

SAM/ITQ/2026/0015

20 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. Cover Letter
- b. Requirement Specifications
- c. 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, Technical Specifications, Pricing Schedule, Schedule of Rates (SOR) and Vendor Declaration Form (as stated in Requirement Specifications)
- b. Relevant track records for past 5 years
- c. Work Methodology and Programme

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

Date: **24 August 2026 (Monday)**

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 21 August 2026 (Friday)** to confirm your attendance.

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/2026/0015 [Your Company Name]"**.

Submissions must be received no later than **4pm on 2 September 2026 (Wednesday)**.

Tenderers who wish to seek clarifications on the Tender shall submit their written request no later than 3 working days prior to the close of the Tender to the contact persons below:

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