

# ISCA CONTACT DETAILS

Personnel in Charge: Amanda Lim, Assistant Manager, Communications

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Date: 26 September 2024

Submission Deadline: 16 October 2024

You are invited to submit a proposal for the following item(s):

# REQUEST FOR PROPOSAL FOR THE 2025/26 ANNUAL REPORT AND SUSTAINABILITY REPORT

The Institute of Singapore Chartered Accountants (ISCA) invites companies to submit a proposal for the provision of services for its **2025/26 Annual Report and Sustainability Report**. In addition to ISCA’s Annual Report, the selected vendor will also be required to produce a separate **Annual Report for ISCA Cares**, ISCA’s charity arm.

Vendors should note that the two reports differ in scope and deliverables:

* **ISCA Annual Report and Sustainability Report:** Covers ISCA’s initiatives and achievements in 2025, including activities under ISCA Cares, and will require both a digital version and a limited print run.
* **ISCA Cares Annual Report**: Covers ISCA Cares’ own initiatives and achievements in 2025 and will be produced as a digital PDF only.

As part of the proposal, each vendor is required to submit **two different themed design concepts**.

Interested parties may email amanda.lim@isca.org.sg to enquire about the key messages and proof points for ISCA’s 2025/26 Annual Report and Sustainability Report. Please complete the “ANNEX A” form and submit it together with your proposal, together with the creatives and costings by 16 October 2025 to amanda.lim@isca.org.sg.

# About ISCA

# The Institute of Singapore Chartered Accountants (ISCA) is the national accountancy body of Singapore with over 40,000 ISCA members making their stride in businesses across industries in Singapore and around the world. ISCA members can be found in over 40 countries and members based out of Singapore are supported through 12 overseas chapters in 10 countries.

# Established in 1963, ISCA is an advocate of the interests of the profession. Complementing its global mindset with Asian insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards the advancement of the accountancy profession. Its Academy designs and develops professional development courses and programmes that equip accountancy and finance professionals on developing themes in business and specialisation areas such as sustainability reporting, financial forensics and corporate governance topics for directors.

# ISCA administers the Singapore Chartered Accountant Qualification programme and is the Designated Entity to confer the Chartered Accountant of Singapore – CA (Singapore) – designation.

# ISCA is a member of Chartered Accountants Worldwide, a global family that brings together the members of leading institutes to create a community of over 1.8 million Chartered Accountants and students in more than 190 countries.

# For more information, visit [www.isca.org.sg](http://www.isca.org.sg).

# SCOPE OF WORK

# ISCA ANNUAL REPORT 2025/26

# CONTENT STRUCTURE

# The 2025/26 Annual Report will minimally incorporate the following themes and content pillars:

**Standard Pages/Structural Sections**

|  |  |
| --- | --- |
| **Section** | **Description** |
| Vision, Mission & Strategic Priorities |  |
| Membership Statistics | Overview of membership numbers |
| President’s Message | Message from ISCA President |
| Council Members | Council Members Photo Spread |
| Senior Management | Senior Management Photo Spread |
| Corporate Governance | * Report of the ISCA Council
* Listing of ISCA Committees 2025/26
 |
| Financial Statements | - About 60 pages- 2 Colour print- Statement by Council (1 page)- Independent Auditor’s Report (1 to 2 pages)- Please use lower quality but eco-friendly paper for this section |
| Notice of Annual General Meeting 2026 |  |
| Form of Proxy |  |

**Themed/Content Sections**

|  |  |
| --- | --- |
| **Section** | **Description** |
| ISCA’s Global Story | Showcasing ISCA’s international partnerships and collaborations, recognition and outreach efforts |
| Elevating the CA (Singapore) Brand | Highlighting ISCA’s initiatives to developing the accountancy talent pipeline and upskilling the profession |
| Supporting the Accountancy Profession | Highlighting initiatives to strengthen networks, building stronger bonds and partnerships within the business community, and fostering ISCA’s member connections |
| Upholding Technical Excellence | Highlighting ISCA’s initiatives to keep members updated on the latest professional standards and sharing best practices. |
| Impacting Our Community | Covering ISCA’s sustainability strategy, people initiatives, and highlighting ISCA Cares achievements |

# PROJECT SCOPE AND SPECIFICATIONS

# Vendors are required to submit at least two (2) design concepts.

# The report should:

* Employ a story-telling format with visuals to highlight pertinent points and key messages
* Position ISCA as a Member-Centric and forward-looking national accountancy and professional membership body that adds value to our members
* Incorporate infographics to represent statistics and graphs

Focus on:

* + What ISCA has done for the members in 2025
	+ Present a report on the Institute’s developments, initiatives and key statistics over the course of 2025
	+ How each initiative translates into delivering value for our members
	+ The financial and non-financial aspects of ISCA‘s achievements in the year
	+ ISCA’s ESG initiatives

