REQUEST FOR QUOTATION FOR SUPPLY OF PRINTED ITEMS
REFERENCE NO: PP(A) 21/14 (eRFQ 519109)

Singapore Airlines Ltd (SIA) will be conducting a Quotation for the Supply of Printed Items. The event will be conducted on Aeroxchange’s eRFQ platform. 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.fhos.com/register/regstart.jsp.

3 Quotation Event

3.1 The AEX Reference Number for this Quotation is 519109. Use this reference number to locate the quotation event on AEX.

3.2 Details of this quotation event 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; and
- Annex E: Pricing Schedule;
- Annex F: Singapore Airlines Suppliers’ Code of Conduct

3.3 Annexes A to F can be downloaded from AEX. Instructions showing how to locate the Annexes on AEX can be found on page 5 and 6 of the Aeroxchange eRFQ Training Manual. The manual is located at the following link:

3.4 The Quotation event will commence from 14 January 2015, 0900 hours (Singapore time, GMT +8) up to 12 noon, 04 February 2015 (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.

1 Suppliers are required to register and submit their bid on https://www.fhos.com
3.7 Suppliers must complete, sign and endorse with company stamp the Declaration Form and Vendor Profile Form in Annex D & Singapore Airlines Suppliers’ Code of Conduct Form in Annex F 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, 04 February 2015 (Singapore time)**. Please mark prominently "PP(A) 21/14. Declaration Forms" and the "Closing Date/Time" on the top left corner of the sealed envelope.

3.8 Suppliers are required to submit a signed and scanned copy of the complete pricing schedule - Annex E as an online attachment only.

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

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

4 Contacts

4.1 IT Technical Matters
Mr Daniel Toh at tel: +65 6541 4257 or email him at daniel_toh@singaporeair.com.sg

4.2 Product Specifications
Ms. Usha Devi Lingam at tel: +65 6541 4242 or email her at ushadevi_lingam@singaporeair.com.sg
Mr Clement Cher at +65 6541 4247 or email him at clement_cher@singaporeair.com.sg

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

1. eRFQ Title: Quotation For Supply of Printed Items. PP (A) 21/14

2. eRFQ Event Number: 519109

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

4. eRFQ Start Date/ Time: 14 January 2015 / 0900 hrs (Singapore Time)

5. eRFQ Close Date/ Time: 04 February 2015 / 1200 hrs (Singapore Time)

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

7. 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) Member Countries</td>
<td>Singapore Dollars or EURO Dollars</td>
</tr>
<tr>
<td>Others</td>
<td>Singapore Dollars or US Dollars or Local Currency</td>
</tr>
</tbody>
</table>

8. eRFQ Bid Price Precision: 2 decimal places

9. Number of Line items: Three (3)

10. Bid Unit: LOT

12. Delivery Terms: DAP SIA Warehouses in Singapore (inclusive of costs for freight, documentation, clearance, delivery and un-stuffing of goods onto pallet at SIA premises in Singapore)


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: 15 June 2015 (to be confirmed)


17. SIA Contact Number/ Email: +65 6541 4242 / Ms. Usha Devi Lingam / ushadevi_lingam@singaporeair.com.sg

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