

September 17, 2026

COVER LETTER

Dear Sir / Madam,

INVITATION TO QUOTE FOR THE PRINTING OF ONE PUBLICATION FOR LOST & FOUND: HOW WE REMEMBER

1. Singapore Art Museum (SAM) would like to invite vendors to quote for the printing of one publication for the upcoming exhibition, "Lost & Found: How We Remember".
2. The quotation shall be provided based on the following specifications in Section A: Requirement Specifications.
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 5 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. Detailed Breakdown of Fees (Quotation)
 - c. Relevant Track Record and Industry Reputation documents for the past 5 years.
5. Vendors are to submit their proposals, quotations and other relevant/required supporting documents to procurement@singaporeartmuseum.sg **by 4pm on 30 September 2026.**

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

No	Name	Position	Email
1	Hsu Fang-Tze	Head (Interpretation and Publishing) and Curator	hsu.fang.tze@singaporeartmuseum.sg
2	Sophie Tan	Assistant Manager (Interpretation and Publishing)	sophie.tan@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,

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.

Suhirman Sulaiman

Deputy Director, Production