

SINGAPORE CENTRE FOR CHINESE LANGUAGE LIMITED
565 Balestier Road, #05-05, Singapore 329927
Tel: 6467 5667

Invitation to Quote

Date of Invitation: 23 July 2026

ITQ Ref: ITQ-FY27-04-000013

To:

Address:

Tel No:

Email:

- 1) Please let us have your quotation (***exclusive of GST***) for the items specified below in your company letterhead and returning it to us by **17:00 (Time)** on **5 August 2026** (Closing Date).
- 2) Where applicable, please attach brochures/catalogue/samples when submitting your quotation.
- 3) The quotation shall remain valid for **30 days** from the closing date as stated above. On expiry of the offer, the vendor shall, if SCCL so requires, extend the validity of offer for a further period of **60 days** from the aforesaid date of expiry.
- 4) SCCL reserves the right not to accept the lowest or any proposal and shall not be bound to assign any reason for the rejection. SCCL also reserves the right to award full quotation or part thereof and shall not be bound to assign any reason for the award.
- 5) Please note the possible risks of sending your quotation through the fax.

S/No.	Description	Remarks (if any)
1.	To supply, deliver, install, test and commission one (1) unit of a 2-pax Acoustic Meeting POD within the office of Singapore Centre for Chinese Language Limited's (SCCL) premises at 565 Balestier Road, Singapore 329927.	
2.	<u>Scope of Work</u> The scope includes, but is not limited to: a) Supply of one 2-pax acoustic meeting POD satisfying the specifications in S/No. 6. Reference picture as shown below:  b) Coordination, submission and obtaining approval of all required licences/permits/clearances (e.g., building owner/management approvals, QP endorsements, and any authority-related submissions) for the installation of the POD.	

S/No.	Description	Remarks (if any)
2.	<u>Scope of Work</u> (continued) c) On-site assembly, leveling and installation of the POD in SCCL's premises. d) Provision of necessary electrical connections from the office's closest tapping point to the POD. e) Clean up and disposal of all packaging materials after installation. f) Minimum one (01) year warranty on structural integrity, electrical components and ventilation systems.	
3.	<u>Submission to Fire Safety and Shelter Department (FSSD), SCDF for installation of acoustic meeting POD in SCCL</u>	
3.1	The Vendor is required to coordinate and submit the following documents to FSSD for approval prior to the installation of the meeting POD: a) Submission of architectural plan; b) Calculation of Occupancy Load; c) QP endorsement and submission service; d) Application for Fire Safety Certificate.	
3.2	The Vendor shall include the FSSD processing fee and Registered Inspector fee in the Price Schedule (Annex A).	
4.	<u>Approvals and Regulatory Compliance</u>	
4.1	The Vendor shall be responsible for obtaining and maintaining all approvals, permits, licences, Qualified Person (QP) services, endorsements, submissions and any other statutory or regulatory requirements necessary for the installation and commissioning of the acoustic POD.	
4.2	The Vendor shall engage and bear the cost of all necessary Qualified Persons (QP), Professional Engineers (PE), or other competent professionals where required by the relevant authorities, building owner or management, and shall coordinate all submissions and approvals.	
4.3	The Vendor shall ensure that all works comply with all applicable laws, regulations, codes of practice, statutory authority requirements, and building management requirements. The Vendor shall also be responsible for liaising with the building owner, management office, and relevant authorities as necessary to obtain all required clearances and approvals before commencement of work.	
5.	<u>Important Condition - Approvals Contingency</u>	
	a) All purchase orders and commencement of installation works are subject to obtaining all necessary licences/permits/clearances, including (where applicable) building owner/management approval, Qualified Person (QP) endorsement, and fire-safety/authority requirements (e.g., SCDF considerations). b) In the event such approval is denied, withheld or not obtained by the specified date, SCCL shall have the right to immediately cease purchasing all goods and services without any penalty or liability, except for payment of services fully rendered prior to the date of termination.	

