SECTION B

REQUIREMENT SPECIFICATIONS

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

SECTION B: REQUIREMENT SPECIFICATIONS

1. GENERAL NOTES

1.1 The Tenderer is to provide and manage the Logistics, Manpower, and Audio-Visual & Lighting (AVL) Equipment for Singapore Art Week (SAW) 2027 programmes.

2. SCOPE OF WORK

2.1 The Tenderer will provide and manage the logistical and AVL requirements for SAW 2027 from 11 January to 25 January 2027. This includes (but not limited to) AVL set-up, testing, soundchecks, rehearsals, and teardown.

2.1.1 Specifications

2.1.2 Below are the dates for the performances and roundtable discussion (including set-up and teardown) at #03-09*:

Dates	Remarks
11 – 18 January 2027	Set up and installation of staging, truss, LED screen, lighting and speakers
19 January 2027	Testing of LED screen, lighting and speakers
20 January 2027	Plotting and programming (till late)
21 – 23 January 2027	Rehearsals and soundchecks
22 – 23 January 2027	**Performances**
24 January 2027	**Roundtable discussion**
25 January 2027	Teardown

**Subject to changes*

2.1.3 Below is the detailed schedule for the performances*:

22 and 23 January 2027		
22 January 2027 (Friday) 9pm – 2am	**Stage 1**	**Stage 2**
9pm – 9.20pm	Act 1	
9.20pm – 10pm		Act 2
10pm – 10.40pm	Act 3	
10.40pm – 12.10am		Act 4
12.10am – 12.55am	Act 5	
12.55am – 1.25am		Act 6
1.25am – 2am	Act 7	
23 January 2027 (Saturday) 9pm – 2am	**Stage 1**	**Stage 2**
9pm – 9.20pm	Act 8	
9.20pm – 10pm		Act 9
10pm – 10.40pm	Act 10	
10.40pm – 12.10am		Act 11
12.10am – 12.55am	Act 12	
12.55am – 1.25am		Act 13
1.25am – 2am	Act 14	

24 January 2027 (Sunday) 2 – 5pm	Stage 1	Stage 2
2 – 5pm	Roundtable discussion	

**Subject to changes*

2.1.4 Please refer to Annex A for the spatial renders, floorplan, and reference images.

2.1.5 The scope shall include but not limited to the following scope of work:

i) The service is to be carried out from 11 to 25 January 2027 at #03-09, Tanjong Pagar Distripark.

ii) The vendor must include ample time for set-up and dismantling in the quotation.

iii) The vendor must standby sufficient manpower on-site to manage the event, where necessary. There must be fast reaction time.

iv) The vendor must facilitate and supervise the installation and de-installation of equipment and adhere to all safety protocols.

v) The vendor must be present for rehearsals, set-up, actual performances and tear-down.

vi) The vendor must ensure the provision of quality systems and equipment. Technical manpower onsite must be able to react accordingly and efficiently.

vii) Vendor must provide the quotation using Annex B and Section D (Prescribed Forms). Failure to provide the quotation using Annex B and Section D will result in disqualification. If vendor is not able to provide any listed equipment, equipment with equivalent specifications is to be proposed, indicating the proposed brand and the model number in the column listed “Specify brand and model proposed, where applicable”.

2.1.6 Qualifications and Skills Required

i) The vendor must have at least 5 years prior experience and knowledge in providing AV services for events in the arts and culture sector.

ii) Strong knowledge and demonstrated experience in the related field including knowledge about best practices, relevant standards, and safety protocols.

iii) Experience in conducting and facilitating the management of AV equipment and logistics.

2.1.7 Timelines and Deliverables

i) The contracted period of service will be from 11 January to 25 January 2027.

2.1.8 Site Conditions & Coordination

2.1.9 The Tenderer shall visit the site prior to tender submission and shall be deemed to have satisfied itself as to access, existing conditions, and the extent of the Works. No claim arising from lack of site knowledge will be entertained.

