suite of Conference promotional materials, e.g. publicity flyer, registration packet, handbook, name badges, certificates, directional signs, banners, and stage backdrop, etc.
 - ii. Engage webmaster to develop website to feature the Conference and enhance its prominence and visibility.
- b. Attendance Building Campaigns
 - i. Promote Conference at other related conferences managed by organizer (if any).

6.5 Registration and Delegate Management

- a. Registration Management
 - i. Handle delegate enquiries, registration, confirmation, notification and cancellation;
 - ii. Provide regular updates on registration and fee payment status.
- b. Delegate Material
 - i. Procure delegate material, e.g. souvenirs, bags, lanyards, stationeries, etc.
 - ii. Print delegate badges and certificates;

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- iii. Collate and pack registration satchels;
- c. On-site Management
 - i. Attend to on-site registration.

6.6 Post Event Activities

- a. Evaluation and Feedback Surveys
 - i. Compilation of feedback responses from participants and speakers through surveys to determine the success of the event for future reference.
- b. Accounts
 - i. A final closing of the statement of profit and loss for this event
- c. Collate and submit all relevant event material and information to the organizer, such as presentation slides, photos, final list of delegates, etc.

7. SCHEDULE FOR PRICING

- 7.1 Vendors are required to submit itemized breakdown pricing (excluding GST) based on the scope of services and work specified in Section 6 as well as the payment schedule.
- 7.2 Vendors will not be entitled to the sponsorship and exhibition income collected by the conference.
- 7.3 Vendors are to indicate clearly optional and non-optional costs, including costs of services not requested in the specifications but additional value-add work proposed by the vendor.
- 7.4 Vendors are requested to provide list of medical conferences that they have done in the past.

8. VENUE SITE VISIT

- 8.1 Vendors are expected to arrange for venue site visit(s), if necessary, and allow photographs to be taken of the proposed venue for evaluation purposes.

9. PROCEDURES FOR SUBMISSION

- 9.1 All interested vendors must submit their quotes & all supporting documents by 5pm on Tuesday, 28 February 2023. Quotes submitted otherwise will be rejected.

10. EVALUATION CRITERIA

- 10.1 Vendors will be evaluated based on the following criteria:
 - a. Costing
 - b. Ability to meet the specified requirements
 - c. Strong administrative ability
 - d. Past experience will be considered

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11. AWARD OF QUOTATION

- 11.1 The organizing committee reserves the right not to award the Contract if the proposals submitted fail to meet the required specifications and standards.
- 11.2 The organizing committee shall not be obligated to award the contract to the lowest quote or any participating vendor.
- 11.3 The organizing committee reserves the right, unless the vendor expressly stipulates to the contrary in his proposal, of accepting such portion of each proposal as the organizing committee may decide.
- 11.4 The organizing committee reserves the right to change the date of the event without penalty. The organizing committee will inform the vendor at least 3 months in advance of the change in date.
- 11.5 The participants stated are based on estimates.

12. PAYMENT

- 12.1 Vendor shall note the following payment schedule:

Upon Confirmation	SG \$
Upon Handover & Satisfactory Completion of Services	Balance Payment

- 12.2 Vendor shall note that all payment will have a term of 30 days from the date of invoice.