

「 2026 K-Tech Pioneers
Singapore & Australia Road Show 」
Request for Proposal

2026. 1.

In- Charge	KICC Singapore	Ashley Lee (Manager)	 +65-6221-8355
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NIPA Corporate Complaint Protection & Service Charter

All executives and employees of the National IT Industry Promotion Agency (NIPA) pledge to provide high-quality complaint handling and services to corporate customers and to realize “trust-based complaint administration through communication between NIPA and enterprises” by committing to the following:

We will continuously review and improve unreasonable regulations, systems, and practices that cause inconvenience to enterprises, striving to create a business-friendly environment.

We will not impose any disadvantages or discrimination on corporate customers who submit opinions regarding regulatory improvements or difficulties.

In cases where a corporate customer suffers disadvantages or discrimination, we will promptly investigate and take appropriate corrective measures and make every effort to prevent recurrence.

We will actively reflect corporate customers' opinions throughout the entire process of establishing and implementing regulations, systems, and policies, and will provide the best possible services to earn their trust.

I. Project Overview

1. Project Title : 2026 K-Tech Pioneers Singapore & Australia Road Show

2. Project Budget : 72,000 SGD

The maximum estimated budget for the programme is SGD 72,000. The budget should cover all expenses related to the operation of the K-Tech Pioneers Singapore & Australia road show, including but not limited to - - - -

- o Road show venue rental fees
- o Road show promotion costs
- o Road show operation costs (Hiring of manpower and emcee, lights, banners and etc)
- o Other operational costs

This comprehensive budget allocation ensures that all aspects of the event, from exhibition logistics to delegate support, are adequately funded to deliver a successful programme. Alternative arrangements due to unforeseen business circumstances may be planned and proposed within the relevant budget and may be implemented, subject to KICC approval.

3. Project Period : Contract start date - '26. 07. 31.(Friday)

4. Background

- o Establishing a foundation for revitalizing Korea's industrial ecosystem by encouraging the return and settlement of Korean talent and companies possessing advanced technologies such as AI and AX who are active globally.

5. Purpose

- o To attract Korean talent currently active within the jurisdiction of the Singapore IT Support Center by hosting briefing sessions in Singapore and

Australia, targeting international students, researchers, founders, and entrepreneurs for return to Korea.

6. Main Scope of Work : See Section II for details

- o Planning and operation of K-Tech Pioneers road shows in Singapore and Australia (Tentatively scheduled for March 10–13, subject to change)
- o Overall planning and management of the road shows
- o Program development and execution
- o On-site operation and participant management
- o Post-event follow-up and results reporting

II. Scope of Work

1. Scope of Work

(1) Road show planning

Establish detailed execution plans and overall management for smooth event operation.

Program planning proposal (final decision by NIPA):

- Overview of the program and policy directions
- Recruitment of participants depending on their types of business/circumstance
- Case studies linking Korea's industrial and research ecosystems
- Preparation of Q&A sessions

Development of slogans, concepts, and key visual designs aligned with event objectives.

Collection, editing, and design of speakers' presentation materials (PPT).

Speaker management, including honorarium payments and attendance confirmation.

Customized programming by target group (students, researchers, founders).

Collaborative promotion with related organizations and institutions.

(2) Venue Rental and Setup

Securing and renting of venues in Singapore and Australia.

Installation and operation of audiovisual, lighting, and event equipment.

Design and installation of banners, X-banners, backdrops, and signage.

Operation of VIP waiting rooms and secretariat offices.

VIP waiting room protocol and support.

Recruitment and management of professional MCs, external experts, event staff, security, and assistants.

Dismantling, cleanup, and waste disposal after events.

Provision of additional equipment and facilities required for event operation.

(3) Event Operation and Execution

Overall operation of road shows in Singapore and Australia.

On-site support and staff deployment.

VIP attendance confirmation and protocol support.

Photography of key event moments.

Safety, emergency, disaster, and medical response planning.

Bilingual (Korean-English) operation or interpretation/translation services.

Participant registration and check-in management.

Production and posting of post-event online promotional materials.

(4) Promotion and Participant Recruitment

Operation of pre-registration pages and approval management.

Distribution of reminder and participant guidance emails.

