

SAM/ITQ/2026/0022

Cover Letter

29 October 2026

Dear Sir / Mdm

INVITATION TO QUOTE FOR THE PROVISION OF OUTGOING ARTWORK FREIGHT SERVICES MARIA TANIGUCHI: AFTERIMAGE AT SINGAPORE ART MUSEUM

- 1.1 The Singapore Art Museum (SAM) would like to invite Suppliers to quote for the provision of outgoing freight services to return the loaned artworks from *Maria Taniguchi: Afterimage* exhibition between Singapore Art Museum (SAM) at Tanjong Pagar Distripark to various overseas locations.
- 1.2 The period for the provision of services for outgoing freight of artworks is for the period of **December 2026**.
2. The quotation shall be provided based on the following scope of work specifications:
 - a) Fabrication of museum crates for overseas artworks according to the museum standards unless otherwise stated. All crates must be fumigated and lacquered.
 - b) All fabricated crates must be filled with two (2) inch PE foam.
 - c) Packing, crating and condition checks of artworks will be carried out at the lender's respective venues upon collection.
 - d) Overseas art-handler agents must take photos of artwork packing before crating, delivery and/or return of the artworks. The visual documentation taken, along with proof of delivery/return, must be readily available for sharing with SAM.
 - e) Overseas logistics agents engaged by the appointed vendor are to be of art-related logistics agents.
 - f) Packing and crating of the artworks must be done by experienced art handlers.
 - g) No stacking of crates/boxes are allowed in any forms of transport (e.g., aircraft).
 - h) Air-ride trucks must be used for all land transportation. If air-ride trucks are not available in the country, the replacement truck must be fully enclosed with air-condition.
 - i) For inbound to Singapore, door-to-door delivery of all overseas crates will be via air freight to SAM at Tanjong Pagar Distripark. Refer to **Annex B**.
 - j) **Note that all artworks may have different collection dates, even if they are to be collected within the same country.**
 - k) **All artworks should be collected no later than 1 December 2026, 12pm from SAM at Tanjong Pagar Distripark.**
 - l) All relevant charges (customs documentation, export permits, freight and port charges, handling fees, bonds, etc.) must be included.
 - m) All relevant permits and documents for customs clearance in and out of Singapore and overseas locations (temporary import/export permits) must be applied for by the appointed Contractor.
 - n) All equipment necessary for the above (forklifts, pallet jacks, electric screwdrivers, tools, etc.) must be included.
 - o) All packing materials necessary for the packing and unpacking of the artworks from overseas lenders must be included.

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- p) Risk Assessments and/or Method Statements are to be submitted 7 working days prior to the work.
- q) All works in Singapore must comply with Singapore's Workplace Safety and Health Act.

3. Quotations shall be evaluated based on the following criteria:

- a) Conformity to the requirements of the specifications*
- b) Vendors should not have an existing debarment status from public sector on or after the Closing Date.*
- c) Ability to meet the stated timeline for completion of Scope of Work*
- d) Submission of the Schedule of Rates*
- e) Competitive and Reasonable Pricing - Price quoted with detailed breakdown of fees/costs per item.
- f) Conformity to the requirements of the specifications.*
- g) Use of eco-friendly products or supplies.
- h) Track record for the last 3 years – Suppliers are to submit their company profile and a list of relevant projects completed to the Philippines for the last 3 years. The Supplier should demonstrate their ability and expertise to undertake the scope of services, showcasing quality products, services, and workmanship that are up to museum standard requirements.*

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

4. Documents to be submitted by Suppliers are as follows:

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

- 5. The scope of services of this open Invitation to Quote (ITQ) may be awarded in whole or in parts. This allows for greater flexibility on SAM's part to select prospective Suppliers based on their expertise for different parts of the project, and to achieve better value for money based on the quotations received for the scope of services.
- 6. SAM retains the right to reduce the quantity of or remove items from the list of quotations. SAM does not bind itself to accept the lowest or the whole of any quotations.
- 7. Suppliers are to submit their quotation and other relevant/required supporting documentation to procurement@singaporeartmuseum.sg by **4pm, Friday, 6 November 2026**.
- 8. For further clarifications, you may email the Production Manager, Ian Lin, at ian.lin@singaporeartmuseum.sg

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Thank you.

Yours faithfully

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a vertical line, with some additional scribbles below.

Suhirman Sulaiman
Deputy Director, Production
Singapore Art Museum