# SECTION D

# PRESCRIBED FORMS

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

| | |
|---|---|
| To : Singapore Art Museum (Office)<br>Address: Blk 39 Keppel Road, #03-07, Tanjong Pagar Distripark, Singapore 089065<br><br>Attn: | Name(s) of Tenderer(s): [1]<br>Address : |

**TENDER NO: SAM/ITT/2026/0008**

1 We, _____[2] (Name(s) in Block Letters) hereby offer and undertake on the acceptance of this Tender Offer to supply the goods and/or services required under this Invitation to Tender.

2 Our Tender Offer is fully consistent with and does not contradict or derogate from anything in the Instructions to Tenderer and/or the Conditions of Contract or downgrade anything in your Requirement Specifications. You are entitled to disqualify our Tender Offer if it is inconsistent with or contradicts or derogates from anything in the Instructions to Tenderer and/or Conditions of Contract or downgrades anything in the Requirement Specifications.

3. We declare that all the information provided in this Tender Offer (including in the Prescribed Forms) are correct and true.

4 We undertake that we shall, if required by you, execute a formal agreement with you. If no formal agreement is executed, this Tender Offer together with your Letter of Acceptance shall constitute a binding contract between us on the terms of the Contract as defined in the Conditions of Contract.

5 OUR TENDER OFFER IS VALID FOR **3** CALENDAR MONTHS FROM THE CLOSING DATE OF THIS TENDER.

6 We agree that as and when requested by you, we shall extend the validity of this Tender Offer for one or more periods not exceeding in total 1 calendar month.

7 Our Contract Price for the goods and/or services to be supplied by us is _____.

8 An itemised breakdown of the Contract Price for the goods and/or services is given in the priced schedule attached.

[1] If the tender offer is submitted by a consortium, each member of the consortium shall be named.
[2] If the tender offer is submitted by a consortium, the Lead Member of the consortium shall submit the tender offer on behalf of the consortium members. Documentary proof must be provided that the Lead Member is authorised by all members of the consortium to submit, sign the tender offer, receive instruction, give any information, accept any contract and act for and on behalf of all the members of the consortium. For example, paragraph 1 in this Form of Tender should read "We, (Name of Lead Member), acting for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) …"

9 We are registered/not registered* with _____(Name of Government Registration Authority) under the following supply category/head(s) as specified in the Invitation to Tender:

| *Supply Category/Head | Financial Category | Expiry |
|---|---|---|
| | | |
| | | |
| | | |

*(If the Tender Offer is submitted by a consortium, the registration status of every member in the consortium must be listed.)*

| *Supply Category/Head | Financial Category | Expiry |
|---|---|---|
| | | |
| | | |
| | | |

*(If the Tender Offer is submitted by a consortium, the registration status of every member in the consortium must be listed.)*

*Tenderer **MUST** submit supporting documentation, confirming, Supply Category/Head, Financial Category and Expiry.

10 We confirmed that we are not debarred from public sector tenders on or after the Closing Date.

11 We further undertake to give you any further information which you may require.

12 We warrant, represent and declare that we are duly authorised to submit, sign this Tender Offer, receive instruction, give any information, accept any contract and act for and on behalf of _____ [3] (Insert Name of firm, company or consortium).

Dated this _____ day of _____, 2026

Tenderer's (as *Principal/Agent)
Company or Business Registration No[4]:

Tenderer's official
Stamp[4]:

Authorised Signature[4]
Name :
Designation :

(*Delete whichever is not applicable)

[3] *If the tender offer is submitted by a consortium, the tender offer shall be submitted by the Lead Member on behalf of all members of the consortium. Each member of the consortium shall be listed. For example, "… for and on behalf of (Name of 1st Member) , (Name of 2nd Member) and (etc – List out Names of remaining Members) …"*

[4] *The Lead Member's registration number, official stamp and authorised signature must be provided.*

NOTICE: This Form of Tender duly completed MUST accompany every Tender Offer. Any change to its wordings may render the Tender Offer liable to DISQUALIFICATION

## SCHEDULE OF PERSONS EMPOWERED TO ACT

The following persons are empowered to sign contract documents and act on the firm's / company's behalf:

| Name | NRIC Number | Position Held |
|---|---|---|
| | | |
| | | |
| | | |

In the case of consortiums, the documents required under Clause 16 of the Instructions to Tenderers must also be attached.

