

SIA eRFQ RULES AND REGULATIONS

1 eRFQ BID

- 1.1 Suppliers can only submit **ONE BEST BID** for each line item on AEX.
- 1.2 If the line item consists of a group of items (please see example below), the bid submitted for the line item should be the total value of the items.
- 1.3 Suppliers are required to provide the prices of the individual items as an attachment together with the line item bid (*please refer to page 8 of eRFQ Training Manual*).
- 1.4 The total value of the items must be **equal** to the bid price of the line item.
- 1.5 Example
 - a) Line item = Lot of 2 types of pen
 - b) Bid submitted for the line item = S\$3
 - c) Individual prices of the items = Type A pen cost S\$1, Type B pen cost S\$2
 - d) Bid submitted for the line item i.e. S\$3 must be equal to the sum of Type A cost and Type B cost.
- 1.6 All bids must be submitted before the eRFQ close time. Bids received after the close time will not be accepted.

2 BID ATTEMPT

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

3 LINE ITEM BIDDING

- 3.1 Suppliers can choose to submit bid for any of the line items in the eRFQ.

4 BID QUANTITY

- 4.1 Suppliers are required to bid for the full quantity i.e. bidding for partial quantity is not allowed.

5 STARTING BID PRICE

- 5.1 There will be no Starting Bid price.

6 eRFQ TRANSPARENCY

- 6.1 Suppliers will not have visibility of competitor bids.

7. QUOTE CURRENCY

- 7.1 The official currency for the Event is Singapore Dollars (SGD). However, bidders are allowed to submit bids in other currencies and SIA reserves the right to award the contract in either the currency quoted by the bidder or in SGD.

8. TECHNICAL PROBLEM

- 8.1 SIA will not be responsible for any technical problems at the Supplier's site; SIA will also not be able to stop the eRFQ nor extend the closing time for the suppliers to resolve the problems.
- 8.2 If you face any technical problems (e.g. difficulty in connecting to the website) during the eRFQ, please contact Aeroxchange Help Desk at **+1-972-556-8545**.