

SINGAPORE CENTRE FOR CHINESE LANGUAGE
287 Ghim Moh Road Singapore 279623
Tel: 64675667 Fax: 64671278

Invitation to Quote

Date of Invitation: 10 February 2025

Ref No. ITQ-FY25-11-000019

To:

Address:

Tel No:

Fax 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 1700hrs on 23/02/2025.
- 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)	Total Amount S\$
1.	<p><i>To provide use of venue and meeting facilities, meals and relevant services for 1-day Year End Staff Planning with below specifications:</i></p> <p>1. <u>Event Details:</u></p> <ul style="list-style-type: none"> • <i>Date: 10 November 2025 (Monday) or 17 November 2025 (Monday)</i> • <i>Time: Full day (either 0800 – 1700hrs or 0830 – 1730hrs, TBC)</i> • <i>Function Space with Round Table Seating of 5 or 6 per table for total number of 55 pax.</i> <p>2. <u>Audio-Visual Equipment & Technical Support:</u></p> <ul style="list-style-type: none"> • <i>Usage of one LCD projector and motorized screen, basic in-house sound system with at least two wireless microphone</i> • <i>Extension cord at all tables and taping of wiring to the floor, as we are going paperless. (Alternatively, we can bring our own but will require assistance in taping the day before)</i> • <i>Wireless internet access for all participants throughout the day</i> <p>3. <u>Catering Services:</u></p> <ul style="list-style-type: none"> • <i>AM refreshment</i> • <i>Lunch Buffet</i> • <i>PM refreshment (can consider bento)</i> • <i>Coffee, tea and drinking water made available throughout the day</i> • <i>Provision of mints at all tables</i> 	<p>Please attach quotation on your organization's letter head and include proposed/sample menus for catering requirements.</p>	

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	<p>4. <u>Additional Remarks</u></p> <ul style="list-style-type: none"> • <i>Provision of table signs and directional signboard</i> • <i>Table linen and seat-covers if it's use of banquet tables and chairs</i> <p><i>Complimentary car park coupons (single exit) for up to a maximum 20% of confirmed guaranteed attendance.</i></p>		
Total amount (exclude GST)			

Quotation requested by

Name of staff : Sim Hui Yin (Ms)
Tel : 6467 5667 ext 275
Email Address : huiyin.sim@sccl.sg