

4 August 2026

Dear Sir / Mdm

**INVITATION TO QUOTE (ITQ) FOR THE PROPOSED REPLACEMENT OF OFFICE LIGHTING AT
SINGAPORE ART MUSEUM'S CORPORATE OFFICE, BLK 39 KEPPEL ROAD #03-07, TANJONG PAGAR
DISTRI PARK**

Singapore Art Museum (SAM) invites interested vendors to submit a quotation for the above ITQ.

The quotation shall be submitted based on the following documents:

- a. Requirement Specifications
- b. Conditions of Contract

Quotations shall be evaluated based on the following criteria:

- a. Conformity to the Requirements of the Specification*
- b. No Debarment Status*
- c. Ability to Meet the Stated Timeline for Completion of Project/Delivery of Goods
- d. Submission of Schedule or Rates (SOR)*
- e. Attendance for Mandatory Site Survey/ Briefing*

* These are mandatory requirements. Submissions that do not meet these requirements may be disqualified.

Documents to be submitted by Tenderers are:

- a. Scope of Works and Technical Specifications*
- b. Pricing Schedule / Form of Quotation*
- c. Schedule of Rates (SOR) Template*
- d. Vendor Declaration Form*
- e. Relevant track records for past 5 years
- f. Work Methodology and Programme

* Items (a) to (d) are stated under Requirement Specifications.

Tenderers are required to attend the **mandatory site briefing and show round** on:

Date: **6 August 2026 (Thursday)**

Time: **10.00am**

Location: SAM Corporate Office

Blk 39 Keppel Road

03-07 Tanjong Pagar Distripark

Singapore 089065

Contact Person: James Kang

[note: A maximum of TWO (2) representatives from each company may attend the mandatory site briefing.]

Please email James Kang at james.kang@singaporeartmuseum.sg no later than **4pm on 5 August 2026** to confirm your attendance.

SAM/ITQ/2026/0011

Tenderers are to submit their quotation and other relevant/required supporting documentation to procurement@singaporeartmuseum.sg with the email subject title: **"ITQ for Proposed Replacement of Office Lighting - SAM/ITQ/2026/0011 [Your Company Name]"**.

Submissions must be received no later than **4pm on 13 August 2026**.

For further clarifications, you may email the following:

James Kang
Assistant Manager, Estates & Facilities Management
Email: james.kang@singaporeartmuseum.sg

Singapore Art Museum does not bind itself to accept the lowest or the whole of any Tender Offers.
This ITQ will be governed by the attached, Conditions of Contract.

Yours faithfully,



Esther Conyard
Director, Marketing Communications & Operations
Singapore Art Museum