S/No.	Description	Remarks (if any)
6. 6.1	<u>Requirements</u> Vendors must propose a 2-pax Acoustic Meeting POD that satisfies at least the following baseline requirements and provide full product specifications and datasheets: a) Seating Capacity: 2 pax b) Door & Glazing: Single door access with front glass/panel to be transparent. Regarding the tempered/laminated glass, please provide its thickness/specifications. c) Furniture inside the meeting pod: Should have worktable and 2 individual chairs. Cushioned chair should be fitted with height adjustable mechanism. d) Acoustics and Soundproofing: Conform to at least Class B of ISO 23351-1:2020 e) Ventilation: Active ventilation with air exchange (Please state airflow rate and fan noise level). f) Power socket and requirements: • At least 2 sockets • Able to support Type G sockets • Voltage rated between 110V to 240V • Current rated at least 13A • Comes with 1) At least 1 Type-A USB port 2) At least 1 Type-C USB port g) Electrical works: The Vendor shall provide all necessary electrical works, including provision of casing to conceal the wires where required. h) LED Lighting: At least 1 ceiling light unit. Please provide the specifications. i) LAN point: At least 1 RJ45 socket/point. j) Fire Safety & Materials: Indoor use with materials suitable for fire-safety considerations; provide material class/ratings and any available fire-resistant certificates (structure, acoustic panels, key materials). k) Dimensions & Weight: External and internal dimensions (L×W×H) and floor loading (kg). l) Movable acoustic meeting POD equipped with at least 4 heavy duty castors. m) Assembly/Installation: On-site assembly method, typical duration, manpower. n) Maintenance: Cleaning/maintenance guidelines; availability of replaceable parts. o) Fire System Integration Readiness (if applicable): Indicate whether the POD is open-top and whether it has pre-drilled provisions for sprinkler/smoke detector integration by building contractors/QP.	

S/No.	Description	Remarks (if any)
6.	<u>Requirements (continue)</u>	
6.2	The Vendor is to provide quotation in SGD, indicating the unit cost excluding the prevailing GST.	
7.	<u>Other Requirement (Optional item)</u> The Vendor shall provide full- or partial-length frosted film on the glass door panels upon request by SCCL. The Vendor must indicate the corresponding cost in Annex A.	
8.	<u>Completion Timeline</u> a) The project, including delivery, installation, testing/commissioning, and all necessary licences/permits/clearances obtained, must be fully completed by 2 November 2026 . b) Please submit a proposed timeline (lead time, shipping origin, customs if any, approvals, installation duration) and milestones (site survey, submission, delivery, installation).	
9.	<u>Damage to Premises and Property</u> a) During delivery, installation, or related on-site activities, the Vendor shall exercise due care to prevent damage to SCCL's premises, property, equipment, furniture, and fixtures. b) Any damage, loss, or spoilage caused by the Vendor, its employees, agents, or subcontractors shall be made good or compensated in full by the Vendor at its own cost, to the satisfaction of SCCL.	
10.	<u>Mandatory Briefing and Site Show Round</u> a) Vendors shall attend a site briefing to be conducted on 29 July 2026 at 3pm . Vendors shall assemble at the General Office, Singapore Centre for Chinese Language Limited, 565 Balestier Road, #05-05, Singapore 329927. Attendance is compulsory. Late comers after briefing of site show round will not be entertained by SCCL. No claim for expenses incurred in attending the site show round will be entertained by SCCL. b) Vendors shall provide the names, contact numbers, and vehicle registration numbers (if applicable) of their attendees at least three (3) working days before the site visit date for security clearance. c) Vendors are responsible for checking all site conditions, access and installation constraints before submitting their quotation. d) Vendors may submit clarification questions via email after the site visit. SCCL will respond to queries on a case-by-case basis. Where any clarification or information materially alter the ITQ requirements, specifications, scope of work, or pricing, SCCL may issue the relevant clarification or information to all participating Vendors to ensure a fair and transparent procurement process.	