Copywriting, Copyediting and Proofreading of Content

* Please note that the copywriting, copyediting and proofreading should be undertaken by different individuals
* Vendors taking part in the ITQ must provide the services of a copyeditor AND a proofreader
* Please provide the CVs of the copyeditor and proofreader as part of the submission
* Costs for the copywriter, copyeditor and proofreader will be borne by the appointed vendor
* The copywriter will be appointed by ISCA. The appointed Vendor must engage and manage the writer as part of the overall annual report project. The Vendor should propose a few suggested copyeditors and proofreaders for ISCA’s selection. Costing for the copywriter, copyeditor and proofreader will be borne by the appointed vendor as part of their overall proposal submission.
* The scope of writing will include but is not limited to the President’s message and the review pages of the Annual Report 2025/2026. In other words, the writing will cover the entire content of the Annual Report except the section on the Financial Statements.

Conceptualisation and Themed design

* Propose at least **two (2)** different design concepts and themes
* Design concepts should be more fun, creative and engaging to tell a story. Layouts should prioritise showcasing images or graphics instead of too much text.
* ISCA is an accountancy body, but we welcome **fresh, unconventional** **design approaches**. Vendors are encouraged to explore **creative** concepts that make ISCA’s Annual Report visually engaging and distinctive, beyond typical corporate themes.
* Design Proposal should reference ISCA’s brand guidelines (Note: while the design should adopt ISCA’s corporate colours, it is not necessary to adopt ISCA’s brand grids for the annual report’s collaterals
* Propose the layout of the 18 Council Members and 8 Senior Management members using new and/or existing photographs.
* Page design and layout, digital imaging and typesetting according to the proposed theme/concept

Online Annual Report (web and pdf versions)

* The Vendor is to provide the report in the form of an online report and a PDF version.
* Reformatting of webpages: To format pages internally within the ISCA website that would be able to showcase the Annual Report 2024/2025 in chapters.
* (The online Annual Report can be found at: <https://isca.org.sg/about-us/about-the-institute-of-singapore-chartered-accountants/annual-report>)
* ISCA will provide all needed online access.
* Vendor is to upload the PDF on ISCA website
* PDF to have clear dividers so as to allow the annual report to be divided into separate sections.
* Note: Vendor to check and proofread the content before uploading to website

Photography and art direction for photoshoot for Council Member and Senior Management photo spread

* Vendors who are keen to quote for this project can email amanda.lim@isca.org.sg.
* Vendor is to work with appointed photography team and provide art direction for the photoshoot of Council Members and Senior Management Team

Graphic design services and provision of stock photo images

* Provide stock photos, where required, to be used in the suggested theme for the annual report and cost for additions. Avoid using Caucasian faces in such cases.
* Provide option for photography where required, to use custom shots for the suggested theme.
* Produce infographics to be used in the relevant sections

Printing Specifications

* Co-ordinate, arrange and supervise colour separation and print quality control of the final print copy for the annual report
* Size: A4
* Print Quantity: 200 and 250 (two quotes required)
* Perfect Binding (Vendor must ensure the binding is of good quality)
* Soft Cover (Front and Back)
* 140 pages approximately (Excluding Front and Back Covers)
* Spot UV lamination on front cover
* Vendor to propose a paper type that is sustainable/eco-friendly

Production & Delivery schedule

* Vendor is required to submit the proposed production and delivery schedule upon project appointment.

# ISCA CARES ANNUAL REPORT 2025/26

# CONTENT STRUCTURE

**Standard Pages/Structural Sections**

|  |  |
| --- | --- |
| **Section** | **Description** |
| About ISCA Cares | About ISCA Cares, Vision, Mission |
| ISCA Cares Statistics | Overview of ISCA Cares Statistics such as funds raised, volunteering hours, ISCA Cares Ambassadors etc. |
| Empowering Future Accounts | * ISCA Cares Bursary Awards
* ISCA Cares Mentoring Programme
 |
| Driving Community Impact | Community Events by ISCA Cares |
| Fund-Raising Activities | * ISCA Run 2025
* ISCA Annual Dinner 2025
* Other fund-raising activities
 |
| Appreciation for our Supporters | Acknowledgement of ISCA Cares’ top donors |
| Corporate Overview | * Board of Directors Photo spread and Profiles
 |

# PROJECT SCOPE AND SPECIFICATIONS

# Vendors are required to submit at least two (2) design concepts.

# The report should:

* Employ a story-telling format with visuals to highlight pertinent points and key messages
* Incorporate infographics to represent statistics and graphs
* For consistency, the concept can align with the ISCA Annual Report’s Sustainability section

Focus on:

* + What ISCA Cares has done for the community and accountancy profession in 2025
	+ Present a report on ISCA Cares’ key initiatives and achievements
	+ Incorporate ISCA Cares’ 10th Anniversary celebrations

Copywriting, Copyediting and Proofreading of Content

* Please note that the copywriting, copyediting and proofreading should be undertaken by different individuals
* Vendors taking part in the ITQ must provide the services of a copyeditor AND a proofreader
* Please provide the CVs of the copyeditor and proofreader as part of the submission
* Costs for the copywriter, copyeditor and proofreader will be borne by the appointed vendor
* The copywriter will be appointed by ISCA. The appointed Vendor must engage and manage the writer as part of the overall annual report project. ISCA will relay the copywriter’s fees for the vendor to incorporate in their overall production fee. The Vendor should propose a few suggested copyeditors and proofreaders for ISCA’s selection. Costing for the copywriter, copyeditor and proofreader will be borne by the appointed vendor as part of their overall proposal submission.