(5) Post-Event Follow-Up and Reporting

Sending thank-you messages after the event.

Analysis of participant data and securing contact points.

Preparation of event operation result reports.

(6) Additional Proposals

Suggestions for additional support measures.

Suggest minimum attendance guarantee (minimum 100 participants per session, Suggest a number of participants that may be guaranteed).

Reasonable timeline proposals for venue booking and sending out invitations.

Promotion channels and methods.

Current networks with prominent Korean communities in road show hosting countries.

Venue recommendations for Singapore & Australia road shows.

(7) Deliverables

Submission of all outputs generated during preparation and execution, including:

photos, videos, presentation materials, recordings/transcripts, registration and attendance lists, and final reports.

2. RFP Requirements

□ Organization and Personnel Deployment Plan

The Bidder shall present an organizational structure, operational plan, and support framework for technical assistance in relation to this Project.

In order to ensure smooth project execution, management, and reporting lines, the Bidder shall designate a Project Manager (PM) and responsible persons for each sub-task.

The Bidder shall propose an appropriate level of personnel participation to ensure the efficient implementation of the Project.

As a general principle, the Project Manager (PM) shall directly participate in this Project.

The Bidder shall perform the Project using the personnel specified in the proposal.

If the progress or performance capability of any assigned personnel is deemed to be significantly insufficient compared to the pre-agreed schedule, the Contracting Authority may request replacement of such personnel, and the Contractor shall replace the relevant personnel in consultation with the Contracting Authority.

□ Conditions for Project Execution

Prior to the kick-off meeting, the Bidder shall fully understand the scope and content of the Project and, in consultation with the Contracting Authority, prepare and submit a detailed Project Execution Plan, including specific schedules and assigned personnel.

The Contractor shall establish a reporting system to regularly report on the progress of commercialization strategy development for each task during the course of project execution.

A final report shall be mandatorily submitted; however, the format, timing, and method of reporting shall be determined through consultation with the Contracting Authority.

Security Measures

All information collected or generated as a result of performing this Project shall be treated as confidential, and any disclosure of such information shall require prior consultation with the Contracting Authority.

In the event of social issues, disputes, or complaints arising from the external leakage of project-related materials or failure to comply with security requirements, such matters shall be handled in accordance with applicable laws and regulations.

3. Deliverables Submission and Reporting Requirements

Submission, Review, and Approval of Deliverables

The Contractor shall submit a Project Execution Plan for the performance of this Project and may commence the Project only after such plan has been reviewed and approved by the Contracting Authority.

Upon submission of the Project Execution Plan, a detailed schedule based on work processes and deliverables shall be submitted concurrently for review and approval.

All deliverables shall be prepared and submitted within the designated submission deadlines and shall be subject to review and approval by the Contracting Authority.

All deliverables* produced through the execution of this Project shall be submitted to the Contracting Authority, and the Contractor shall actively cooperate in providing necessary materials and support.

* Deliverables include, but are not limited to: the Project Execution Plan, progress, interim, and final reports, meeting minutes, survey and analysis data, and other outputs related to the formulation and execution of commercialization strategies.

Deliverables

Deliverable		Submission Period	Form
Report	Progress Report	As and when needed	Soft copy
	Interim Report	As and when needed	Soft copy
	Final Report	Before end of contract	Soft copy
Proposal	Project Execution Plan	Within 10 days of contract signing	Soft copy

* The Final Report shall include a summary report, a results report, materials and photographs, press articles, and other related documentation.

Submission of project-related files

All materials generated as a result of the execution of this Project, including the Final Results Report and all related documents (such as various reports), shall be submitted to the Contracting Authority.

In the event that the Project is performed under a joint contract (joint performance arrangement), all reports shall be prepared, submitted, and reported in an integrated and consolidated format.

Any matters that may have a material impact on the Project, as well as any instances where actual performance is significantly below the planned targets, shall be reported to the Contracting Authority without delay.

4. Special Considerations

The Contracting Authority may request additional materials for the purpose of verifying the contents of the proposal, and the Bidder shall comply with such requests.

All responsibilities and costs arising from intellectual property rights, including copyrights, usage rights, patents, and all produced materials (such as images and photographs) generated in the course of performing this service, shall be borne by the Contractor.

