

SAM/ITQ/2026/0008

April 27, 2026

COVER LETTER

Dear Sir / Madam,

INVITATION TO QUOTE FOR DESIGN OF ONE RESEARCH PUBLICATION FOR LOST & FOUND EXHIBITION

1. Singapore Art Museum (SAM) would like to invite vendors to quote to quote for the design and layout of one exhibition catalogue for the upcoming exhibition, "Lost & Found: What The Tides Bring In" (title TBD).
2. The quotation shall be provided based on the following specifications:
 - a. Conceptualising design and layout
 - b. Laying out the full publications, including:
 - i. Front and back covers
 - ii. Auxiliary pages
 - iii. Main content
 - c. Providing the following files:
 - i. Working files of all items set forth in (B)
 - ii. High resolution PDFs of the final books
 - iii. High resolution image files (formats to be advised) of the book or parts thereof, e.g. to be used for publicity
 - d. Overseeing successful print production of the book, including:
 - i. Working with SAM appointed printer
 - ii. Advising SAM on design specifications of the books
 - iii. Attending and supervising all necessary press checks
 - e. Applying environmentally friendly solutions
 - i. Environmental sustainability is a priority. Sustainable materials and processes should be employed. They should be applied in a way that minimises their environmental impact and maximises their productivity throughout their life cycle.
 - ii. FSC-certified printers and papers are required. The chosen paper stock should not compromise image fidelity.

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. Track record & Industry Reputation for the last 3 years

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

4. Documents to be submitted by Vendor

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

5. Vendors are to submit their proposals, quotations and other relevant/required supporting documents to procurement@singaporeartmuseum.sg **by 5pm on 11 May 2026.**

For further clarifications, you may contact all the SAM team members below:

No	Name	Position	Email
1	Haeju Kim	Senior Curator, Curatorial	haeju.kim@singaporeartmuseum.sg
2	Hsu Fang-Tze	Curator, Curatorial	hsu.fang.tze@singaporeartmuseum.sg
3	Annabelle Aw	Manager, Production Management	annabelle.aw@singaporeartmuseum.sg

6. 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.

Thank you.

Yours Sincerely,



Suhirman Sulaiman

Deputy Director, Production