



CS AM GS 002/15 0132

06 May 2015

Dear Sir / Madam,

**QUOTATION FOR SUPPLY OF MOVING SERVICES FOR RELOCATION
OF PERSONAL EFFECTS FOR CABIN CREW
*FOR PERIOD 01 DECEMBER 2015 TO 30 NOVEMBER 2017
REFERENCE NO: GS 002/15**

Singapore Airlines Limited (SIA) is sourcing for a supplier to provide Moving Services for Relocation of Personal Effects for Cabin Crew. The period of supply is two (2) years.

2 It is our pleasure to invite you to submit your bids for the quotation. The terms of the quotation are in the attached annexes:

- (i) Annex A : General Terms and Conditions;
- (ii) Annex B : Instructions and Services Specifications;
- (iii) Annex C : Bid Form;
- (iv) Annex D : Interested Person Transaction (IPT), Declaration Form and Vendor Profile Form; and
- (v) Annex E : SIA Suppliers' Code of Conduct

3 Please complete the Bid Form in Annex C, sign, affix your company stamp and submit it together with documents in Annexes D and E also duly completed to:

Vice President Commercial Supplies
Singapore Airlines Limited
Commercial Supplies Department
SIA Supplies Centre
60 Loyang Way
Singapore 508751

by **12 noon, 04 June 2015 (Singapore time)**. Please seal the envelope and mark "Quotation Reference No: GS 002/15 - Quotation for Supply of Moving Services for Relocation of Personal Effects for Cabin Crew" on the top left hand corner of the front of the envelope (see drawing below).

This Quotation Ref No must be clearly indicated

Quotation Ref No: GS 002/15
Quotation for Supply of Moving Services For
Relocation of Personal Effects for Cabin Crew

Stamp

VP Commercial Supplies
Singapore Airlines Ltd
SIA Supplies Centre
60 Loyang Way
Singapore 508751

4 Suppliers may either mail or hand-deliver Annexes C, D and E to the address indicated in paragraph 3 above.
Fax submissions are not allowed and late submissions will be rejected.

5 Submission of bids constitutes acceptance by contractor/supplier of all terms and conditions printed on this document and all other Annexes, which are attached.

6 Singapore Airlines does not bind itself to accept the whole, the lowest or any bid, nor is it liable for any claim for whatever costs, which may be incurred in the preparation of the quotation.

7 We look forward to receiving your bid.

Yours faithfully,
Jean Ong
for Vice President Commercial Supplies

This is a computer-generated document. No signature is required.
Singapore Company Registration No: 197200078R