If any modification, supplementation, or amendment to the proposal contents is required, such changes shall be determined through mutual consultation between the Contracting Authority and the Bidder.

The intellectual property rights to the outputs produced as a result of this Project shall be jointly owned by the Contracting Authority and the Contractor. However, considering the specific nature of the contract deliverables (e.g., security requirements or trade secrets), the ownership of intellectual property rights may be determined differently from joint ownership through mutual agreement between the contracting parties.

In the event of any interpretation issues arising from the proposal, relevant regulations shall apply, including Singaporean laws, Korean National Contract Act, and the Ministry of Economy and Finance's Contract Guidelines (such as the Standards for Government Bidding and Contract Execution, General Conditions for Service Contracts, General Conditions for Goods Purchase/Manufacturing Contracts, and General Conditions for Construction Contracts).

III. Proposal Evaluation Criteria and Preparation Guidelines

□ Evaluation Method

Total Score (100%) = Technical Evaluation (90%) + Price Evaluation (10%)

□ Technical Evaluation Criteria (90 points)

Evaluation Category	Sub-Criteria	Evaluation Standards (Description)	Points
Road Show Program Planning (30 points)	Understanding of the Project	<ul style="list-style-type: none">○ Level of understanding of the background, objectives, and purpose of the briefing sessions	10
	Feasibility of Project Implementation	<ul style="list-style-type: none">○ Specificity and efficiency of the event and promotional operation methods○ Validity and feasibility of detailed event operation and promotion plans	10
	Promotion Strategy	<ul style="list-style-type: none">○ Specificity of promotional plans utilizing SNS and existing networks○ Appropriateness of plans for producing promotional materials, including websites	10
Venue Rental and Setup (20 points)	Venue Appropriateness	<ul style="list-style-type: none">○ Appropriateness of candidate venues for rental in Singapore and Australia	10
	Venue Setup	<ul style="list-style-type: none">○ Quality of event staging composition and operational capability○ Adequacy of systematic event operation and venue setup plans	10
Event Operation and Execution (20 points)	Adequacy of Event Operation	<ul style="list-style-type: none">○ Details and efficiency of the overall event operation plan	10
	Event Operation Strategy	<ul style="list-style-type: none">○ Excellence of the event operation strategy and effectiveness and validity of the proposed methods	10
Project Management (10 points)	Execution Organization and Management Capability	<ul style="list-style-type: none">○ Adequacy of the organizational structure and personnel allocation○ Professional expertise of PM○ Appropriateness of security management for data and information obtained during project execution○ Adequacy of progress management, risk management, and reporting systems	10

Safety and Disaster Management (10 points)	Establishment of Emergency Measures such as Safety and Disaster Management	<ul style="list-style-type: none"> o Appropriateness of participant transportation, registration management, access control measures, and the practicality and concreteness of security and safety management plans. o Realistic preparation of safety management manuals and the appropriateness of plans for educating relevant personnel. o On-site operability of disaster response team plans for emergency situations. o Presentation of realistic and concrete contingency measures in case of medical emergencies. 	10
Total			90

※ In case of a tie, priority will be determined in the following order:

1. Program composition
2. Venue rental and setup
3. Event operation
4. Project management
5. Emergency response planning

□ Proposal Validity

All contents of the proposal, including mutually agreed revisions, shall have the same legal effect as the contract unless otherwise specified in the contract.

□ Required Submissions

- One set of project proposal
- One set of other supporting documents (e.g., ACRA Bizfile, Company details etc.)

IV. Bidding Information

□ Method of Award: Contract through Negotiation

Technical negotiations will be conducted based on the proposed project details, implementation methods, and schedules submitted by the negotiation candidates. Portions of the proposal may be modified or supplemented as necessary.

Negotiations will be conducted according to negotiation ranking. The negotiation period shall be within 15 days from the date the negotiation commencement is notified. Once negotiations with the top-ranked candidate are successfully concluded, negotiations with lower-ranked candidates will not be conducted.

If negotiations with the top-ranked candidate fail, negotiations will be conducted sequentially with the next-ranked candidates according to the same procedure. If negotiations with all candidates fail, re-advertisement of the bid may occur.

