

**SECTION A:**  
**REQUIREMENT SPECIFICATIONS**

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

## **REQUIREMENT SPECIFICATIONS**

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

#### **1 INTRODUCTION**

- 1.1 Singapore Art Museum (SAM) invites vendors to submit proposal for the printing of one publication for the upcoming exhibition, "Lost & Found: How We Remember" as described below and, on the terms, set out in the Request for Proposal as a whole.

#### **2 ITQ OBJECTIVES**

- 2.1 SAM is seeking to appoint qualified and experienced Vendor who will be responsible for providing printing services for one publication for the upcoming exhibition, "Lost & Found: How We Remember".

#### **3 CONTRACT PERIOD**

- 3.1 The contract period shall run until 1 December 2026. The commencement date will be confirmed upon award of contract.

#### **4 ELIGIBILITIES OF CRITERIA**

- 4.1 Vendors must meet ALL the following criteria to be eligible for this ITQ:
- a) Relevant Experience:
    - a. A list of previous work/experience in the printing of art publications.
    - b. Vendors may wish to show portfolio of books produced or direct SAM to titles of books previously produced for reference.
  - b) Sustainability Certifications:
    - a. Vendor must indicate whether they are:
      - i. FSC® Certified
      - ii. PEFC Certified Printers
      - iii. ISO 14001 Certified
      - iv. If appointed, vendors must provide relevant data related to the print job for tracking carbon emissions; the required metrics will be shared after the vendor is appointed.
- 4.2 Vendors are required to submit all relevant documents or certifications for proof of evidence that the above criteria have been satisfied. Documents must be submitted together with Quotation / Proposals.

#### **5 SCOPE OF WORK**

##### **5.1 General**

- a) Vendor must indicate their proposal fee structure / price as required by this RFP.

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- b) Vendors must satisfy themselves before submitting any Vendor Proposal as to the correctness and sufficiency of their Offer Price for the execution and complete provision of all goods and/or services required under this RFP.
- c) The Offer Price set out in the Vendor Proposal shall be deemed to have included the delivery of all goods and/or the performance of all services to meet the Requirement Specifications in full.
- d) Please indicate in your proposal if you are / are not a taxable person under the Goods and Services Act and provide your GST registration number.

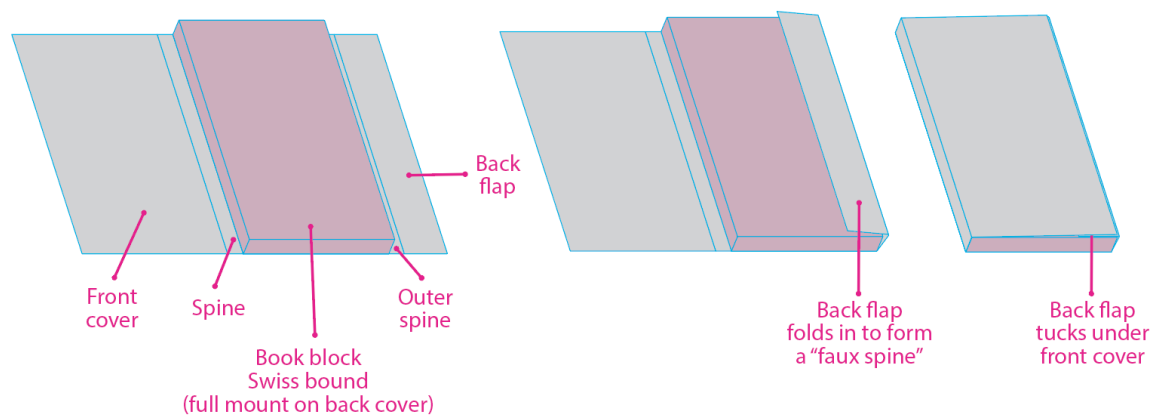
**5.2 Publication Specifications**

|                     |                                                                                                                                                                                                                                                                                                          |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title               | Lost & Found: How We Remember                                                                                                                                                                                                                                                                            |
| Size                | Book: 140 x 250mm closed<br>Cover: 350 x 250mm opened<br>(see attached illustration*)                                                                                                                                                                                                                    |
| Extent              | [Cover] 5 panel<br>[Text A] 192pp (16pp signatures)<br>[Text B] 72pp (12pp signatures)                                                                                                                                                                                                                   |
| Material<br>(Paper) | [Cover] Eco Hemp 300gsm<br>[Text A] Recyco 120gsm<br>[Text B] Matt artpaper 120gsm                                                                                                                                                                                                                       |
| Printing            | [Cover] 1C x 1C<br>[Text A] 1C x 1C<br>[Text B] 4C x 4C                                                                                                                                                                                                                                                  |
| Binding             | Swiss Binding<br>(Book block full mounted on back cover)                                                                                                                                                                                                                                                 |
| Notes               | Publication will start and end with Text A (1C signatures). Please note that Text A will be made up of 16pp signatures, and Text B 12pp signatures, and they will be dispersed amongst Text A, not collectively.<br><br>Important: All signatures, including cover should be printing ALONG paper grain. |
| Colour proofs       | 1 set                                                                                                                                                                                                                                                                                                    |
| Quantity            | 500                                                                                                                                                                                                                                                                                                      |

