



**SUPPLIER QUALIFICATION FOR SUPPLY OF MEDALLIONS  
REFERENCE NO: GW(A) 002/11 (eRFQ 319077)**

Singapore Airlines Ltd (SIA) will be conducting a Supplier Qualification exercise to pre-qualify suppliers for the supply of Medallions. The exercise will be conducted on Aerexchange.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.

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

4 Supplier Qualification

4.1 The AEX Reference Number for this Supplier Qualification is **319077**. Use this reference number to locate the event on AEX.

4.2 Details of this qualification event 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;
- Annex E: Pricing Schedule.

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/pdf/csd/Aerexchange\\_eRFQ\\_Training\\_Manual.pdf](http://www.singaporeair.com/pdf/csd/Aerexchange_eRFQ_Training_Manual.pdf)

4.4 The Supplier Qualification event will commence from **05 October 2011, 0900 hours (Singapore time, GMT +8) up to 12 noon, 03 November 2011 (Singapore time, GMT +8 hours)**.

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 the Interested Person Transaction (IPT), 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 12 noon, **03 November 2011** (Singapore time). Please mark prominently "GW(A) 002/11 - Declaration Forms" 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 bids 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 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 the qualification bids.

5.2 Suppliers who are successful in the pre-qualification exercise will be provided with details of the final event.

**6. Contacts****Product Specifications:**

Ms Phua Siew Choo at tel: +65 6541 4222 or email her at :

siewchoo\_phua@singaporeair.com.sg.

Ms Toh Li Pei at tel: +65 6541 4228 or email her at : lipei\_toh@singaporeair.com.sg.

7. We look forward to receiving your qualification bid.

### SIA eRFQ SUMMARY

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1. eRFQ Title: Supplier Qualification For Supply Of Medallions  
– Ref No: GW(A) 002/11.
2. eRFQ Event Number: **319077**
3. eRFQ Time Format: Singapore Time (GMT +8 hours)
4. eRFQ Start Date/ Time: **05 October 2011** / 0900 hrs (Singapore Time)
5. eRFQ Close Date/ Time: **03 November 2011** / 1200 hrs (Singapore Time)
6. eRFQ Type/ Style: Sealed Bid/ Open to All AEX members
7. eRFQ Permitted Currency:

<b>SUPPLIER'S ORIGIN</b>	<b>PERMITTED CURRENCY</b>
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: 0 decimal places
9. Number of Line items: One (1)
10. Bid Unit: **LOT** (3 individual items. Please refer to Annexes C & E for the breakdown quantities of the required items).
11. Bid Quantities: (Please refer to Annex C and Annex E for the breakdown quantities of the required items.)
12. Delivery Terms: DDU – Direct Delivery to Human Resource Department (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: mid February 2012 (to be reconfirmed)
16. Contract Period: 01 February 2012 to 31 January 2014<sup>1</sup>.
17. AEX Contact Number/ Email: +1-972-556-8545 / [support@aerexchange.com](mailto:support@aerexchange.com)

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<sup>1</sup> The contract is for a period of two years. The first year estimated quantity is 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.