2.1.10 Permitted working hours for installation is 8am till 8pm, while permitted performance hours is from 9pm till 2am. Upon agreement, any works outside these hours require the Client's prior written consent.

2.1.11 The Tenderer shall provide all access equipment, scaffolding, hoisting, and lifting appliances required, together with valid inspection certificates.

2.1.12 The Tenderer shall protect all existing finishes, floors, walls, and building services. Damage shall be made good at the Tenderer's cost.

2.1.13 The Tenderer shall coordinate with the Client's other contractors and shall attend site coordination meetings at weekly intervals.

2.1.14 The Tenderer shall maintain the site in a clean and safe condition and remove all debris and packaging from site progressively.

2.1.15 Safety & Insurance

2.1.16 The Tenderer shall submit method statements and risk assessments for each work activity prior to commencement – LEW, SCDF Change of Use License, COMPASS License, Risk Assessment, Manpower, and Vehicle List etc, where required.

2.1.17 The Tenderer shall maintain Workmen's Compensation, Public Liability, and Tenderer's All Risks insurance for the duration of the Works, with limits of not less than [AMOUNT] per occurrence. Certificates shall be submitted before site mobilisation.

2.1.18 All site personnel shall hold current safety certification appropriate to their trade and to working at height.

2.1.19 Products & Equivalents

2.1.20 Where a specific manufacturer and model is named in this specification, it establishes the required standard of design, performance, quality, and finish. Unless a package expressly states that a product is fixed and non-substitutable, the Tenderer may offer an alternative product for the Client's consideration, subject to all of the following:

2.1.21 The alternative shall meet or exceed every stated performance parameter, dimension, finish, and compliance requirement of the specified product.

2.1.22 The alternative shall be fully compatible, mechanically and electrically, with the specified system components and with all other packages.

2.1.23 Any resulting cost saving shall be identified separately in the pricing schedule and passed to the Client.

2.1.24 Approval of an alternative shall be at the Client's sole discretion, in writing. Substitution without written approval shall be rejected and removed at the Tenderer's cost.

3 Fees, Price and Payment Schedule

3.1 Price and Payment

3.1.1 Payment for the Services provided shall be made once in full after Services are delivered completely.

3.1.2 The Tenderer shall provide itemised pricing for each item in the proposal.

3.1.3 The Tenderer shall provide pricing only in Singapore Dollars.

3.1.4 The Tenderer must satisfy themselves before submitting any Proposal Offer as to the correctness and sufficiency of their Proposed Quote for the execution and complete provision of all services required under this ITT.

3.1.5 The Proposed Quote shall be deemed to have included the performance of all services to meet the Requirement Specifications in full.

3.1.6 Please indicate in your Proposal if you are / are not a taxable person / organisation under the Goods and Services Act and provide proof of GST registration.

3.2 Payment Schedule

3.2.1 The Tenderer shall note that payment subjected to the credit term of 30-days, with payment to be made at the end of the month for invoice received by SAM by the 1st of the month. If invoice received after the 1st of the month, payment shall be made at the end of the following month.

4. SAM REPRESENTATIVES

4.1 The SAM's Representatives for this Contract and the corresponding contact details are as follows:

Singapore Art Museum:

