sam singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

COVER LETTER

2 December 2021

Dear Sir / Mdm,

INVITATION TO QUOTE FOR PRINTING OF ONE PUBLICATION FOR SINGAPORE ART MUSEUM

1. Singapore Art Museum would like to invite quotations printing of one publication.

2. The quotation shall be provided based on the Requirement Specifications document.

3. Quotations shall be evaluated based on the following criteria:

   - Conformity to the requirements of the specifications*
   - No debarment status*
   - Ability to meet the stated timeline for delivery of services*
   - Completeness of documents/information submitted*
   - Proposed quotation price
   - Strength of portfolio, track record & industry reputation

   ** This is a critical criterion. Quotations that do not meet this criterion are liable to be disqualified.*

4. Documents to be submitted by the vendor are:
   i. Content proposal
   ii. Quotation (Based on price table format indicated on Requirement Specification 2.2)
   iii. Relevant track record
   iv. Photos of Publication Mock-up

5. Vendors are to submit their proposals, quotations and other relevant/required supporting documents to procurement@singaporeartmuseum.sg by **13 Dec 2021, 12 noon.**

6. For further clarifications, you may email:

   Kong Yin Ying
   Assistant Manager (Content Publishing)
   yinying.kong@nationalgallery.sg

7. Singapore Art Museum does not bind itself to accept the lowest or the whole of any quotations. This ITQ will be governed by the attached, Conditions of Contract.

Yours faithfully,

Kong Yin Ying
Assistant Manager (Content Publishing)
Singapore Art Museum