

Cover Letter

21 July 2021

Dear Sir / Mdm

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

1. Singapore Art Museum would like to invite quotations from vendors for production and installation of decals for the hoardings around the buildings of the Singapore Art Museum.
2. The quotation shall be provided based on the Requirement Specification document.
3. Quotations shall be evaluated based on the following criteria:
 - a. Conformity to the requirements of the specifications*
 - b. No debarment status*
 - c. Cost of quotation
 - d. Relevant track record and industry reputation

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

3. Documents to be submitted by vendor are:
 - a. Quotation Table
 - b. Relevant track record
4. Vendors are to submit their quotation and other relevant/required supporting documentation to procurement@singaporeartmuseum.sg by 5pm, 27 July 2021.
5. For further clarifications, you may call or email to the following:

Yee Yeong Chong Head, Marketing and Communications
93883854 yee.yeong.chong@singaporeartmuseum.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.
8. Thank you.

Yours faithfully



Lynn Sim
Director, Marcomms, Partnership and Patronage