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

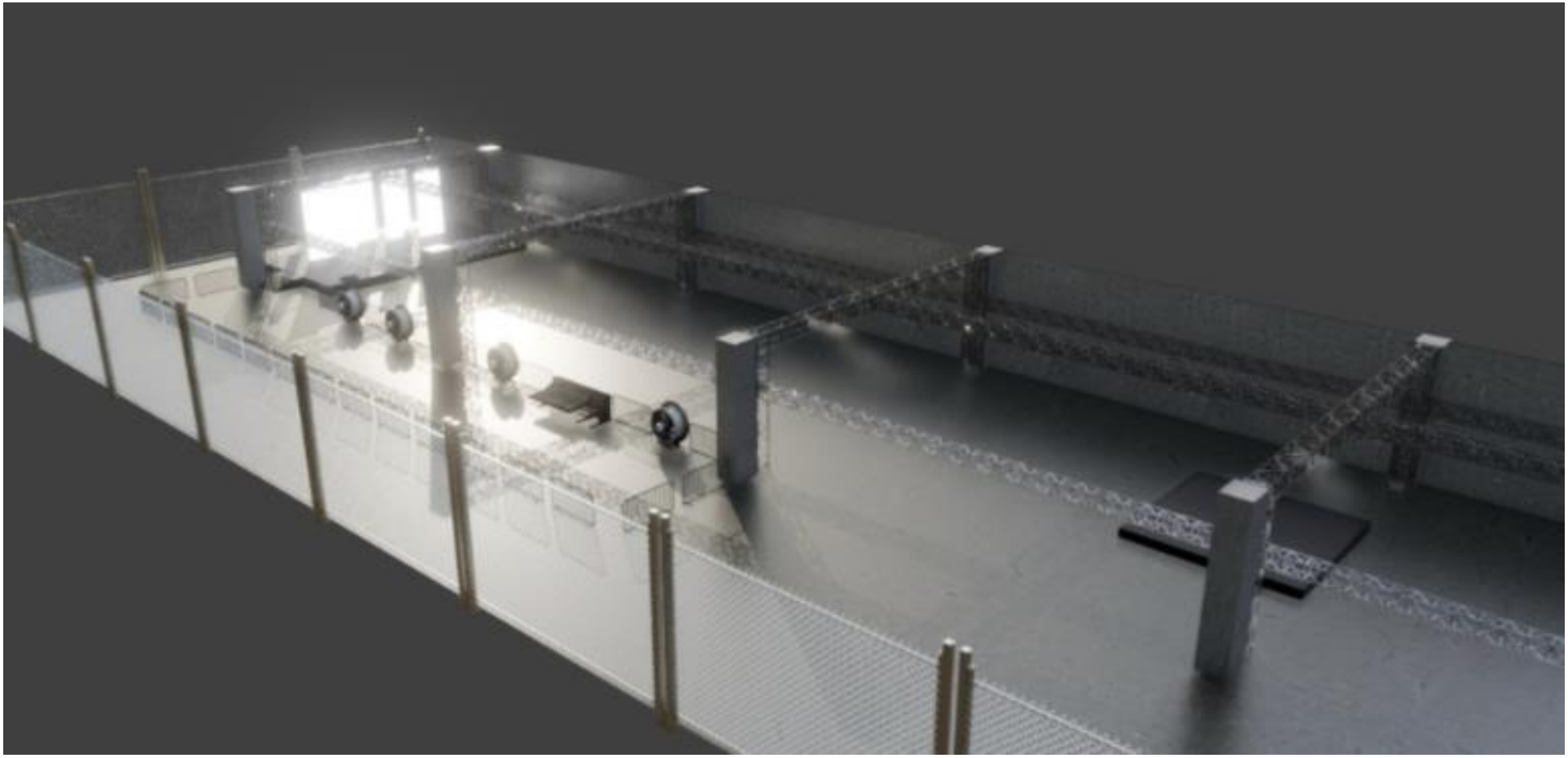
a) Any other SAM staff designated in writing by SAM's authorised contract signatory or existing SAM Representatives already named.

