

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

**Invitation to Quote**

**Date of Invitation: 22 May 2026**

**Ref No. ITQ-FY27-02-000009**

**To:**

**Address:**

**Tel No:**

- 1) Please let us have your quotation (**exclusive of GST**) for the services specified below in your company letterhead and return it to us by 17:00 (Time) on 04/06/2026 (Closing Date).
- 2) Please attach samples or sample images 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	<p>To supply and deliver the following items to Singapore Centre for Chinese Language Limited, at 565 Balestier Road #05-05, S329927:</p> <p>1. STABILO Swing Cool Pastel Highlighters 275/4 (Pack of 4)</p> <p>2. STABILO 308 Retractable Ball Pen with Rubber Grip (Pack of 6, with each in a different color)</p> <p><i>(Please specify if there are other costs, e.g. delivery charges, to be incurred.)</i></p>	<p>800 – 1500</p> <p>800 – 1500</p>		

2	<b>Order &amp; Delivery arrangement:</b> The estimated total order quantity is 800 –1500 sets for each item. Orders are expected to be placed in three batches in July, August, and October 2026. The exact order quantities and delivery schedule will be communicated at a later stage.			
3	<b>Payment:</b> 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

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