



**REQUEST FOR QUOTATION FOR THE SUPPLY OF  
GOWN, GOGGLES AND GLOVES  
REFERENCE NO: GP(A) 01/09 (eRFQ 212342)**

Singapore Airlines Ltd (SIA) will be conducting a quotation for the Supply of Gown, Goggles and Gloves. The quotation exercise will be conducted on the Aerexchange.com (AEX)'s eRFQ platform. A summary of the eRFQ is shown on page 3 of this letter. **The entire event will be managed by SIA.**

2 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.aerexchange.com/register/regstart.jsp>.

3 Quotation Exercise

3.1 The AEX Reference Number for this quotation exercise is **212342**. Please use this reference number to locate the quotation exercise on AEX.

3.2 Details of this quotation exercise 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 and Product Specifications.
- Annex D: Declaration and Vendor Profile Form.

3.3 Annexes A to D 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/saa/en\\_UK/docs/company\\_info/procurement/commercial\\_supplies/Aerexchange\\_eRFQ\\_Training\\_Manual.pdf](http://www.singaporeair.com/saa/en_UK/docs/company_info/procurement/commercial_supplies/Aerexchange_eRFQ_Training_Manual.pdf)

3.4 The Quotation Exercise will commence from **11 November 2009, 0900 hours** (Singapore time, GMT +8) **up to 12 noon, 25 November 2009(Singapore time, GMT +8).**

3.5 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.

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

3.7 Suppliers must complete, sign and endorse with company stamp the Declaration Form and Vendor Profile Form in Annex D and submit the forms to Vice President, Commercial Supplies Department, Singapore Airlines Limited, 60 Loyang Way, Singapore 508751 within 3 days after the closing date of 12 noon, 25 November 2009 (Singapore Time). Please mark prominently "GP(A) 01/09 – Declaration, Vendor Profile Forms" on top left corner of the sealed envelope.

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

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

4 Contacts

Product Specifications:

Please contact Mr Low Eng Ho at tel: +65 6541 4244 or email him at [engho\\_low@singaporeair.com.sg](mailto:engho_low@singaporeair.com.sg) or Mr. Joseph Goh at +65 6541 4238 or email him at [joseph\\_gohyp@singaporeair.com.sg](mailto:joseph_gohyp@singaporeair.com.sg).

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

### SIA eRFQ SUMMARY

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1. eRFQ Title: Request For Quotation For The Supply of Gown, Goggles and Gloves. GP(A) 01/09
2. eRFQ Event Number: **212342**
3. eRFQ Time Format: Singapore Time (GMT +8)
4. eRFQ Start Date/ Time: **11 November 2009 /0900 hrs (Singapore Time)**
5. eRFQ Close Date/ Time: **25 November 2009/1200 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: 2 decimal
9. Number of Line items: Three (3)
10. Bid Unit: Each / Pair
11. Bid Quantities: Estimated 1<sup>st</sup> year quantity as stated in Annex C
12. Delivery Terms: CIF SIA Warehouses 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 Quotation Exercise*
15. Initial Delivery/ Need by Date: To be advised.

16. Contract Period: 01 January 2010 to 31 December 2011<sup>1</sup>.
17. SIA Contact Number/ Email: +65 6541 4244/ Mr. Low Eng Ho /  
[engho\\_low@singaporeair.com.sg](mailto:engho_low@singaporeair.com.sg)  
+65 6541 4238/ Mr. Joseph Goh /  
[joseph\\_gohyp@singaporeair.com.sg](mailto:joseph_gohyp@singaporeair.com.sg)
18. 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 quantities are as indicated. The second year quantities, if any (which may differ from the first year quantities) will be confirmed to the successful supplier before the commencement of the 2<sup>nd</sup> year contract period.