## GST STATUS

We are / are not * a taxable person under the *Goods and Services Act*.

(* delete as appropriate)

Our GST registration number is _____

## LIST OF RELEVANT TRACK RECORD IN THE LAST 5 YEARS

| Contract No. / Name of Project | Client | Contract Sum | Contract Period | | Value of Work Completed |
|---|---|---|---|---|---|
| | | | From | To | |
| | | | | | |

Please use a separate sheet if the space is insufficient.

## INFORMATION ON MAJOR SHAREHOLDERS

| Person, Company or Corporation who/which owns, whether directly or indirectly, at least 20% of the total number of shares in the Tenderer or who/which controls at least 20% of the voting rights in the Tenderer | | Details of shares held by such person, company or corporation | | |
|---|---|---|---|---|
| Name | Address | Number of Shares | % of Shares | Class of Shares |
| | | | | |

## UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

1. The attention of the Party, whose particulars are set out below, has been drawn to the *Official Secrets Act* (Chapter 213, 1985 Revised Edition) and in particular to Section 5 thereof which relates to the safeguarding of official information.

   Name of Party: _____
   NRIC/Passport/ACCRA No: _____

2. The Party understands and agree that all official information acquired by him/her/them pursuant to the Invitation to Tender (Tender No. SAM/ITT/2026/0008) is of a strictly secret and confidential nature, and is not to be published or communicated by him/her/them to any other person in any form whatsoever except in the course of performance of his/her/their contractual obligations, whether during or after the completion of all contractual obligations.

3. The Party undertakes to:

   (a) Ensure that any other person who is authorised by him/her/them to have access to any official information shall similarly sign an undertaking to safeguard such official information; and

   (b) Return any document received from the National Heritage Board, any other copies made or reproduced from such document or part thereof whenever required by the National Heritage Board.

4. The Party further understands and agrees that any breach or neglect of this undertaking may render him/her/them liable to prosecution under the *Official Secrets Act*.

| | | |
|---|---|---|
| _____ | _____ | _____ |
| Authorised Signature | Full Name in BLOCKS | NRIC/Passport No. |
| _____ | _____ | _____ |
| Designation | Name of Company/Entity | Date |
| | | _____ |
| | | Seal where the Party is a body corporate |
| _____ | _____ | _____ |
| Signature of Witness | Full Name in BLOCKS | NRIC/Passport No. |
| | | _____ |
| | | Date |

## BACKGROUND INFORMATION

**1. DETAILS ON COMPANY/FIRM/PERSON**

1.1 Name and address:

_____

_____

_____

1.2 Person to Contact :

_____

1.3 Type of Company/Firm: Corporation / Partnership / Sole Proprietorship /Joint Venture

_____

1.4 Type of Business: _____
(Please indicate whether a factory is being operated)

1.5 Registration Number with ACRA:_____

(Please provide a copy of Business/Company profile registered with ACRA)

1.6 Qualification and experience of qualified personnel under your employment:

_____

_____

_____

## 2. FINANCIAL INFORMATION

2.1 Financial Information for the last 3 years

| Y/E | 2025 | 2024 | 2023 |
|---|---|---|---|
| Annual Turnover $K | | | |
| Net Profit Before Tax $K | | | |
| Paid Up Capital $K | | | |

(Please attach Balance Sheet, Profit & Loss Statements and Cash Flow statements for the period mentioned above)

2.2 Bankers' Reference:

Name of Bank: _____

Branch: _____

Address: _____

_____

A/C No.: _____

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## SCHEDULE OF BREAKDOWN OF PRICES

It is compulsory to submit your quotation using the below. Itemised costing **MUST** be submitted. You must quote each item in the matrix. **"No Quote" is not acceptable.**

Prices quoted must exclude any Goods and Services Tax.