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|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Packing and delivery | <p>Packed into carton boxes (carton specifications and labelling requirements below); delivery to 2 local addresses:</p> <p>1. Singapore Art Museum<br/>Blk 39 Keppel Road, #03-07, Tanjong Pagar Distripark, Singapore 089065<br/>+65 6697 9734<br/>Contact person: Sophie Tan, sophie.tan@singaporeartmuseum.sg</p> <p>2. Alkem Company Ltd<br/>Contact: Mr. Iskanar – Phone: +65 6265 6666 ext. 142<br/>Complete address: 1 Sunview Road #02-30, Eco-tech @ Sunview, Singapore 627615</p> <p>Delivery time: Mon-Fri / 10:00 – 17:00hrs (avoid lunch hour)</p> |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

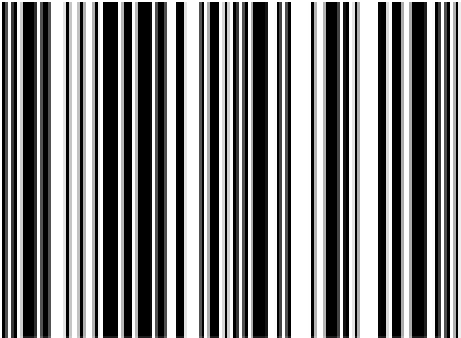
\*Attached Illustration:



### 5.3 Carton and labelling specifications :

- Please meet the following cardboard packaging standards: 175/M/125 double walled cartons.
- Do not wrap books before packing into cartons
- Cartons must not weigh more than 20 kg
- Cartons must not exceed 580mm x 420mm x 180mm.
- Carton base (length and width) dimensions should not be equal (i.e. not square) so that cartons will interlock when stacked on pallets.
- Cartons should be affixed with labels (can be paper printouts). Label size should be A6 (H105mm x W148mm), black text on white background; format will be provided closer to date. Labels must be placed and visible on at least one vertical side of the carton, and not on the top of it.

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|                                                                                                                                         |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Publisher:<br>Singapore Art Museum                                                                                                      | Price:<br>£<br>US\$<br>S\$ |
| Title: Lost & Found: How We Remember                                                                                                    | Quantity: By Printer       |
| ISBN: 978-981-94-6562-0                                                                                                                 | Weight: By Printer         |
| Printer:                                                                                                                                |                            |
| <p>ISBN 978-981-94-6562-0</p>  <p>9 789819 465620</p> |                            |

## 6. DELIVERY SCHEDULE/ DELIVERABLES

6.1 Singapore Art Museum seeks to print this publication with delivery by 16 November 2026. Below is the tentative schedule as guide:

- a) 23 October 2026: Designer to send final files to Printer
- b) 27 October 2026: Colourproof
- c) 29 October 2026: Go to Press
- d) 16 November 2026: Delivery of Publication

## 7. FEES, PRICE AND PAYMENT SCHEDULE

- 7.1 Vendors shall provide their quotation in the format as provided in ANNEX A.
- 7.2 Vendors shall propose the payment schedule, subject to SAM's adjustments, acceptance, and confirmation upon appointment.
- 7.3 Vendors shall note that payments are subjected to the credit term of 30-days, with payment to be made at the end of the month for invoices received by SAM by the 1st of the month. If invoices are received after the 1st of the month, payment shall be made at the end of the following month.

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- 7.4 SAM reserves the right to withhold payment in the event of non-conformance to the specifications.
- 7.5 Please indicate in your Proposal if you are / are not a taxable person / organisation under the Goods and Services Act and provide proof of GST registration.
- 7.6 All Offer Price set out in the Proposal Offer shall have a minimum validity period of 3 months, starting from the Closing Date of this ITQ.

**8. STATEMENT OF COMPLIANCE**

- 8.1 SAM assumes that Vendors comply to all requirements, including the terms as stated in Conditions of Contract provided as part of the ITQ documents.
- 8.2 Vendors shall in writing, indicate in their proposal any non-compliance to any Requirements Specification or terms stated in the Conditions of Contract.

**9 OTHERS**

- 9.1 SAM does not bind itself to accept the lowest of any offer and reserves the right to accept the offer in whole or part.
- 9.2 SAM reserves the right to appoint more than one (1) vendor.