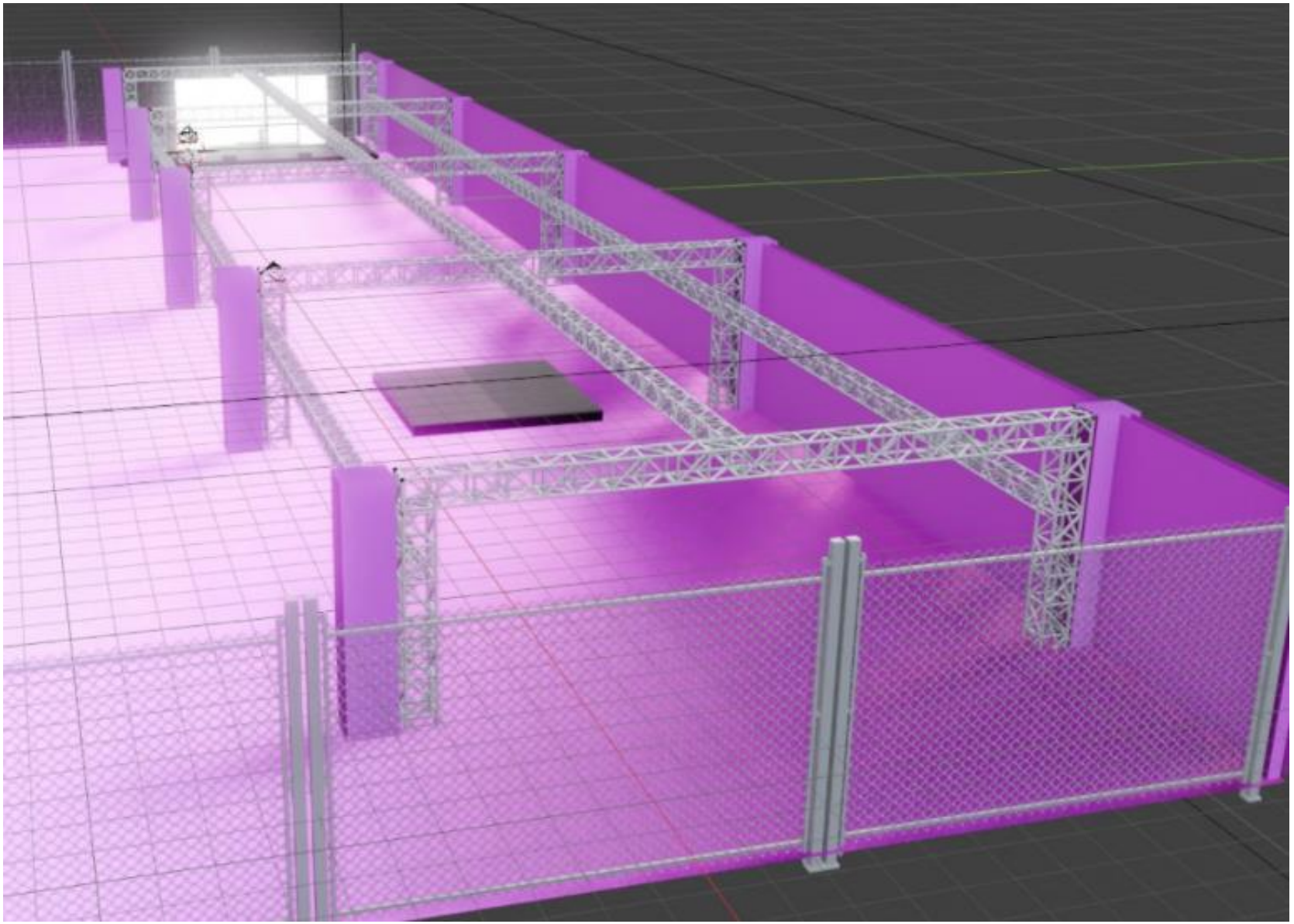
5. PROJECT MANAGER/SUPERVISOR

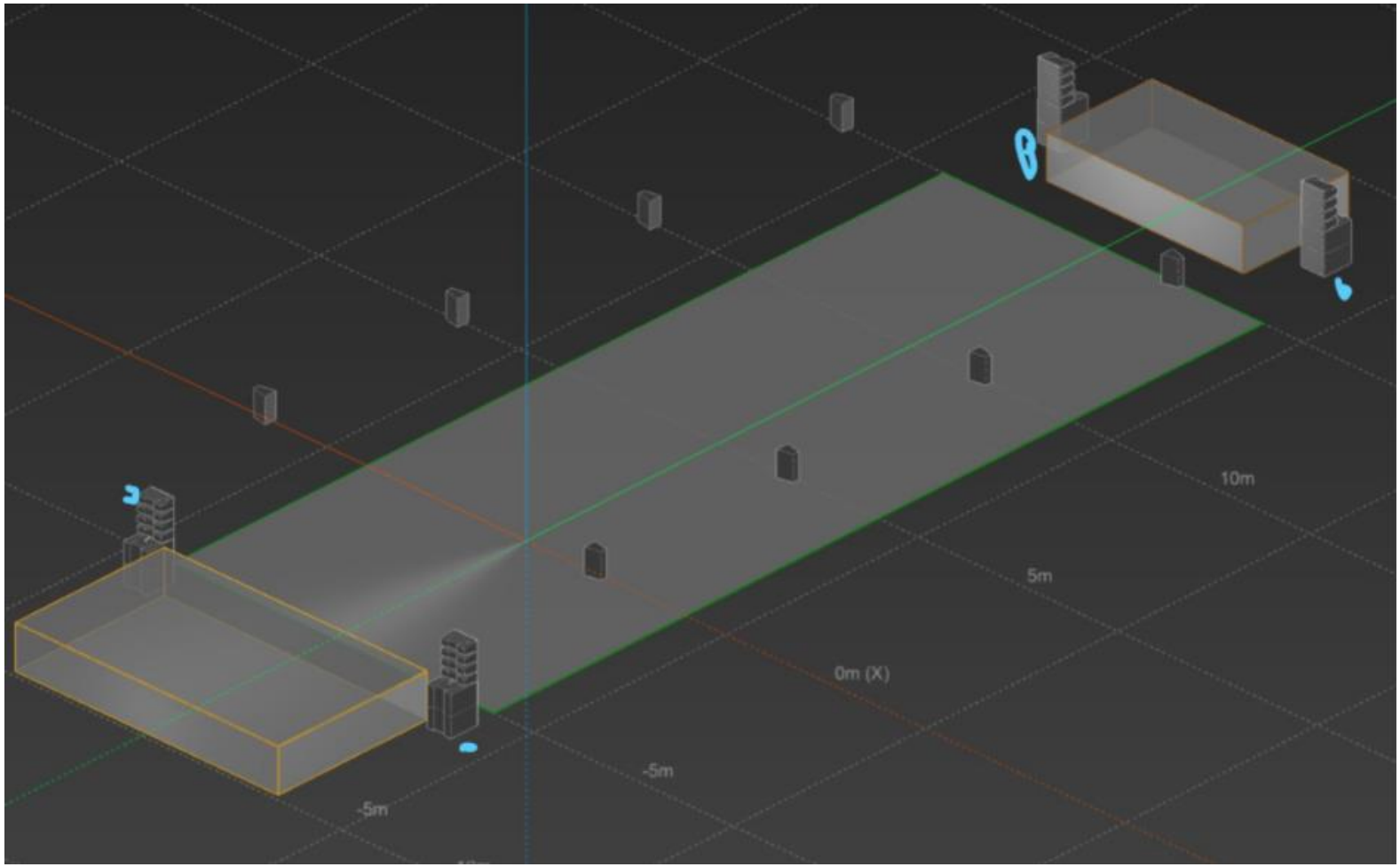
5.1 The Tenderer must designate a Project Manager/Supervisor for the purposes set out in this Tender. The name, designation, email address and mobile phone number of the proposed Project Manager must be set out in the Tender Offer.

