ISCA Contact Details

Personnel in Charge	Chee Mun Yi, Communications Executive, Communications
Email	munyi.chee@isca.org.sg
Date	17 September 2026
Submission Deadline	1 October 2026

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

REQUEST FOR PROPOSAL FOR THE 2026/27 ANNUAL REPORT

The Institute of Singapore Chartered Accountants (ISCA) invites companies to submit a proposal for the provision of services for its **2026/27 Annual Report (AR).**

- The AR covers ISCA's initiatives and achievements in 2026 and will require both a digital version and a limited print run.

Interested parties may email munyi.chee@isca.org.sg to enquire further. Please complete the "ANNEX A" form and submit it together with your proposal, together with the team profile, portfolios, creatives and costings by 1 October 2026 to munyi.chee@isca.org.sg.

About ISCA

About the Institute of Singapore Chartered Accountants (ISCA)

The Institute of Singapore Chartered Accountants (ISCA) is the national accountancy body of Singapore. Established in 1963, ISCA administers the Singapore Chartered Accountant Qualification programme and is the designated entity by the Singapore Ministry of Finance to confer the Chartered Accountant of Singapore [CA (Singapore)] designation.

ISCA supports over 46,000 members across industries in Singapore and globally, with members in more than 40 countries. With a growing international presence, ISCA has 12 overseas chapters, 7 offices across 10 countries and a network of over 150 strategic partners, strengthening professional connections and opportunities across borders. ISCA is also a member of Chartered Accountants Worldwide, a global network representing more than 1.8 million Chartered Accountants and students across over 190 countries.

ISCA advances professional development and lifelong learning through ISCA Academy, its training arm and drives community impact through ISCA Cares, its charity arm.

For more information, visit https://isca.org.sg/.

Scope of Work

ISCA ANNUAL REPORT 2026/27

CONTENT STRUCTURE

The 2026/27 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 2026/27.
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 2027	
Form of Proxy	

Themed/Content Sections

Section	Description
Growing ISCA's membership and talent pipeline	Highlighting ISCA's key initiatives to strengthen networks, building stronger bonds and partnerships within the business community and fostering ISCA's member connections.
Strengthening trust and professional leadership	Highlighting ISCA's key initiatives to being the trusted voice of the profession by keeping members updated on the latest professional standards and sharing best practices.
Expanding regional relevance and international connectivity	Highlighting ISCA's key initiatives to build international partnerships and collaborations, recognition and outreach efforts (i.e. Professional Service Centres, overseas offices).

Building sustainable and diversified growth	Covering ISCA's sustainability strategy, people initiatives and highlighting ISCA Cares achievements.
Building a future-ready and AI-enabled organisation	Highlighting ISCA's key initiatives to developing the accountancy talent pipeline and upskilling the profession (i.e. AI Fluency, ISCA Academy).

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 2026.
    - Present a report on the Institute's developments, initiatives and key statistics over the course of 2026.
    - 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 2026/2027. 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 Council Members and Senior Management members using existing photographs.
- Page design and layout, digital imaging and typesetting according to the proposed theme/concept.

<u>Online Annual Report (PDF version)</u>

- The Vendor is to include in quotation the PDF version.
- ISCA will provide all needed online access.
- Vendor is to upload the PDF on ISCA website.
- Note: Vendor to check and proofread the content before uploading to website.

<u>Graphic design services and provision of stock photo images</u>

- 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.

<u>Printing Specifications</u>

- Co-ordinate, arrange and supervise colour separation and print quality control of the final print copy for the annual report.
- Size: A4
- Print Quantity: 100 and 150 (two quotes required)
- Perfect Binding (Vendor must ensure the binding is of good quality)
- Soft Cover (Front and Back)
- 130 pages approximately (Excluding Front and Back Covers); pages may reduce further subjecting to final content to feature.
- Vendor to propose a paper type that is sustainable/eco-friendly.

<u>Production & delivery schedule</u>

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

Important Dates to Note
(Timeline is an indicative guide, dates may be subject to change)

ISCA Annual Report 2026/27

Project Deadline	Description
2026	
1 October	Vendors to submit AR proposals
12 October – 15 October	Shortlisted vendors are invited to present to ISCA Senior Management (SM) Note: Vendors are to fine-tune their proposal if required
16 October	Appointment of vendor for AR project Vendor to submit production and delivery schedule
19 October	Copywriter to start work on editorial content for AR
Month of November	ISCA to arrange photoshoots for Council and SM
30 November to 31 December	Comms to review the AR editorial and layout Vendor to ensure their designers and copywriters are available to respond to revised changes on a daily basis
2027	
Week of 4 January	Vendor to submit editorial and layout Proof 1 for ISCA SM's approval
Week of 11 January (Council meeting date)	Vendor to submit editorial and design layout showing theme, content structure, membership statistics, President's message, Council and SM photo layout
Week of 25 January	Narrative portion of AR to be finalised
Week of 1 February (Council meeting date)	ISCA Finance to provide audited financials and statement by Council
Week of 15 February	Vendor to submit final layout of Financial Statements and seek Auditor's approval/sign-off
17 March	AR to be finalised for printing and online version
19 March	Printing and production of AR hardcopies
22 March	Digital version of AR to be uploaded on ISCA website
1 April	Delivery of hardcopies to ISCA House
23 April	ISCA Annual General Meeting 2027

ANNEX A

(Please give itemised breakdowns with as many details as possible for prices given.)

<table>
<tr><td>Company Name:</td><td colspan="3"></td></tr>
<tr><td>Website URL:</td><td colspan="3"></td></tr>
<tr><td>Contact Person:</td><td colspan="3"></td></tr>
<tr><td>Email:</td><td colspan="3"></td></tr>
<tr><td>Contact number:</td><td colspan="3"></td></tr>
<tr><td rowspan="9">Itemised Costing</td><td></td><td>Unit Price</td><td>Total Amount</td></tr>
<tr><td>1) Concept & Design</td><td>$____________</td><td>$____________</td></tr>
<tr><td>2) Printing of Annual Reports - Total required Quantity:
100 and 150</td><td>$_____________

$______________</td><td>$_________(Qty: 100)

$_________(Qty: 150)</td></tr>
<tr><td>3) Copywriting for the Editorial section

(35 pages approximately)</td><td>Selected by ISCA</td><td>$____________</td></tr>
<tr><td>4) Copyediting and proofreading for the Editorial Section (35 pages approximately)</td><td>$____________</td><td>$____________</td></tr>
<tr><td colspan="3">5) Other Services</td></tr>
<tr><td>PDF version</td><td>$____________</td><td>$____________</td></tr>
<tr><td>Infographics (Per blocks of 5)</td><td>$____________</td><td>$____________</td></tr>
<tr><td>Stock images (Per 5 photos)</td><td>$____________</td><td>$____________</td></tr>
<tr><td>Any other costs</td><td colspan="3"></td></tr>
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