SAM/ITQ/2021/0035

COVER LETTER

Date: 18 October 2021

Dear Sir / Mdm

INVITATION TO QUOTE FOR THE PROVISION OF PEST CONTROL SERVICES AT TANJONG PAGAR DISTRIPARK

1. Singapore Art Museum would like to invite Vendors to submit their proposals for the **Provision of Pest Control Services at Tanjong Pagar Distripark** for a period of One (1) year with an option to renew for another Two (2) years from 01 December 2021 to 30 November 2024.

2. The Vendor proposal shall be provided based on the following specifications listed in the requirement specifications.

    a. This Cover Letter
    b. Section A: Requirement Specifications
    c. Section B: Conditions of Contract & Annexes

3. Vendor Proposals shall be evaluated based on the following criteria:

    a. Conformity to the requirements of the quotation submission instructions*
    b. No debarment status from Singapore Art Museum *
    c. Attendance for Mandatory Site Survey / Briefing *
    d. Propose Quotation Price
    e. Schedule of Rate
    f. Work Methodology
    g. Relevant track records including current and past 3 years contracts

4. Documents to be submitted by Vendors are:

    a. Conditions of contract
    b. Proposal Quotation Price and SOR as per Annex A ("No quote" in the itemized costing is not acceptable)
    c. Work Methodology
    d. Relevant track records including current and past 3 years contracts
    e. Backup plan to facilitate any COVID-19 health and safety measures
    f. Proof of bizSAFE Level Star
    g. FM04 with Grade L3

*** Quotations that do not meet the above criteria are liable to be disqualified.**

Singapore Art Museum (Administrative Office)
61 Stamford Road, #02-02 Stamford Court, Singapore 178892 www.singaporeartmuseum.sg

5. Vendors are required to attend **mandatory site briefing** as per details below:

   Date: 21 October 2021, Wednesday
   Time: 10.30 am
   Location: Tanjong Pagar Distripark, Blk 39 Unit #01- 02 to 04
   Contact Person: Bertrum Leong

   In view of COVID-19 Safe Management Measures, attendees will be split into groups of no more than FIVE (05) with a safe distancing between groups as well.

   Maximum of TWO (02) fully vaccinated attendees from each company is allowed to attend. Vendors must register their wish to attend (together with information on the persons attending the site briefing) through email to Bertrum Leong (bertrum.leong@singaporeartmuseum.sg) **not later than 20 October 2021, 3pm.**

6. Vendors Proposals shall be submitted electronically via email: procurement@singaporeartmuseum.sg, **not later than 01 November 2021, 4pm.**

7. Vendors who wish to seek clarifications on the ITQ shall submit their written request no later than 3 working days prior to the close of the ITQ to the contact persons below.

   Bertrum Leong
   Assistant Manager (Estates & Security)
   Tel: 6697 9797
   Email: bertrum.leong@singaporeartmuseum.sg

   Neo Kok Meng
   Assistant Manager (Estates & Security)
   Tel: 6697 9797
   Email: Neo.Kok.Meng@singaporeartmuseum.sg

8. Singapore Art Museum does not bind itself to accept the lowest or the whole of any Vendor Offers. This Invitation to Quote will be governed by the attached, Conditions of Contract.

Thank you.

Yours faithfully,

Bertrum Leong
Assistant Manager (Estate & Security)
Singapore Art Museum

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