singaporeartmuseum
CONTEMPORARY ART IN SOUTHEAST ASIA

COVER LETTER

11 March 2024

Dear Sir / Mdm,

INVITATION TO QUOTE FOR SHUTTLE BUS SERVICE FOR SINGAPORE ART MUSEUM ("SAM")

1 Singapore Art Museum (SAM) is looking to appoint a bus provider for the provision of a Shuttle Bus Service for SAM from 10 May 2024 to 22 Sep 2024. The appointed vendor will support SAM's aim to increase accessibility to the museum for an upcoming special international exhibition at Tanjong Pagar Distripark.

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. Proposed plan and implementation timeline
vi. Cost competitiveness
vii. Track record & team strength

** 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 supporting document, and implementation timeline

5 Agencies are to submit their cost proposals and other relevant and required supporting documentation to procurement@singaporeartmuseum.sg by or no later than **12pm on Tuesday, 19 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