

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

Invitation to Quote

Date of Invitation: 09/06/2026

Ref No. ITQ-FY27-03-000011

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 (Time) on 22/06/2026 (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)	Total Amount S\$
1	<p>To provide the use of venue and meeting facilities, meals, and related services for a 1-day Year-End Staff Planning session with the following specifications:</p> <p>1. Event Details:</p> <ul style="list-style-type: none"> • Date: 13 November 2026 (Friday) • Time: Full day (08:00 – 17:30hrs) • Function Space with Round Table Seating of 5 or 6 per table for total number of 58 pax. <p>2. Audio-Visual Equipment & Technical Support:</p> <ul style="list-style-type: none"> • Usage of one LCD projector and motorized screen, basic in-house sound system with at least two wireless microphone • Extension cords at all tables, with all wiring securely taped to the floor. Alternatively, we can bring our own extension cords, but would require assistance with taping the cables to the floor approximately 30 minutes before the event starts. Wireless internet access for all participants throughout the day. <p>3. Catering Services:</p> <ul style="list-style-type: none"> • Morning Refreshments (AM Tea Break) • Lunch Buffet • Afternoon Refreshments (PM Tea Break) • Coffee, tea and drinking water made available throughout the day • Provision of mints at all tables 	<p>Please attach the quotation on your organisation's letterhead and include the proposed/sample menus for the catering requirements.</p> <p>Kindly indicate the per pax rate and total quotation cost.</p>	

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

Quotation requested by

Name of staff : Jessie Soh
 Tel : 6467 5667 ext 541
 Email Address : jessie.soh@sccl.sg