singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

COVER LETTER

14 March 2024

Dear Sir / Mdm,

INVITATION TO QUOTE FOR VENDING MACHINE RENTAL SERVICES FOR SINGAPORE ART MUSEUM ("SAM")

1 Singapore Art Museum (SAM) is seeking a vendor to provide vending machine rental services from 1 May 2024 to 30 April 2026. The appointed vendor will supply the vending machine to support SAM in facilitating merchandise sales to the visitors.

2 The quotation shall be provided based on the Requirement Specifications document.

3 Agencies shall be evaluated based on the following criteria:

i. Conformity to the requirements of the specifications*
ii. No debarment status*
iii. Ability to meet the stated timelines for completion of project and delivery of goods and/or services*
iv. Completeness of documents/information submitted*
v. Cost competitiveness
vi. Proposed plan and implementation timeline
vii. Track record

** These are critical criteria. Quotations that do not meet these criteria are liable to be disqualified.*

4 Agencies are required to submit the following documents:

i. Quotation
ii. Detailed proposal, including vending machine option(s) and implementation timeline
iii. Track record

5 Agencies are to submit their cost proposals and other relevant and required supporting documentation to procurement@singaporeartmuseum.sg by **12pm on Friday, 22 March 2024.**

Submissions received after the Closing Date shall be disqualified at the discretion of SAM.

6 For further clarifications, please contact:

Jolene Tan
Assistant Manager, Marketing Communications
jolene.tan@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.

Yours faithfully,

Esther Conyard
Director, Marketing Communications, Visitor Experience and Business Development
Singapore Art Museum