Reference models are indicative. Equivalent or superior alternatives may be proposed against the stated functions, with supporting evidence and declared deviations.

| SERIAL NO | Item Description | UOM | Price ($) | Remarks (please include models here) |
|---|---|---|---|---|
| | **AUDIO EQUIPMENT (WIRELESS)** | | | |
| A-W01 | Four-channel digital wireless microphone transmitter and receiver sets for headset microphones (Shure or equivalent) | 1 set | | |
| A-W02 | Two-channel digital wireless microphone receiver with X2 wireless microphones (Shure or equivalent) | 1 set | | |
| A-W03 | Wireless in-ear monitoring system (Shure or equivalent) | 4 sets | | |
| | **AUDIO EQUIPMENT (MICROPHONES)** | | | |
| A-M01 | Directional headset condenser microphone for vocal performance (DPA or equivalent) | 4 units | | |
| A-M02 | Wireless handheld dynamic vocal microphone with transmitter (Shure or equivalent) | 4 units | | |
| A-M03 | Wired dynamic vocal microphone with on/off switch (Shure or equivalent) | 2 units | | |

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| A-M04 | Wired dynamic instrument microphone (Shure or equivalent) | 4 units | | |
| A-M05 | Acoustic drum microphone kit (Shure or equivalent) | 1 set | | |
| | **AUDIO EQUIPMENT (DI & INTERFACES)** | | | |
| A-D01 | Single-channel passive DI box (Radial, Countryman, Yamaha or equivalent) | 4 units | | |
| A-D02 | Two-channel passive DI box (Radial, Countryman, Yamaha or equivalent) | 4 units | | |
| A-D03 | Passive multimedia DI with RCA inputs and mono summing (Radial, Countryman, Yamaha or equivalent) | 2 units | | |
| A-D04 | Inline balanced line-level audio isolator (Radial, Walrus, or equivalent) | 4 units | | |
| A-D05 | Line-to-instrument re-amping / effects interface — topology to confirm (Radial, Walrus, or equivalent) | 1 unit | | |
| A-D06 | Stereo line isolator / DI interface (Radial, Walrus, or equivalent) | 1 unit | | |
| | **AUDIO EQUIPMENT (BACKLINE)** | | | |
| A-B01 | 4-Piece Acoustic drum set | 1 set | | |
| A-B02 | Solid-state electric guitar combo amplifier | 1 set | | |
| A-B03 | Solid-state bass amplifier head with matched speaker cabinet (Fender, Ampeg, or equivalent) | 1 set | | |
| A-B04 | Four-channel standalone DJ system with integrated playback decks, mixer and touchscreen, supporting four-deck playback from USB storage without a computer (AlphaTheta or equivalent) | 1 set | | |

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| | **AUDIO EQUIPMENT (MIXING)** | | | |
| A-C01 | Digital live sound mixing console - at least 64 I/O needed (Yamaha, DiGiCo, or equivalent) | 1 unit | | |
| | **AUDIO EQUIPMENT (NETWORK I/O)** | | | |
| A-IO01 | Dante network audio stagebox — 32 analogue inputs / 16 analogue outputs (Stage 1 side) (Yamaha, DiGiCo, or equivalent) | 1 unit | | |
| A-IO02 | Dante network audio stagebox — 16 analogue inputs / 8 analogue outputs (Stage 2 side) (Allen & Heath, Yamaha, or equivalent) | 1 unit | | |
| | **AUDIO EQUIPMENT (LOUDSPEAKERS)** | | - | - |
| A-P01 | Compact passive two-way point-source loudspeaker, with nominal dispersion of approximately 90°–110° horizontal and 40°–100° vertical, selected to suit the approved coverage design; minimum 150 W RMS / 800 W peak (10 ms) power handling; frequency response extending from 65 Hz or lower to 18 kHz or higher (−5 dB, standard mode). Fully supported by the supplied system amplifiers and manufacturer-approved DSP presets, including suitable mounting accessories<br><br>(d&b or equivalent equivalent subject to agreed system requirements) | 8 units | | |
| A-P02 | Professional two-way coaxial floor-wedge stage monitor (d&b or equivalent) | 6 units | | |
| | **AUDIO EQUIPMENT (MAIN PA)** | | | |
| A-P07 | Ground-stacked main loudspeaker array system (please see A-P08 for line-array top cabinet and A-P09 for matched subwoofer) | 4 systems | | |

