



SUPPLIER QUALIFICATION FOR SUPPLY OF LAUNDRY SERVICE TO SIA SILVER LOUNGE
REFERENCE NO: GS(A) 001/14 (eRFQ 473588)

Singapore Airlines Ltd (SIA) will be conducting a Supplier Qualification exercise to pre-qualify suppliers for the supply of Laundry Service To SIA Silver Kris Lounge. The exercise will be conducted on Aeroxchange.com (AEX)'s eRFQ platform. Summary of the eRFQ is shown on page 3 of this letter. **The entire event will be managed by SIA.**

2 Qualified suppliers will be invited for a final event on AEX to determine the award of the contract.

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>.

3 **Supplier Qualification:**

3.1 The AEX Reference Number for this Supplier Qualification exercise is **473588**.

Use this reference number to locate the quotation exercise on AEX.

3.2 Details of this qualification exercise are given in the attached Annexes:

- Annex A: General Terms and Conditions for Supply to SIA.
- Annex B: eRFQ Rules and Regulations for Supplier Qualification Exercise.
- Annex C: Instructions and Product Specifications.
- Annex D: Interested Person Transaction (IPT), Declaration and Vendor Profile Form, and
- Annex E: Pricing Schedule (*to be completed and submit online*).

3.3 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 Aeroxchange eRFQ Training Manual. The manual is located at the following link: http://www.singaporeair.com/jsp/cms/en_UK/global_header/csd-eprocmanual.jsp

4.3 The Supplier Qualification event will commence from **09 April 2014 0900 hours** (Singapore time, GMT +8) and **close on 12 noon, 08 May 2014** (Singapore time, GMT +8).

4.4 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.

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

4.6 Suppliers must complete, sign and endorse with company stamp on IPT, Declaration and Vendor Profile form in Annex D and submit it (mandatory requirement) in an sealed envelope to reach Vice President Commercial Supplies, Singapore Airlines Limited, 60 Loyang Way, Singapore 508751, attention of Mr. Pawan Saxena within three (3) days after the closing date of this event. Please mark prominently **"GS(A) 001/14 (eRFQ 473588) – IPT, Declaration and Vendor Profile Form"** on the top left corner of the sealed envelope.

4.7 **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.**

- 4.8 Submission of bid constitutes acceptance by contractor/supplier of all terms and conditions printed on this document and all other Annexes, which are attached.
- 4.9 SIA will not be liable for any claim for whatever costs, which may be incurred in the preparation of the qualification bid.
5. Final Event
- 5.1 SIA does not bind itself to conduct the final event nor select suppliers for the final event on the basis of qualification bids.
- 5.2 Suppliers who are successful in the pre-qualification exercise will be provided with details of the final event.
- 6 Contacts
- 6.1 Product Specifications
- Mr.. Pawan Saxena at tel: +65 6541 4235 or email him at pawan_saxena@singaporeair.com.sg
Ms. R.Parameswari at tel: 65 6541 4227 or email her at paramasi_ramalingam@singaporeair.com.sg
- 7 We look forward to receiving your qualification bid.

SIA eRFQ SUMMARY

1. eRFQ Title: Supplier Qualification - Supply of Laundry Service To SIA Silver Kris Lounge
2. eRFQ Event Number: **473588**
3. eRFQ Time Format: Singapore Time (GMT +8)
4. eRFQ Start Date/ Time: **09 April 2014** / 0900 hrs (Singapore Time)
5. eRFQ Close Date/ Time: **08 May 2014** / 1200 hrs (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, US Dollars or Local Currency

8. eRFQ Bid Price Precision: 2 decimal places
9. Number of Line items: One (1)
10. Bid Unit: LOT
11. Bid Quantity: Please refer to Annexes C and E for the breakdown quantities of required items.
12. Delivery Terms: DAP SIA Silver Kris Lounges in Singapore (inclusive of costs for freight, documentation, clearance, delivery and 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 Supplier Qualification Exercise.
15. Initial Delivery/ Need by Date: 01 December 2014 (to be re-confirmed).
16. Contract Period: 01 December 2014 to 30 November 2016¹.
17. AEX Contact Number/ Email: +1-972-556-8545 / support@aerexchange.com

¹ The contract is for a period of two (2) years. The first year estimated quantities are as indicated. The second year quantity, if any (which may differ from the first year) will be made known to the successful supplier before the commencement of the second year contract.