sam
singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

Cover Letter

6 November 2026

To the Tenderer,

Dear Sir / Mdm,

INVITATION TO OPEN TENDER FOR THE PROVISION AND MANAGEMENT OF LOGISTICS, MANPOWER, AND AUDIO-VISUAL & LIGHTING (AVL) EQUIPMENT FOR SINGAPORE ART WEEK 2027

1. Singapore Art Museum invites Tender Offers for the goods and/or services described in detail in the Requirement specifications and on the terms set out in the Tender Documents as a whole.

2. **DOCUMENTS TO BE SUBMITTED BY AGENCIES**

   i. All Prescribed Forms (Section D)
   ii. Annex B – Quotation (as per the price table in Section D Pricing Schedule and Schedule of Rates) with a detailed breakdown of costs.
   iii. Non-Disclosure Agreement

3. This Invitation to Tender comprises of the following Tender Documents

   i. Tender Notice
   ii. This Cover Letter
   iii. Section A: Instructions to Tenderers
   iv. Section B: Requirement Specifications
   v. Section C: Evaluation Criteria
   vi. Section D: Prescribed Forms with Schedule of Rates (SOR)
   vii. Section E: Conditions of Contract
   viii. Non-Disclosure Agreement

4. Tenderers must submit their Tender Offers by the closing date and time – **27 November 2026 by 4pm, via email to: procurement@singaporeartmuseum.sg**

5. Note: Submissions with incomplete information or documents are liable to be disqualified from evaluation.

6. **Mandatory Site Briefing**:

   All interested tenderers **must have at least 1 company representative attend a mandatory site briefing**, at least 1 week before tender closing date (**by 27 November 2026** unless agreed together with SAM representatives) and also sign a non-disclosure agreement by 11 November 2026. Details and confirmation regarding the site visit will be communicated via email.

   Location: Singapore Art Museum Corporate Office:
   39 Keppel Road, Tanjong Pagar Distripark, #03-07, Singapore 089065

Contact Person: Mohammed Asri Bin Hanapi
Phone: 9455 9507
Email: asri.hanapi@singaporeartmuseum.sg

Contact Person: Naomi Ng
Phone: 9232 0028
Email: naomi.ng@singaporeartmuseum.sg

7. For further clarification, you may call or email the following persons:

Singapore Art Museum Corporate Office:
39 Keppel Road, Tanjong Pagar Distripark, #03-07, Singapore 089065

Contact Person: Mohammed Asri Bin Hanapi
Phone: 9455 9507
Email: asri.hanapi@singaporeartmuseum.sg

Contact Person: Naomi Ng
Phone: 9232 0028
Email: naomi.ng@singaporeartmuseum.sg

8. Singapore Art Museum does not bind itself to accept the lowest or the whole of any Tender Offers.

Thank you.

Yours faithfully,

Erica Lai
Deputy Director, Programmes