



CS&D TR1160
23 September 2016

Dear Sir/Madam

**TENDER FOR THE SUPPLY OF BIDT AUDIT SERVICES
FOR SIA SALES OFFICES
REFERENCE NO: TR 1160**

Singapore Airlines Limited (SIA) is sourcing for a vendor to provide BIDT Audit services for SIA Sales Offices. The tender award is for a period of 36 months (three years), with the option of extending twice thereafter for a period of one year each.

- 2 It is our pleasure to invite you to submit your bids for the tender. The terms of the tender are in the attached annexes:
 - (i) Annex A : Terms and Conditions for Supply to SIA
 - (ii) Annex B : Service Specifications
 - (iii) Annex C : Tender Bid Form
 - (iv) Annex D : Interested Party Transaction Form, Declaration Form and Vendor Profile Form
 - (v) Annex E : SIA Suppliers' Codes of Conduct
- 3 Please complete Annexes C, D and E, sign, affix your company stamp and submit it together duly completed with a Bid Proposal to:

The Secretary,
SIA Tenders Committee
Singapore Airlines Limited
No. 4 Airline Road
SIA Pass Office
Changi Airfreight Complex (CAC)
Singapore 819825

by 12 noon, 25 October 2016 (Singapore time). Please seal the envelope and mark "Reference No: TR 1160 – Tender for the Supply of BIDT Audit Services for SIA Sales Offices" on the top left hand corner of the front of the envelope.
- 4 You may either mail (registered) or hand-deliver the completed forms to the address indicated in paragraph 3 above. **Faxed submissions will not be accepted and late submissions will be rejected.**
- 5 Submission of bids constitutes acceptance by contractor/supplier of all terms and conditions printed on this document and all other Annexes, which are attached.
- 6 SIA does not bind itself to accept the whole, the lowest or any bid, nor is it liable for any claim for whatever costs, which may be incurred in the preparation of the quotation.
- 7 We look forward to receiving your bid.

Yours faithfully,
Imran Adnan
for Vice President Corporate Sales and Distribution

This is a computer-generated document. No signature is required.

Singapore Company Registration No: 197200078R