Conceptualisation and Themed design

* Propose at least **two (2)** different design concepts and themes
* Design concepts should be more fun, creative and engaging to tell a story. Layouts should prioritise showcasing images or graphics instead of too much text.
* Design concepts may align with the Sustainability Report for consistency, while retaining a distinct identity for ISCA Cares.
* Design Proposal should reference ISCA’s brand guidelines (Note: while the design should adopt ISCA’s corporate colours, it is not necessary to adopt ISCA’s brand grids for the annual report’s collaterals
* Propose the layout of the [6 Board members](https://isca.org.sg/about-us/isca-cares/about-isca-cares) using new and/or existing photographs.
* Page design and layout, digital imaging and typesetting according to the proposed theme/concept

Online Annual Report (PDF version)

* The Vendor is to provide the report in the form of a PDF.
* The ISCA Cares Annual Report will be uploaded on the [ISCA Cares website](https://isca.org.sg/about-us/isca-cares/about-isca-cares).

# Important Dates to Note

# (Timeline is an indicative guide, dates may be subject to change)

 **ISCA Annual Report 2025/26**

|  |  |
| --- | --- |
| **Project deadline** | **Description** |
| **2025** |
| 16 October 2025 | Vendor to submit annual report proposals |
| 17 – 20 October | Shortlisted vendors are invited to present to ISCA Senior ManagementNote: Vendors are to fine-tune their proposal if required |
| Week of 27 October | Appointment of vendor for the AR project Vendor to submit production and delivery schedule |
| 1st week of November | Copywriter to start work on editorial content for annual report |
| Month of November | ISCA to arrange photoshoots for Council and Senior Management |
| 30 November to 31 December | Comms to review the Annual Report editorial and layout. Vendor toensure that their designers and copywriters are available to respond to revised changes on a daily basis. |
| **2026** |
| 1st week of January **2026** | Vendor to submit editorial and layout Proof 1 for ISCA SeniorManagement’s Approval |
| 12 January 2026 (CouncilMeeting date) | Vendor to submit editorial and design layout showing theme, content structure, Membership Statistics, President’s Message, Council and SM Photo Layout |
| 19 March 2026 | Narrative portion of the Annual Report cum Sustainability Report to be finalized |
| 25 March 2026(Council Meeting Date) | ISCA Finance to provide audited financials and statement by Council |
| 27 March 2026 | Vendor to submit layout of Financial Statements for Finance andauditor’s approval |
| 1 April 2026 | Annual Report to be finalized for printing |
| 2 April 2026 | Online Annual Report to go live |
| 2 – 9 April 2026 | Printing & Production of Annual Report hardcopies |
| 10 April 2026 | Delivery of hardcopies to ISCA House |
| 24 April 2026 | ISCA Annual General Meeting |

**ISCA Cares Annual Report 2025/26**

|  |  |
| --- | --- |
| **Project deadline** | **Description** |
| **2026** |
| 2nd week of January **2026** | ISCA Cares to provide content to copywriter |
| February 2026 | Vendor to submit layout for review |
| Feb – Mar 2026 | To review and refine |
| 2 April 2026 | ISCA Cares Annual Report Finalised (PDF) |

**ANNEX A**

**(Please give itemised breakdowns with as much details as possible for prices given)**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Website URL:** |  |
| **Contact Person:** |  |
| **Email:** |  |
| **Contact number:** |  |
| **Itemised Costing** |

|  |  |  |
| --- | --- | --- |
|  | **Unit Price** | **Total Amount** |
| 1) Concept & Design | $ \_\_\_\_\_\_  | $ \_\_\_\_\_\_  |
| 2) Printing of Annual Reports- Total required Quantity:200 and 250  | $ $  | $ (Qty: 200)$ (Qty: 250) |
| 3) Copywriting for the Editorial section(70 pages approximately) | Selected by ISCA | $  |
| 4) Copyediting and proofreading for the Editorial Section (70 pagesapproximately) | $  | $  |
| 5) Other Services |
| PDF with chapters | $  | $  |
| Reformatting ofwebpages | $  | $  |
| Infographics (Per blocks of 5) | $  | $  |
| Stock images (Per 5photos) | $  | $  |

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| **Any other costs** |  |