

COVER LETTER

25 August 2026

Dear Sir / Mdm,

INVITATION TO QUOTE FOR THE PROVISION OF INTERNATIONAL PUBLIC RELATIONS SERVICES FOR THE SINGAPORE PAVILION AT BIENNALE ARCHITETTURA 2027

1. Singapore Art Museum (SAM) is looking to appoint a Public Relations Agency for the provision of international public relations services for the Singapore Pavilion at the Biennale Architettura 2027, for a period of approximately nine months from mid-September 2026 to end-June 2027.
2. This invitation comprises of the following ITQ Documents:
 - i. Cover Letter
 - ii. Requirement Specifications
 - iii. Conditions of Contract
3. The quotation shall be provided based on the Requirement Specifications document.
4. 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. Competitive Pricing
 - vi. Communications Plan
 - vii. Track Record & Industry Reputation
 - viii. Account Team

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

5. Agencies are required to submit the following documents:
 - i. Price Quotation Table (Annex A)
 - ii. Communications Plan
 - iii. Track Record
 - iv. Project Team Composition

6. Agencies are to submit their cost proposals and other relevant and required supporting documentation to procurement@singaporeartmuseum.sg by **5pm (SGT) on 8 September 2026.**

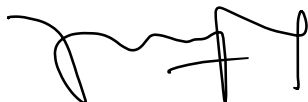
Submissions received after the Closing Date shall be disqualified, at the discretion of SAM.

7. For further clarifications, please contact:

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8. 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 and Operations
Singapore Art Museum