



**REQUEST FOR QUOTATION - SUPPLY OF PAPER CUP FOR EGG BAKING
FOR PERIOD 01 NOVEMBER 2013 TO 31 OCTOBER 2015
REFERENCE NO: AM (A) 004/13 (eRFQ 418724)**

Singapore Airlines Ltd (SIA) will be conducting a quotation for the Supply of Paper Cup For Egg Baking. The quotation exercise will be conducted on Aerexchange¹ (AEX)'s eRFQ platform. Summary of the eRFQ is shown on page 3 and 4 of this letter. **The entire event will be managed by SIA.**

2 As this is a one-stage event, SIA will not entertain any negotiation on price once a proposal has been submitted. The price bided shall be treated as the last price the supplier is prepared to offer. Suppliers are therefore reminded to quote their best and last price.

3 You are required to register as a member of AEX to participate in the quotation exercise. The membership registration is free of charge. Please click on the following link for membership registration: <https://www.fhos.com/register/regstart.jsp>

4 Quotation Exercise

4.1 The AEX Reference Number for this quotation exercise is **418724**. Use this reference number to locate the quotation exercise on AEX.

4.2 Details of this quotation event are given in the attached Annexes:

- Annex A: General Terms and Conditions for Supply to SIA
- Annex B: eRFQ Rules and Regulations for Quotation Exercise
- Annex C: Instructions, Product Specifications and Diagram;
- Annex D: Declaration and Vendor Profile Form (*must be completed and submitted by post*); and
- Annex E: Pricing Schedule (*must be completed and submitted online*).

4.3 Annexes A to E can be downloaded from AEX. Instructions showing how to locate the Annexes on AEX can be found on page 5 and 6 of the Aerexchange eRFQ Training Manual. The manual is located at the following link:

http://www.singaporeair.com/jsp/cms/en_UK/global_header/csd-eprocmanual.jsp

¹ Suppliers are required to register and submit their bid on <https://www.fhos.com>.

4.4 The Quotation Exercise will commence from **0900 hours 15 May 2013 to 1200 hours, 12 June 2013** (All Singapore time, GMT +8 hour).

4.5 The eRFQ system allows ONE submission of bid(s) per eRFQ. As such, for an eRFQ with multiple line items, you have to submit bids for all the line items in a single attempt.

4.6 Please note that we will not accept bids that are not submitted online through AEX.

4.7 Suppliers must complete, sign and endorse with company stamp on the Declaration Form and Vendor Profile Form in Annex D and submit it to Vice President, Commercial Supplies Department, Singapore Airlines Limited, 60 Loyang Way, Singapore 508751 within 3 days of the closing date of this event. Please mark prominently "AM(A)004/13 – Declaration/ Vendor Form" and the "Closing Date/Time" on the top left corner of the sealed envelope.

4.8 Suppliers are required to submit a signed and scanned copy of the completed pricing schedule - Annex E as online attachment only together with the bids.

4.9 Submission of bid constitutes acceptance by contractor/supplier of all terms and conditions printed on this document and all other annexes, which are attached.

4.10 SIA will not be liable for any claim for whatever costs, which may be incurred in the preparation of this quotation.

5 Contacts

5.1 If you have any questions or need any assistance, please liaise with the following persons:

For IT Technical Matters - Mr Daniel Toh at tel: +65 6541 4257 or email at Daniel_Toh@singaporeair.com.sg

For Product Specifications -

Ms Michelle Chew at tel: +65 6541 4235 or email her at michelle_chew@singaporeair.com.sg

Mr Chan Lye Wah at tel: +65 6541 4219 or email him at lyewah_chan@singaporeair.com.sg

6. We look forward to receiving your bid for this quotation.

SIA eRFQ SUMMARY

1. eRFQ Title: Quotation For Supply of Paper Cup For Egg Baking –
AM(A) 004/13
2. eRFQ Event Number: **418724**
3. eRFQ Time Format: Singapore Time (GMT +8 hours)
4. eRFQ Start Date/ Time: **15 May 2013 / 0900 hours (Singapore Time)**
5. eRFQ Close Date/ Time: **12 June 2013 / 1200 hours (Singapore Time)**
6. eRFQ Type/ Style: Sealed Bid/ Open to All AEX members
7. eRFQ Permitted Currency:

SUPPLIER'S ORIGIN	PERMITTED CURRENCY
Singapore	Singapore Dollars
European Monetary Union (EMU) Member Countries	Singapore Dollars or EURO Dollars
Others	Singapore Dollars or US Dollars or Local Currency

8. eRFQ Bid Price Precision: 2 decimal
9. Number of Line items: One (1)
10. Bid Unit: **PER CARTON X 200 PIECES**
11. Bid Quantities: 450 CARTONS (estimated for first year period – Annex E)
12. Delivery Terms: DAP SIA Warehouses in Singapore (inclusive of costs for un-stuffing of goods onto pallet at SIA premises in Singapore)
13. General Terms And Conditions: Available on the AEX site as *Annex A – General Terms and Conditions for Supply to SIA*
14. eRFQ Rules And Regulations: Available on the AEX site as *Annex B - eRFQ Rules and Regulations for Quotation Exercise.*
15. Initial Delivery/ Need by Date: 01 December 2013 (to be re-confirmed)

16. Contract Period: 01 November 2013 to 31 October 2015².
17. SIA Contact Number/ Email: +65 6541 4235/Ms Michelle Chew/
michelle_chew@singaporeair.com.sg
+65 6541 4219/Mr Chan Lye Wah/
lyewah_chan@singaporeair.com.sg.
18. AEX Contact Number/ Email: +1-972-556-8545 / support@aerexchange.com

² The contract is for a period of two years. The first year estimated quantity is as indicated. The second year quantity, if any (may differ from first year) will be made known to the successful supplier before the commencement of the 2nd year contract period.