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| | (d&b or equivalent, subject to agreed system requirements) | | | |
| A-P08 | Compact cardioid line-array top cabinet — included in A-P07 (d&b or equivalent) | 16 cabinets | | |
| A-P09 | Matched cardioid subwoofer — included in A-P07 (d&b or equivalent matched system subwoofer) | 4 cabinets | | |
| | **AUDIO EQUIPMENT (OTHERS)** | | | |
| A-P03 | Complete audio-system cable and interconnection package | | | |
| A-P04 | Compatible loudspeaker system amplifiers with DSP (d&b or equivalent) | | | |
| A-P05 | Object-based immersive audio processing engine (d&b or equivalent, system amplifiers matched to proposed loudspeakers) | | | |
| A-P06 | Complete audio control and network device package (proposed brand must be compatible with proposed immersive audio systems (Dante etc.)) | | | |
| | **AUDIO MANPOWER AND SERVICES** | | - | - |
| S-A01 | Competent immersive audio systems engineer | 5 person-days | | |
| S-A02 | Sound Crew 1 | 5 person-days | | |
| S-A03 | Sound Crew 2 | 5 person-days | | |

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| S-A04 | Complete setup, rigging and tear-down services | | | |
| | **LED/VISUAL MEDIA & MANPOWER** | | - | - |
| V-001 | Modular LED video wall panels — approximately 9 m wide × 5 m high (pixel pitch approximately 3.0mm) | 1 panel | | |
| V-002 | LED wall video processing and control package | | | |
| V-003 | LED wall support structure and mounting package | | | |
| V-003 | Video Switcher — 4 channel (Blackmagic or equivalent) | 1 unit | | |
| S-V01 | Video wall operator/crew | 5 person-days | | |
| | **LIGHTING & MANPOWER** | | | |
| L-001 | LED strobe / colour wash fixture — movement to confirm (Atomic, CHAUVET, GLP, or equivalent) | 16 units | | |
| L-002 | Motorised-tilt LED batten / bar (CHAUVET, GLP, Martin, or equivalent) | 8 units | | |
| L-003 | Fixed LED colour wash / pixel batten (CHAUVET, Elation, Ayrton, or equivalent) | 28 units | | |
| L-004 | Moving-head LED profile luminaire (Robe, Ayrton, Martin, or equivalent) | 4 units | | |
| L-005 | Moving-head LED wash luminaire (Martin, Robe, or equivalent) | 2 units | | |
| L-006 | High-capacity theatrical haze generator (MDG or equivalent) | 4 units | | |
| L-007 | Theatrical smoke / fog generator (Look Solutions or equivalent) | 4 units | | |

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| L-008 | Professional lighting control console (MA Lighting, ETC, or equivalent) | 1 unit | | |
| S-L01 | Lighting Crew 1 | 5 person-days | | |
| S-L02 | Complete setup, rigging and tear-down services | | | |
| | **STAGING, MANPOWER & SERVICES** | | - | - |
| ST-001 | Main stage platform — approximately 8,000 mm W × 6,000 mm D × 800 mm H | 1 stage | | |
| ST-002 | Mid stage platform — approximately 4,000 mm W × 4,000 mm D × 500 mm H | 1 stage | | |
| ST-004 | Truss setup for sound and lights:<br>X10 support bases (approximately 4m high)<br>X5 goal post bridges(approximately 10m long)<br>X4 cross beam (middle beam approximately 10m long)<br>*Please refer to supporting render image in Annex A of “Section B – Requirement Specifications” above in rough plot | 450m² | | |
| ST-005 | Heavy-duty stage table for gear e.g. DJ decks or instruments and synths etc.<br>Approximately X6 tables of:<br>1.4m wide by 0.6m deep by 0.9m tall / height options | 6 units | | |
| S-ST01 | Staging setup and installation | | | |