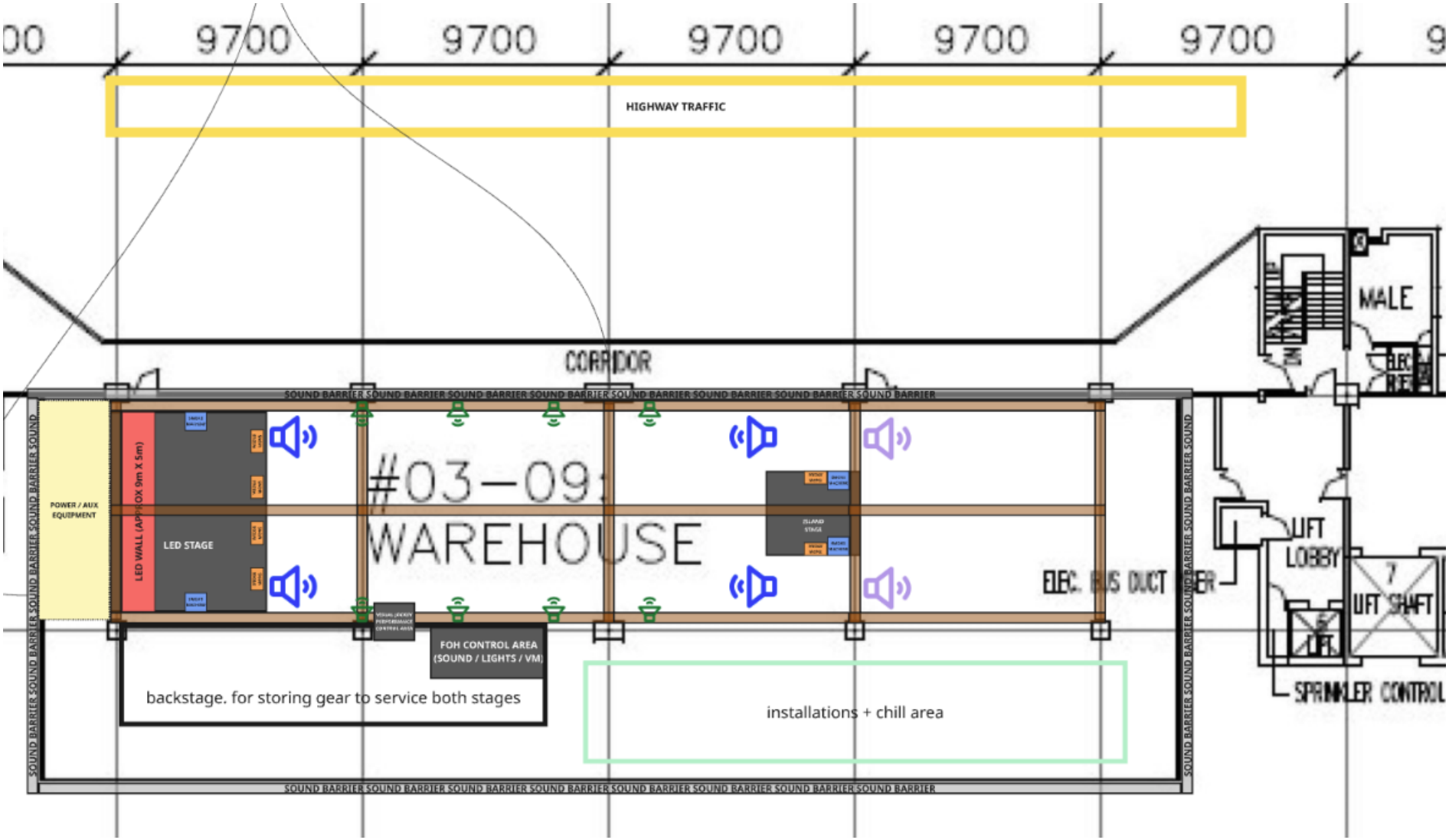
ANNEX A

Supporting Render Images






10m
5m
0m (X)
-5m
-5m


9700
9700
9700
9700
9700
HIGHWAY TRAFFIC
CORRIDOR
MALE
SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER
POWER / AUX EQUIPMENT
LED WALL (APPROX 9m X 5m)
LED STAGE
#03-09
WAREHOUSE
ELEC. BUS DUCT
LIFT LOBBY
LIFT SHAFT
SPRINKLER CONTROL
FOH CONTROL AREA (SOUND / LIGHTS / VM)
backstage. for storing gear to service both stages
installations + chill area
SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER SOUND BARRIER

Reference photo for sound barrier sheets (refer to Schedule of Rates, ST-003 Optional)

