SUPPLIER QUALIFICATION FOR SUPPLY OF NEW INDIAN SERVICEWARE FOR FIRST CLASS
REFERENCE NO: IE(A)009/14 (eRFQ 508987)

Singapore Airlines Ltd (SIA) is planning to refresh and revamp its inflight serviceware for Indian meal service in its First Class. The contract for the supply of the serviceware items will be for a period of three years.

We will be conducting a Supplier Qualification exercise to pre-qualify suppliers for this project. Suppliers are required to submit quotes for production, supply and delivery of the serviceware items to SIA warehouse in Singapore and overseas stations.

The exercise will be conducted on Aeroxchange (AEX)’s eRFQ platform. Summary of the eRFQ is shown on pages 4 to 5 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.fhos.com/register/regstart.jsp](https://www.fhos.com/register/regstart.jsp)

4 **Supplier Qualification**

4.1 The AEX Reference Number for this Supplier Qualification exercise is **508987**. 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;
- **Annex D** - Interested Person Transaction (IPT), Declaration Form and Vendor Profile Form;
- **Annex E** - Pricing Schedule (available only to suppliers who have returned the duly completed and signed Non-Disclosure Agreement (NDA), see paragraph 4.4);
- **Annex F** - SIA Suppliers Code of Conduct
- **Annex G** - Non-Disclosure Agreement
- **Annex H** - Design and Specifications (available only to suppliers who have returned the duly completed and signed Non-Disclosure Agreement (NDA), see paragraph 4.4)
4.3 All Annexes above (except Annexes E and H) can be downloaded from AEX. Instructions showing how to locate the Annexes on AEX can be found on page 5 and 6 of the Aeroexchange eRFQ Training Manual. The manual is located at the following link: http://www.singaporeair.com/jsp/cms/en_UK/global_header/csd-eprocmanual.jsp

4.4 To participate in this Supplier Qualification exercise, **interested suppliers are required to complete and sign the Non-Disclosure Agreement (NDA) in Annex G. The duly completed and signed NDA must be submitted** to: Vice President Commercial Supplies, SIA Commercial Supplies Department, 60 Loyang Way, Singapore 509751, Attn: Ms Lin Wanhua by **12 noon, 05 November 2014** (Singapore time).

4.5 The Design and Specifications in Annex H, together with the Pricing Schedule in Annex E, will be sent to only those suppliers who have responded and returned the duly completed NDA to SIA by the stipulated date and time mentioned in paragraph 4.4. Upon receipt of the Design and Specifications (Annex H) and Pricing Schedule (Annex E) that will be sent out via email on **06 November 2014** (Singapore time), suppliers will be able to proceed with their submission of proposals and bids. Suppliers who have not returned the duly completed and signed NDA to SIA by the stipulated date and time will not be eligible to participate in the Supplier Qualification exercise.

4.6 Suppliers will be able to submit their proposals and bids from **06 November 2014, 0900 hours** (Singapore time, GMT +8) up to **12 noon, 28 November 2014** (Singapore time).

4.7 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. Please refer to Annex H - Design and Specifications for the required line items that suppliers are to propose. **Please note that we will not accept bids that are not submitted online through AEX.**

4.8 You are also required to complete the documents in **Annex D and Annex F**, endorse with Company stamp and authorized signatures and submit them together with quality samples to Vice President Commercial Supplies, SIA Commercial Supplies Department, 60 Loyang Way, Singapore 508751, Attn to: Ms Lin Wanhua, Purchasing Executive by **12 noon, 28 November 2014** (Singapore time, GMT +8). Please mark prominently “IE(A)009/14 – Declaration Forms” on the envelope.

4.9 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.

4.10 Samples are also required and they must reach SIA Commercial Supplies Department at the same address stated above by **28 November 2014** (Singapore Time).

4.11 Submission of bids and proposals constitute acceptance by contractor/supplier of all terms and conditions printed on this document and all other Annexes that are attached.
4.12 SIA will not be liable for any claim for whatever costs that 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

6.1 If you have any questions or need any assistance, please contact the following persons:

Ms Lin Wanhua at tel: +65 6541 4230 or email her at wanhua_lin@singaporeair.com.sg or
Ms Muliani at tel: +65 6541 4239 or email her at muliani_ahmat@singaporeair.com.sg

7 We look forward to receiving your qualification bid.
SIA eRFQ SUMMARY

1. eRFQ Title: Supplier Qualification for Supply of New Indian Serviceware for First Class, IE(A)009/14

2. eRFQ Event Number: 508987

3. eRFQ Time Format: Singapore Time (GMT +8)

4. eRFQ Start Date/ Time: 29 October 2014/ 0900 hrs (Singapore Time)

5. Submission of NDA: 05 November 2014/ 1200 hrs (Singapore Time)

6. Start of Bids Submission: 06 November 2014/ 0900 hrs (Singapore Time)

   (by appointment only)

8. eRFQ Close Date/ Time: 28 November 2014/ 1200 hrs (Singapore Time)

9. eRFQ Type/ Style: Sealed Bid/ Open to All AEX members

10. eRFQ Permitted Currency:

<table>
<thead>
<tr>
<th>SUPPLIER'S ORIGIN</th>
<th>PERMITTED CURRENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singapore</td>
<td>Singapore Dollars</td>
</tr>
<tr>
<td>European Monetary Union (EMU)</td>
<td>Singapore Dollars or EURO Dollars</td>
</tr>
<tr>
<td>Member Countries</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>Singapore Dollars, US Dollars or Local Currency</td>
</tr>
</tbody>
</table>

11. eRFQ Bid Price Precision: 0 decimal places

12. Number of Line items: One (1)

12. Bid Unit: LOT (Please refer to Annexes E & H for the breakdown quantities of the required items).

13. Bid Quantities: Please refer to Annexes E & H for the breakdown quantities of the required items.
14. Delivery Terms: DAP SIA Warehouses in Singapore (inclusive of costs for freight, documentation, clearance, delivery and unstuffing of goods onto pallet at SIA premises in Singapore)


16. eRFQ Rules And Regulations: Available on the AEX site as Annex B - eRFQ Rules and Regulations for Supplier Qualification Exercise

17. Initial Delivery/ Need by Date: 01 April 2015 (To be confirmed)

18. Contract Period: 01 March 2015 to 28 February 2018\(^1\).

19. AEX Contact Number/ Email: +1-972-556-8545 / support@aeroxchange.com

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\(^1\) The contract is for three years. The first year estimated quantity is as indicated. Subsequent year’s quantities (which may differ from the first year) will be made known to the successful supplier before commencement of the second/third year.