

Ref: SAM/ITQ/2026/0018

SECTION A – REQUIREMENTS SPECIFICATION

1. PURPOSE

- 1.1 The purpose of this RFP is to procure Laptops and Service for Singapore Art Museum.

2. DEFINITION OF TERMS

- 2.1 Unless otherwise stated, all requirements shall be treated as mandatory.
- 2.2 The word “**SAM**” indicates Singapore Art Museum.
- 2.3 The word “**Vendor**” or “**Vendors**” indicates the companies invited for this ITQ.
- 2.4 The word “**Contractor**” indicates the successful awarded Vendor for this ITQ.

3. REQUIREMENTS FOR VENDORS

- 3.1 SAM desires to procure the following specifications of Laptops & Service as listed in the Bill of Material (BOM) in Section C: Annex A.
- 3.2 Vendors are required to minimally meet the requirements of the specification listed in the BOM.
- 3.3 Vendors shall state/provide the list of bundled free items for each of the required items as specified in the BOM.
- 3.4 For Bundled Free Items: SAM does not require any laptop carrying case or bags and requests other items as part of the bundled free items.
- 3.5 Vendors shall quote unit pricing for each required item specified in the BOM, indicate the Minimum Order Quantity (MOQ), and provide the Schedule of Rates (SOR) for any additional units.
- 3.6 SAM reserved the right to award a lower quantity of units as specified in the BOM.
- 3.7 In the event SAM awards a different number of units (whether higher or lower than the quantity specified in the BOM, subject to the MOQ indicated by the Vendor), the final awarded quantity shall be mutually agreed in writing between SAM and the Vendor.
- 3.8 SAM reserved the right to award the contract to different Contractors for specific items.
- 3.9 Vendors shall include all delivery and administrative charges if necessary.
- 3.10 The warranty provided by the vendor shall be covered by the equipment Principal directly.
- 3.11 **Vendors shall state the expected delivery date for each of the required items as specified in the BOM.**
- 3.12 **Vendors shall provide a timeline for the laptop imaging service.**
- 3.13 Vendors are encouraged to include sustainability considerations in their proposal, such as energy-efficient equipment, ENERGY STAR certification where applicable, environmentally responsible packaging, device lifecycle management, recycling or take-back arrangements, and any relevant environmental certifications or sustainability practices.
- 3.14 By submitting a quotation or proposal for this ITQ, Vendors understand the requirements of this ITQ and comply to all Requirements Specifications of this ITQ, unless explicitly expressed in writing in the Vendor’s proposal or quotation.

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4. DELIVERY SCHEDULE

- 4.1 The Contractor shall ensure all goods and/or services awarded under this Contract are delivered, completed and accepted by SAM no later than 30 November 2026.
- 4.2 Liquidated damages, in accordance with the Conditions of Contract, shall be imposed for any goods and/or services that remain undelivered or incomplete after 30 November 2026.
- 4.3 The Contractor shall clearly state in its proposal any goods and/or services that cannot be delivered or completed by 30 November 2026, together with the reasons and the proposed delivery schedule.

5. FEES, PRICE AND PAYMENT SCHEDULE

- 5.1 Vendors shall provide pricing offer for the Section C: ANNEX A - BILL OF MATERIAL (BOM) in the format of the Section C: ANNEX B – PRICE SCHEDULE
- 5.2 Payment Schedule is indicated in Section C: ANNEX C – PAYMENT SCHEDULE
- 5.3 Vendors shall provide itemised pricing for each item in the BOM.
- 5.4 Vendors shall provide pricing only in Singapore Dollars.
- 5.5 Vendors must satisfy themselves before submitting any Proposal Offer as to the correctness and sufficiency of their Offer Price for the execution and complete provision of all goods and/or services required under this ITQ.
- 5.6 The Offer Price set out in the Proposal Offer shall be deemed to have included the delivery of all goods and/or the performance of all services to meet the Requirement Specifications in full.
- 5.7 Please indicate in your Proposal if you are / are not a taxable person / organisation under the Goods and Services Act and provide proof of GST registration.
- 5.8 All Offer Price set out in the Proposal Offer shall have a minimum validity period of 1 month, starting from the Closing Date of this ITQ.
- 5.9 Payment shall be made at the end of the month for invoices received by SAM by the 1st of the month. If invoices are received after the 1st of the month, payment shall be made at the end of the following month.

6. ENQUIRIES OR CLARIFICATIONS

The Representative(s) for this Contract and the corresponding contact details are as follows:

Name, Designation: Mr Muhd Syakir, IT Manager

Email Address: SAM-IT-TenderRFP@singaporeartmuseum.sg

- 6.1 The Vendor must have a Project Office for the purposes set out in Clause 23 of the Conditions of Contract. The address of the proposed Project Office that will be used for purposes of the Contract must be provided in the ITQ Offer.