singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

REQUIREMENT SPECIFICATIONS

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

1 INTRODUCTION

Singapore Art Museum seeks quotations for the printing of one publication to accompany the exhibition *REFUSE* to its required specifications; including the provision of colour proofs, printing and related special effects, binding, and delivery. SAM will furnish the printer with the final artwork files for this job.

the following document provides the scope of work, deliverables and related requirements for this quotation. Please provide quotes for both options and refer to Annex A for more details.

2 SCOPE OF WORK & DELIVERABLES

2.1 Scope of Work

2.1.1 Please provide the quotation according to the following print specifications:

Extent	80pp book (excluding cover) with pocket on front cover
Material	Size: Cover — 170mm W x 250mm H (portrait, closed book size); Open size with 110mm width flap for pocket on front cover: 450mm W x 250mm H (see Annex A) Page sizes — 170mm W x 250mm H (portrait, closed size) 132.5mm W x 212.5mm H (portrait, closed size) 160mm W x 115mm H (landscape, closed size) Folded insert: open size 300mm W x 385mm H with 2 folds Extent: Cover: (see open and closed size above) Inside pages, total 80pp 48pp 170mm W x 250mm H 16pp 132.5mm W x 212.5mm H 16pp 160mm W x 115mm H Stock: Cover — 230gsm Grey Back Card 48pp 170mm W x 250mm H — 70gsm Antique Prima 16pp 132.5mm W x 212.5mm H — 90.7gsm Kishu Rainbow Beige 16pp 160mm W x 115mm H — 90gsm Exel Bulky Satin Folded Insert — 70gsm Antique Prima Print: Cover — Foil Stamp 1C x 1C (non-metallic) whole of front and back cover Inside pages — 4C x 4C Process

	Folded Insert — 1C x 0C (Pantone) Finish: Collate all pages (all pages to be aligned bottom), Glue pocket on front cover, loop stitching Please include in your quote options for Cover with pocket (with 110mm width flap) and folded insert Cover without pocket (without 110mm width flap) and folded insert
Origination	Final layout and high-resolution images will be supplied by the Gallery
Sample and proofs	Please include in your quote: 1. A provision for 2 rounds of colour proofs on paper used for print 2. Cost per extra round of colour proofs
Quantities	Please include in your quote options for 2000 copies 2500 copies
Delivery	Books to be packed in cartons, maximum 3 delivery locations to be confirmed. Delivery by 10 January 2022

2.2 Requirements for Vendors

2.2.1 **MANDATORY SERVICES**

Description	Cost (S$)	Remarks
Option 1 Cover with pocket and folded insert	For 2000 copies: For 2500 copies:	
Option 2 Cover without pocket and folded insert	For 2000 copies: For 2500 copies:	

2.2.2 **OPTIONAL SERVICES**

Description	Unit cost (S$)	Remarks
Cost for extra round of colour proofs		

2.2.3 Vendor's proposal shall include:

2.2.3.1 Quotation (as per Price Tables under 2.2)

2.2.3.2 Relevant Track Record – Vendors shall submit a listing of clients in the recent two years (i.e. 2019 to now) / portfolio of recent

2.2.3.3 Photos of Publication Mock-up

2.2.4 Note that SAM will disqualify proposals with incomplete information or documents.

3 PAYMENT SCHEDULE

3.1 Vendors shall provide their quotation in the format as provided in 2.2.1 and 2.2.2.

3.2 The payment schedule would generally be according to the services provided and the completion of deliverables to the satisfaction of SAM. The items under Mandatory and Optional Services will be paid upon the completion of service on the basis as listed in the table below.

Payment milestone

S/N	Payment Milestone	Amount Due
1	Complete delivery of publication to specified locations	100%

3.3 Payments subjected to the credit term of 30-days, with payment to be made at the end of the month for invoices received by SAM by the 1st of the month. If invoices are received after the 1st of the month, payment shall be made at the end of the following month.

3.4 SAM reserves the right to withhold payment in the event of non-delivery by the stated delivery date and / or non-conformance to the specifications.

4 DELIVERABLES

4.1 Vendor shall meet the expected date of completion: 10 January 2022.

4.2 Vendor shall provide the following deliverables as part of the completion of the project:

4.2.1 Books to be packed in cartons
4.2.2 Maximum 3 delivery locations (locations to be confirmed)

5 EVALUATION CRITERIA

Evaluation Criteria	Weightage
Conformity to the requirements of the specifications	Mandatory (Quotation is liable to be disqualified if any of these criteria are not met)
Not debarred by SAM on or after the closing date of the ITQ	
Ability to meet the stated timelines for completion of project and delivery of goods and/or services	
Completeness of documents/information submitted	
Proposed quotation price	60%
Strength of portfolio, track record & industry reputation	40%
Total	**100%**

6 STATEMENT OF COMPILANCE

6.1 SAM assumes that Vendors comply to all requirements, including the terms as stated in Conditions of Contract provided as part of the ITQ documents.

6.2 Vendors shall in writing, indicate in their proposal any non-compliance to any Requirements Specification or terms stated in the Conditions of Contract.

7 OTHERS

7.1 SAM does not bind itself to accept the lowest of any offer and reserves the right to accept the offer in whole or part.

7.2 SAM reserves the right to appoint more than one (1) vendor.

7.3 The Contractor shall not replicate content created for SAM for commercial or non-commercial purposes.

7.4 All content created as part of this project shall be property of SAM subjected to intellectual property copyrights under Clause 19 of the Conditions of Contract.

7.5 All content shall be marketed exclusively under SAM’s logo and branding.

7.6 Vendors and/or the Contractor shall in writing, obtain SAM’s permission to make any reference to this Project.

ANNEX A

Option 1 and 3: Cover with pocket and folded insert

Printer to provide quote and publication mock-up based on this cover format.