□ Other Precautions

The successful bidder must submit a detailed project execution plan (including detailed action plans, schedules, and organizational charts) to the project management team upon request.

Subcontracting is not allowed without prior approval from NIPA. After submission of the bid, the composition of the joint venture cannot be newly formed or changed from the original members.

□ Guidance and Inquiries

Project-related inquiries: Ashley Lee, Manager, KICC Singapore
(Tel: +65-6221-8355 / Email: ashley.lee@nipa.kr)

* Regarding project details, proposal preparation methods, evaluation criteria, and program schedule

V. Appendix

[Appendix 1] To be included in the proposal

General Information and Company History

Company Name		C	E	O	
Field of Business					
Address					
Telephone Number					
Establishment Date	Year	Month			
Duration of work in the relevant field	Year	Month	~	Year	Month (___years and ___months)
Key Milestones					

※ In case of joint contract, please submit per company

[Appendix 2] To be included in the proposal

Evaluation Criteria Reference Table

Evaluation Category	Description	Points	Page number
Understanding of the Project	<ul style="list-style-type: none"> ○ Level of understanding of the background, objectives, and purpose of the briefing sessions 	10	p.##~##
Feasibility of Project Implementation	<ul style="list-style-type: none"> ○ Specificity and efficiency of the event and promotional operation methods ○ Validity and feasibility of detailed event operation and promotion plans 	10	p.##~##
Promotion Strategy	<ul style="list-style-type: none"> ○ Specificity of promotional plans utilizing SNS and existing networks ○ Appropriateness of plans for producing promotional materials, including websites 	10	p.##~##
Venue Appropriateness	<ul style="list-style-type: none"> ○ Appropriateness of candidate venues for rental in Singapore and Australia 	10	p.##~##
Venue Setup	<ul style="list-style-type: none"> ○ Quality of event staging composition and operational capability ○ Adequacy of systematic event operation and venue setup plans 	10	p.##~##
Adequacy of Event Operation	<ul style="list-style-type: none"> ○ Details and efficiency of the overall event operation plan 	10	p.##~##
Event Operation Strategy	<ul style="list-style-type: none"> ○ Excellence of the event operation strategy and effectiveness and validity of the proposed methods 	10	p.##~##
Execution Organization and Management Capability	<ul style="list-style-type: none"> ○ Adequacy of the organizational structure and personnel allocation ○ Professional expertise of PM ○ Appropriateness of security management for data and information obtained during project execution ○ Adequacy of progress management, risk management, and reporting systems 	10	p.##~##

<p>Establishment of Emergency Measures such as Safety and Disaster Management</p>	<ul style="list-style-type: none"> o Appropriateness of participant transportation, registration management, access control measures, and the practicality and concreteness of security and safety management plans. o Realistic preparation of safety management manuals and the appropriateness of plans for educating relevant personnel. o On-site operability of disaster response team plans for emergency situations. o Presentation of realistic and concrete contingency measures in case of medical emergencies. 	10	p.## ~ ##
Total		90	

[Appendix 3]

K-Tech Pioneers Program Overview

□ Program Overview

Objective: To revitalize the industrial ecosystem by supporting the return of Korean talent active globally, promoting technology-based startups, and facilitating technology commercialization.

Total Budget: KRW 8,000 million

□ Key Details (Draft)

Eligible Participants: Global Korean talent** or teams with experience in industry, academia, or research in ultra-advanced technology fields* such as AI and AX, prospective entrepreneurs, or startup teams.

Covers advanced digital fields such as AI, ICT convergence, and the 12 national strategic technologies designated by the Ministry of Science and ICT: next-generation communications, quantum, cybersecurity, advanced robotics/manufacturing, advanced biotech, aerospace/maritime, hydrogen, semiconductors/displays, secondary batteries, advanced mobility, next-generation nuclear technology.

** Evidence includes first-author papers, technology patents, technical documents, or proven work history within relevant companies.

Support Scale: Approximately 20 talent/team projects, KRW 280 million per project (including direct and indirect costs)

Support Details: Support for demand-driven technology commercialization by linking outstanding Korean talent abroad with major domestic industrial and research ecosystems.

Planned for three regions: Eastern and Western United States, and Asia

** Includes joint technology development, open innovation, PoC-based technology validation, licensing, and technology transfer