

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

**Invitation to Quote**

**Date of Invitation: 29 May 2026**

**ITQ No: ITQ-FY27-02-000010**

**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 17:00 (Time) on **11 Jun 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.

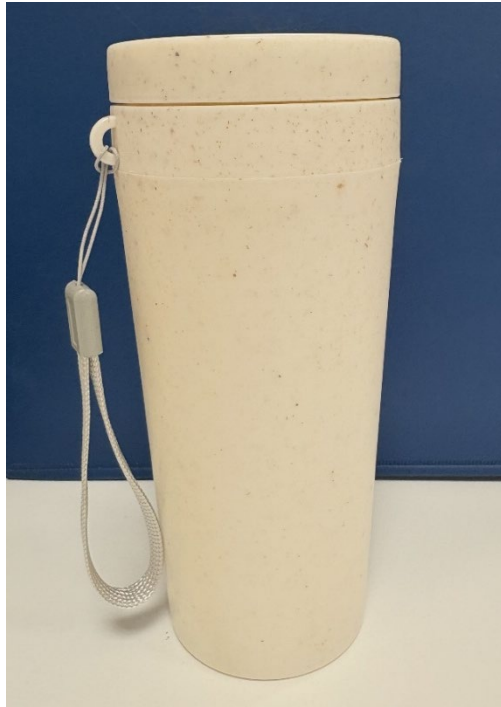
S/No	Description	Remarks (if any)
1.	<b><u>To supply and deliver:</u></b> a) 1,000 customised water tumblers with wrist strap; and b) 1,000 lanyards and card holders for Singapore Centre for Chinese Language (SCCL) at 565 Balestier Road, #05-05, Singapore 329927.	
2.	<b><u>Specifications of Customised Water Tumblers:</u></b> a) Printing: One (1)-colour print; approximate logo and text size of 8cm x 5cm. Artwork, including English and Chinese text, will be provided by SCCL. b) Material: Constructed Eco-friendly, non-toxic wheat straw material and durable for regular use. c) Capacity: 300ml. d) Insulation: Double-walled insulation to maintain beverage temperature and user safety. e) Seal: Fully leak-proof design. f) Accessories: Each tumbler must include a wrist strap. g) Proofing: A physical mock-up must be delivered for approval prior to mass production at no charge. <i>(Please refer to <b>Annex A</b> for a sample image of the water tumbler.)</i>	
3.	<b><u>Specifications of Lanyard and PVC Card Holder:</u></b> <b><u>Lanyard</u></b> a) Material: Nylon b) Dimension: 90cm (L) x 2cm (W) c) Attachment: Oval hook d) Colors: Silver, Yellow and Orange	

S/No	Description	Remarks (if any)
4.	<p><b><u>PVC Card Holder</u></b></p> <p>a) Material: Clear waterproof and sealable PVC</p> <p>b) Holder Size (Portrait): 11cm (L) 16.2cm (H)</p> <p>c) Maximum Insert Size (Portrait): 10cm (L) x 13.5cm (H)</p>	
5.	<p><b><u>Vendor Requirements</u></b></p> <p>Interested vendors are requested to submit the following:</p> <p>a) Product specifications and material details.</p> <p>b) One (1) sample set shall be submitted for evaluation and delivered to SCCL at no additional cost before the quotation closing date. Vendors shall indicate clearly whether the submitted sample(s) are required to be returned.</p> <p>c) All the Goods shall be delivered to SCCL no later than 5 Aug 2026.</p>	
6.	<p><b><u>Documents to be submitted</u></b></p> <p>a) Vendor shall submit its quotation in Singapore Dollars (SGD) and exclude the prevailing Goods and Services Tax (GST), using <b>Annex B</b>.</p> <p>b) Provide vendor's company profile and track records (at least 3 years) or references for past experiences / projects (since 2023) for SCCL's reference. Please refer to <b>Annex C</b>.</p>	
7.	<p><b><u>Payment term</u></b></p> <p>Payment will be made upon satisfactory delivery of goods/services and 30 days upon presentation of the bill(s) by the vendor and receipt by SCCL.</p>	

If you have any queries, please call Ms Chris Wong at 6467 5667 ext 508 or email: [luangshian.wong@sccl.sg](mailto:luangshian.wong@sccl.sg) for clarifications. Thank you.

**IMAGES FOR ILLUSTRATION PURPOSES**

**1. Water Tumblers**



**2. Nylon Lanyard with Oval Hook**



**3. PVC Card Holder**



**PRICE SCHEDULE**

- 1) All prices quoted shall be DDP Singapore, inclusive of packaging, delivery and all other charges.
- 2) Prices quoted must be GST exclusive.
- 3) SCCL also reserves the right to award full quotation or part thereof and shall not be bound to assign any reason for the award. In the event of a partial award, the quoted unit prices shall remain unchanged.

S/N	Description	Quantity	Unit Price S\$	Total Price S\$	Remark
1	Customised 300ml Wheat Straw Water Tumblers with One-Colour Printing.	1,000			
2	Nylon Lanyard (90cm L x 2cm W) with Oval Hook.  <b><u>Lanyard Colours &amp; Quantities</u></b> i. Silver - 50 pcs ii. Yellow - 800pcs iii. Orange - 150pcs	1,000			
3	PVC Card Holder Holder Size (Portrait): 11cm (L) 16.2cm (H) Maximum Insert Size (Portrait): 10cm (L) x 13.5cm (H)	1,000			
4	<b><u>Others</u></b> <i>(pls specify if there is other cost to be incurred)</i>				
a)					
b)					
c)					
Subtotal					
Goods and Services Tax at prevailing rate (9%)					
Total Amount Including GST					

**Submitted & Signed by:**\_\_\_\_\_  
Signature & Company Stamp\_\_\_\_\_  
Contact Number\_\_\_\_\_  
Name & Designation\_\_\_\_\_  
Date

**VENDOR'S PARTICULARS AND TRACK RECORDS**

1) **BizFile from ACRA or equivalent** (for companies not registered with ACRA) **dated not more than 3 months from quotation closing date.**

2) **Details of completed similar Projects in the past 3 years (since 2023)**

S/No	Description of Project	Name of organisation Contact details: 1. Name of contact person 2. Email address (if any) 3. Contact No.	Period		Final Contract Sum (S\$)	Any feedback / testimonial
			From	To		

*The Contact Person refers to the Company's current and/or past clients' contact points whom SCCL can contact for reference checks. The Company shall ensure that SCCL is able to contact the person directly at the point of submission in response to the Invitation to Quote. Please be comprehensive in listing the 36 months of the track records. Of this list, please indicate a minimum of three clients where possible.*