

Ref: SAM/ITQ/2026/0010

## COVER LETTER

9 June 2026

To the Vendors,

Dear Sir/Mdm,

### **INVITATION TO QUOTE (ITQ): FOR ADOBE APPS & SERVICES FOR SINGAPORE ART MUSEUM (SAM)**

1. Singapore Art Museum (SAM) invites Vendor Proposal for the goods and/or services described in detail in the Requirement Specifications and on the terms set out in this Invitation to Quote as a whole.
2. This invitation comprises of the following ITQ Documents:
  - a) This Cover Letter
  - b) Section A – Requirement Specifications
  - c) Section B – Conditions of Contract
  - d) Section C – Annexes
3. Quotations shall be evaluated based on the following criteria:
  - a) No debarment status.\*
  - b) Conformity to the requirements of the ITQ submission instructions.\*
  - c) Ability to meet the stated timeline.\*
  - d) Quotation price.
  - e) Compliance to Requirement Specifications.

\* This is a Critical Criteria. Quotations that do not meet these criteria are liable to be disqualified.
4. Documents to be submitted by Vendors are:
  - a) ITQ Offer/Quotation (Price Breakdown)
  - b) Any other written proposals, designs or drawings required under the Requirement Specifications
  - c) Any other supporting documents/materials - Detailed proposal, Track record, Company Profile, etc.
5. Vendors are to submit their proposals and other relevant/required supporting documentation via email to: [procurement@singaporeartmuseum.sg](mailto:procurement@singaporeartmuseum.sg) by the Closing Date, which is at **4.00 p.m. on 17 June 2026**.  
Proposals submitted after the Closing Date shall be disqualified, at the discretion of SAM.

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6. For further clarifications, vendors may submit their written request no later than **15 June 2026, 12:00 p.m.** to:

Name: Muhd Syakir


Designation: Assistant Manager, IT

Email: [SAM-IT-TenderRFP@singaporeartmuseum.sg](mailto:SAM-IT-TenderRFP@singaporeartmuseum.sg)

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

We look forward to receiving your proposal.

Yours faithfully,

  
EUGENE POH (Jun 8, 2026 18:10:31 GMT+8)

**Eugene Poh**  
**Deputy Director, Information Technology**  
**Singapore Art Museum**

**Confidentiality Note:**

*Except with the consent in writing of SAM, Vendors invited shall not disclose to any third parties, this Invitation to Quote, the provisions of this Invitation documents, and any information, instructions, plans, drawings, specifications, documents, materials and other items shown or given to the Vendors pursuant to this Invitation to Quote by or on behalf of SAM.*