singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

11 March 2024

Dear Sir / Mdm

INVITATION TO QUOTE FOR SAM HOARDING PROJECT PHASE 9: PRINTING AND INSTALLATION OF OUTDOOR MATTE VINYL BLACKOUT STICKER PRINT FOR SAM AND 8Q HOARDINGS

1. The Singapore Art Museum (SAM) is currently undergoing redevelopment for both SAM and 8Q building and would like to invite vendors to quote for the SAM Hoarding Project Phase 9. This will involve the printing and installation of outdoor matte vinyl blackout inkjet sticker print for the SAM and 8Q hoardings.

2. The quotation shall be provided based on the following specifications:

   - Supply, print and installation of outdoor matte vinyl blackout inkjet sticker print on SAM and 8Q hoardings.
   - Use of environmentally-friendly materials.
   - Production of outdoor matte vinyl blackout inkjet sticker print at minimum of 720 dots per inch (dpi) @ 6C process colour printing.
   - No colouring fading for 6 months.
   - Provide 2 times of test print for colour-proofing purposes.
   - Vinyl black out sticker must be used, as there are existing graphic vinyl stickers on the hoardings.
   - All relevant charges (Overtime charges, specialist, etc.).
   - All equipment (i.e. forklift, pallet jacks, electric screw drivers) and manpower necessary for the above.
   - Installation period will start from **25 March 2024**, and must be completed by **5 April 2024.**
   - All works must comply with Singapore Workplace Safety and Health Act.

3. Quotations shall be evaluated based on the following criteria:

   a) Conformity to the requirements of the specifications*
   b) No debarment status*
   c) Ability to meet the stated timeline for completion of project /delivery of goods*
   d) Submission of the Schedule of Rates*
   e) Price
   f) Use of eco-friendly product or supply
   g) Track record for the last 3 years

   * This is a critical criterion. Quotations that do not meet these critical criteria are liable to be disqualified.

4. Documents to be submitted by vendors are as follows:

   a) Annex A – Schedule of Rates (SOR)
   b) Relevant track record and Industry Reputation documents for past 3 years

5. Vendors are to submit their quotation and other relevant/required supporting documentation to procurement@singaporeartmuseum.sg by **6pm** on **19 Mar 2024.**

   For further clarifications, you may call or email to the following:

Mish'aal Syed Nasar Manager, Production Management 9626 5191 mishaal.nasar@singaporeartmuseum.sg	Anisah Aidid Assistant Director, Production Management 9106 8234 anisah.aidid@singaporeartmuseum.sg

7. Singapore Art Museum retains the right to reduce the quantity of or remove items from the list of quotation. Singapore Art Museum does not bind itself to accept any quotation, the lowest or the whole of any quotations.

Thank you.

Yours faithfully

Mish'aal Syed Nasar
Manager, Production Management

Annex A

Costing/Schedule of Rates

Note: 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.** Not fulfilling this stipulation will result in the disqualification of your entire submission.

No.	Description	Note	Unit	Total Cost
1.	**Supply, print and installation of outdoor vinyl blackout sticker print**			
(a)	Artwork dimensions for SAM Hoarding A: 95900mm W x 5000mm H		1 set	
(b)	Artwork dimensions for 8Q hoarding section 1: 23950mm W x 5000mm H		1 set	
(c)	Artwork dimensions for 8Q hoarding section 2: 14050mm W x 3950mm H		1 set	
2.	Service to assist in design and layout of caption/text, import logos, colour changes, etc. in 3 areas before printing: SJI 3300 x 5000 SJI 6600 x 5000 8Q 1200 x 5000		1 lot	
3.	**Workers Overtime Charges**		Per hour	
4.	**Equipment** **(Scissor lift, scaffolding, special tools, etc)**		1 lot	
	Grand Total S$			

SAM Hoarding Plan (71 Bras Basah Road)

Sample of Previous SAM Hoarding A with Artwork

8Q Hoarding Plan (8 Queen Street)

Sample of Previous 8Q Hoarding with Artwork

SOR Item 2: Service to assist in design and layout of caption/text, import logos, colour changes, etc. in 3 areas (highlighted below in pink) before printing:

SJI 3300 x 5000
SJI 6600 x 5000
8Q 1200 x 5000

SAM-SJI Hoardings (bras basah road)

SAM-8Q Hoardings