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|---|---|---|---|---|
| S-ST02 | Staging transport and logistics | | | |
| S-ST03 | Staging teardown and removal | | | |
| S-ST04 | X2 Stage Crew | 5 person-days | | |
| S-ST05 | PE Endorsements | | | |
| S-ST06 | Complete temporary electrical distribution package using venue power (either or, depending on if able to tap into building power)<br><br>(Provide the design, rental, installation, testing, commissioning, operational support and removal of a complete temporary electrical distribution system connected to the venue's approved electrical supply.<br><br>Provisionally assess a requirement of approximately 250A three-phase, 400/230V, 50Hz, subject to confirmation of the final equipment load schedule and available venue capacity. Vendors may propose multiple independent supplies where suitable, with their upstream capacity and load allocation clearly identified.<br><br>Include all required main and sub-distribution boards, feeder cables, connectors, isolation, circuit protection, earthing/bonding, stage power boxes, rack power distribution, truss power looms, final-circuit cabling, adapters, cable protection and circuit identification.<br><br>Provide separate protected distribution for audio amplification, lighting, LED video, FOH/control equipment and artist power at each stage. Include appropriately licensed electrical worker services, venue coordination, drawings, inspection, testing, certification, applicable submissions, connection and disconnection. | | | |

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| | Submit the equipment load schedule, current per phase, proposed simultaneous demand, reserve capacity, single-line diagram and distribution layout. Confirm all venue connection charges, electricity charges, attendance requirements and exclusions. Generator rental and fuel are excluded.) | | | |
| S-ST07 | Complete temporary electrical supply and distribution package (either or, depending on if able to tap into building power)<br><br>(Provide the design, rental, installation, testing, commissioning, operational support and removal of a complete temporary electrical supply and distribution system serving both performance stages, audio systems, lighting, LED video wall, FOH/control positions and associated production equipment.<br><br>Include a sound-attenuated diesel generator, provisionally rated at 250 kVA / 200 kW prime power, providing 400/230V, three-phase, 50Hz output with automatic voltage regulation. State the generator's operating noise level and measurement distance. Position the generator, subject to venue approval, to minimise noise and exhaust impact on performances, audiences and occupied areas.<br><br>Include:<br><br>Generator delivery, positioning, fuel for the agreed operating hours, monitoring, technical support and collection.<br><br>Main distribution board, incoming feeder cables, connectors and isolation, provisionally allowing approximately 250A per phase, subject to the approved electrical design.<br><br>Separate protected distribution for audio amplification, lighting, LED video, FOH/control equipment and artist power at each stage.<br><br>All necessary sub-distribution boards, stage power boxes, rack power distribution, | | | |

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| | truss power looms, final-circuit cables, extensions and adapters.<br><br>Appropriate circuit protection, earthing and bonding, phase balancing, circuit identification and current monitoring.<br><br>Cable ramps, secure routing and environmental protection appropriate to the installation.<br><br>Appropriately licensed electrical worker services, drawings, inspection, testing, certification, applicable submissions and venue coordination.<br><br>Installation, connection, commissioning, agreed operational support, disconnection and removal.<br><br>The vendor shall submit a consolidated equipment load schedule, maximum connected load, proposed simultaneous demand, current per phase, reserve capacity, single-line diagram and distribution layout. Final generator capacity, distribution ratings, cable sizes and protective devices shall be validated against the selected equipment and site conditions.<br><br>Identify all exclusions and additional charges. Price control-system UPS and standby-generator arrangements separately.) | | | |
| | **OTHER MANPOWERITEMS** | | | |
| | Licensed electrical worker | 1 person-day | | |
| | Licensed electrician | 1 person-day | | |

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| | Big fans | 4 units | | |
| | **OPTIONAL (please quote for all optional items)** | | | |
| A-P03 | Loudspeaker support pole and accessory package | 8 sets | | |
| ST-003 | Heavy-duty fire retardant flexible sound-barrier sheet — minimum 1,200 gsm - approximately 38m long by 12m wide ~5m ceiling height<br><br>(Singapore supplier examples: LTM Sound Barrier Sheet 1200 gsm / Absolute Instrument Systems 1,200 gsm PVC barrier, or equivalent – refer to Section B requirement specifications, Annex A) | 450m² | | |
| ST-003.5 | Mounting of up to 64 pieces of Sound Barrier sheet (tied to cover the window - highway area side as well as tied to cover the cage)<br><br>(Singapore supplier examples: LTM Sound Barrier Sheet 1200 gsm / Absolute Instrument Systems 1,200 gsm PVC barrier, or equivalent – refer to Section B requirement specifications, Annex A) | 450m² | | |
| | Power generator – A three-phase venue supply, or a sound-attenuated 250 kVA / 200 kW prime-rated generator, with appropriately sized distribution. | 1 unit | | |
| | **TOTAL** | | | |