

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

Invitation to Quote

Date of Invitation: 15/09/2026

ITQ Ref No. ITQ-FY27-06-000016

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 17:00 (Time) on 28/09/2025 (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.
- 5) Please note the possible risks of sending your quotation through the fax.

S/N	Description	Unit Price S\$	Total Amount S\$
1	Renewal of Microsoft 365 for Education subscriptions for Singapore Centre for Chinese Language (SCCL). 1) 80 x Microsoft 365 A3 for faculty 2) 100 x Microsoft 365 A5 for faculty 3) 2 x Visio Plan 2 4) 80 x Microsoft Copilot for A3 and A5 Subscription renewal for a period of twelve (12) months commencing on 27 October 2026.		
2	<u>Requirement</u> a) The vendor shall be Microsoft authorized Reseller Partner in Singapore. b) The vendor shall provide letter(s) certifying and authorizing it to supply the license. c) The cost(s) quoted in the vendor's submission shall be deemed to cover all costs. d) The vendor shall not assign or sub-contract either wholly or in part this project without written authorization by SCCL.		

3	<u>Payment</u> a) SCCL will make payment to the vendor upon satisfactory completion of the delivery of the goods. b) Payment shall be made within thirty (30) days upon receipt of the invoice together with all relevant supporting documents.		
4	<u>Documents to be submitted</u> Provide Supplier's company profile and track records (at least 3 years) or references for past experiences / projects (since 2024) for SCCL's reference. Please refer to Annex B.		

If you have any queries, please call **Mr Cillin Tio OR Mr Tay Wei Lun at 6467 5667 ext 529** or email: **it_support@sccl.sg** for clarifications. Thank you.

Price Schedule

S/N	Description	Qty	Unit Cost (S\$)	Amount (S\$)
1	Microsoft 365 A3 for faculty	80		
2	Microsoft 365 A5 for faculty	100		
3	Visio Plan 2	2		
4	Microsoft Copilot for A3 and A5	80		
Total				
5	<u>Any other items</u>			
	<i>Any other items, please specify. If this section is left unpriced, it shall be deemed that any other peripherals/services have been included and allowed for in the Quotation Price.</i>			
5.1				
5.2				
			Total	

* The above quoted price shall be exclusive of the prevailing GST.

Name & Signature : _____

Date : _____

Company Stamp : _____

CONTRACTOR’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 2024)**

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		