

SINGAPORE CENTRE FOR CHINESE LANGUAGE LIMITED
565 Balestier Road, #05-05, Singapore 329927
Tel: 64675667

Invitation to Quote

Date of Invitation: 06/05/2026

Ref No. ITQ-FY27-01-000006

To:

Address:

Tel No:

- 1) Please let us have your quotation (**exclusive of GST**) for the services specified below in your company letterhead and returning it to us by 12:00 on 19/05/2026.
- 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.

S/No	Description of the items	Quantity	Unit cost S\$	Total amount S\$
1.	To supply and deliver the following items to Singapore Centre for Chinese Language Limited, at 565 Balestier Road #05-05 S329927: 1. Camcorder Kit Package 2. Camcorder SD Card 256GB 3. Camcorder Microphone 4. Voice Recorder 5. HDD 2TB 2.5 inch **Please refer to Annex A Price Schedule for details requirement	1 set 1ut 1ut 2ut 6ut		
2.	<u>Delivery</u> The items shall be delivered to SCCL by 30 June 2026			
3.	<u>Payment</u> Payment will be made upon satisfactory delivery of goods/services and 30 days upon presentation of the bill(s) by the Supplier and receipt by SCCL.			
Total amount (exclude GST)				

Quotation requested by

Name of staff : Holly Foong
 Tel : 6467 5667 ext 632
 Email Address : holly.foong@sccl.sg

Annex A
Price Schedule

S/No	Description of the items	Remarks	Qty	Unit cost	Total amount
				S\$	S\$
1	Camcorder Kit Package				
	This package includes the following 5 items:				
	1.1 Digital Camcorder	Sony FDR-AX43A 4K Handycam with Exmor R™ CMOS sensor (includes battery & camcorder charger)	1		
	1.2 Camcorder Battery	Additional 1ut Sony NP-FV100A V-Series Rechargeable Battery Pack	1		
	1.3 Battery Charger	Sony BC-QM1 Battery Charger for FDR-AX43A	1		
	1.4 Camcorder Bag	*Upgraded/Larger weatherproofing carrying bag (to fit both camcorder and microphone)	1		
	1.5 Camcorder Tripod	Benro T560 Tripod	1		
2	Camcorder SD Card 256GB	SanDisk Extreme Pro SDXC 256GB UHS-I Card	1		
3	Camcorder Microphone	A Sony Shotgun Microphone compatible with the Sony FDR-AX43A Handycam, able to record clear audio in classroom environments. Please list any limitations, if applicable.	1		
4	Voice Recorder	Sony ICD-UX570 Series Digital Voice Recorder with Built-in USB	2		
5	HDD 2TB 2.5 inch	Western Digital My Passport 2TB USB 3.2 Gen 1 Portable Hard Drive	6		
6	Others <i>(pls specify if there is other cost to be incurred)</i>	Delivery Charges	1		
Total Amount					
<i>The above quoted price shall be exclusive of the prevailing GST</i>					

Submitted by:

Name, Signature & Company Stamp

Date: