

REQUIREMENT SPECIFICATIONS

INVITATION TO QUOTE FOR THE PRODUCTION AND INSTALLATION OF HOARDING DECALS FOR THE SINGAPORE ART MUSEUM

1. INTRODUCTION

The Singapore Art Museum (hereafter 'SAM') is undergoing redevelopment and a hoarding has been set-up around the perimeter of its buildings. With a new extension of the hoarding along Waterloo Street and the need to update information on existing decals, this ITQ seeks to procure production and installation services for hoarding decals.

2. SCOPE OF WORK

The Contractor shall conduct all necessary work to produce and install hoarding decals in the following dimensions at SAM's premises by 6 Aug 2021:

2.1 Supply and install decals on extension along Waterloo Street

- a) Decals are required to wrap an extension of estimated (48470mm +26050mm) x 5000mm to existing hoardings along Waterloo Street (see Appendix B).

2.2 Supply and install decals on extension along Queen Street

- a) Decals are required to wrap an extension of estimated (46850mm +24500mm) x 5000mm to existing hoardings along Waterloo Street (see Appendix B).

2.3 All dimensions mentioned are estimates. The Contractor should study Appendix B to understand the dimensions for an accurate quote. Where required, the Contractor should conduct site visits to accurately measure the required decal dimensions before quoting.

2.4 The decal material proposed should be sufficiently opaque such that underlying graphics and text are not visible when overlaid.

2.5 The decal material proposed should be waterproof and fade resistant, with lasting colour fidelity and strength for outdoor conditions.

2.6 All artwork and design will be supplied by SAM in Adobe Illustrator format. The Contractor must be able to accept and work with the file format and ensure dimension and colour accuracy during production.

2.7 The Contractor must ensure all safe measures are observed, in consideration of COVID-19 regulations on workplace and business activities.

This includes but are not limited to the securing of all necessary clearances before the commencement of work, and the observing of all requisite workplace safety measures.

- 2.8 All installation work must be supervised by SAM and/or its appointees, conducted during periods as agreed with SAM and/or its appointees.
- 2.9 SAM reserves the right to issue work stoppages at the Contractor's own cost, if the Contractor is found to have contravened with any of the abovementioned regulations.

3. PAYMENT SCHEDULE

- 3.1 SAM agrees to pay the Contractor after the completion of all deliverables to the satisfaction of SAM. SAM will discuss on the details of the payment schedule and the invoicing process with the Contractor.
- 3.2 All production costs (if any) must be indicated at cost-price and the Contractor shall not mark up any production costs.
- 3.3 All amounts quoted shall indicate with and without taxes, but shall be deemed, unless otherwise provided, to include without limitation all fees and charges payable for licenses, materials and labour in the performance of the works for which the ITQ is submitted.

4. SUBMISSION OF QUOTATIONS

- 4.1 Candidates must submit the following as part of the ITQ submission:
 - a) Appendix A – Quotation Table
 - b) Company portfolio/ relevant track record
 - c) Proposed work schedule
- 4.2 Vendors are to submit the quotations and documents via email to procurement@singaporeartmuseum.sg by 5pm, 27 July 2021.

APPENDIX A – QUOTATION TABLE

Candidates are to submit Appendix A as part of the final quotation

Fees proposed in this Appendix are binding and the Contractor is to adhere to the proposed fees in this list if appointed.

S/N	Description	Quote	Remarks (if any)
1	Supply and install decal extension on Waterloo Street hoardings		
2	Supply and install decal extension on Queen Street hoardings		

APPENDIX B – Layout of Hoardings

1. (48470mm + 26050mm) x 5000mm extension on Waterloo Street hoardings

ALONG WATERLOO STREET



.. Cont. ALONG WATERLOO STREET



2. (46850mm + 24500mm) x 5000mm extension on Queen Street Hoardings

ALONG QUEEN STREET



.. Cont. ALONG QUEEN STREET