S/No.	Description	Remarks (if any)
10.	<u>Mandatory Briefing and Site Show Round (continue)</u> e) Vendors shall be deemed to have inspected the site and satisfied themselves with all reasonably observable conditions and installation requirements prior to submitting their quotation. No additional costs or claims will be allowed after submission for conditions that could have been identified during the site visit.	
11.	<u>Site Conditions & Responsibilities</u> a) Vendors are responsible for protection of finishes, removal of debris/packaging, and restoration after installation. b) Vendors must ensure WSH compliance, provide necessary insurance, and follow building work rules. c) All works must comply with relevant Singapore standards, WSH requirements, and building/facility house rules. d) Delivery, installation and testing to be done on working days in the weekdays.	
12.	<u>Vendor Submission Requirements</u> Vendors must submit: a) Completed Annex A – Price Schedule (no hidden costs; all fees itemized). b) Completed Annex B – Track Record (Projects from 2023 to current). c) Full product documents: datasheets, brochures, drawings with full specifications, including: i. Technical specifications and options offered ii. Manufacturer & Country of Origin iii. Shipment origin: Local (Singapore) or Overseas iv. Installation method statement and site requirements v. Electrical load and building interface requirements vi. Acoustic performance data (if available) vii. Fire safety/material information (ratings, certificates, etc.)	
13.	<u>Warranty and after-sales support</u> a) The warranty period is 12 months from the date of receipt of Goods or completion of Services. b) During the warranty period, if any Goods are found to be defective, non-compliant with ITQ or quotation requirements, or fail to function properly under normal use, the Vendor must repair, replace, or rectify the Goods at its own cost within 1 week of notification. c) The warranty period for affected Goods will be extended by the time taken to complete repair or replacement. d) If any Services are found to be deficient or non-compliant, the Vendor must re-perform the Services at its own cost within 7 days of notification.	

S/No.	Description	Remarks (if any)
13.	<u>Warranty and after-sales support (continued)</u> e) The warranty period for re-performed Services will be extended accordingly. f) These warranty obligations are in addition to and do not limit any other rights of SCCL.	
14.	<u>Payment term</u> Payment will be made within 30 days upon satisfactory completion of services and receipt of invoice by SCCL.	

If you have any queries, please contact Ms Chong Yu Jau at 6467 5667 ext 507 or email: yujau.chong@sccl.sg for clarifications. Thank you.

Annex A – Price Schedule

S/No.	Description	Qty	Total Cost (S\$) (excl. GST)	Remarks
1	2-pax Acoustic Meeting POD	Unit		
2	Delivery / Transportation Fee	Lot		
3	Installation & Commissioning Fee	Lot		
4	Warranty Period <i>(please specify if it is not 12 months)</i>		-	
5	Other associated fees (if applicable), please specify in the space here:	Lot		
	Sub-total (a)			
6	<u>Submission to FSSD for installation of acoustic meeting POD in SCCL</u>	Lot		
6.1	Submission of architectural plan			
6.2	Calculation of Occupancy Load			
6.3	QP endorsement and submission service			
6.4	Application for Fire Safety Certificate			
6.5	FSSD processing fee and Registered Inspector fee			
	Sub-total (b)			
	Optional Item			
A	<u>Frosted film on glass door panels</u>			
A1	Full Length	Lot		
A2	Partial	Lot		
	Sub-total (c)			
B	<u>Others</u>			
B1	Maintenance Fee (Annual) after the warranty period	Year		
Total Amount (d = a + b) (excl. GST)				
Total Amount (e = d x 1.09) (incl. GST)				

Annex A – Price Schedule

Note:

- 1. Prices quoted shall be inclusive of delivery, installation and commissioning charges.**
- 2. Prices quoted are exclusive of Goods and Services Tax (GST).**
- 3. All fees relating to export and import (if applicable) custom declaration shall be deemed to be included in the contract price.**
- 4. The Vendor's quoted price shall be deemed to include all costs associated with obtaining the necessary approvals, permits, licences, professional services (including QP/PE where required), submissions, inspections, testing and compliance required for the successful installation and commissioning of the acoustic POD.**
- 5. The Vendor shall ensure that spare parts and after-sales support are available for a minimum of five (5) years from the date of installation.**

Submitted & Signed by:

Signature & Company Stamp

Contact Number

Name & Designation

Date

Annex B – Completed Track Records from 2023 - Current

S/No.	Project Completed (Details)	Awarding Organization	Project Amount (SGD)	Year of Completion
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				