

OFFICIAL (OPEN), NON-SENSITIVE

Quotation No.: STB/CBD/21-22/Q43

(Please quote this reference in all correspondence).

Date: 11 March 2022

INVITATION TO QUOTATION

Dear Sir/Mdm

QUOTATION FOR THE PRODUCTION AND INSTALLATION OF THE SOUTHEAST ASIA HANGING BANNER AT SEATRADE CRUISE GLOBAL 2022

CLOSING TIME AND DATE: 4.00PM (STANDARD EASTERN TIME) ON 21 MARCH 2022 / 4.00AM (SINGAPORE TIME) ON 22 MARCH 2022

1. The Singapore Tourism Board (STB) is pleased to invite you to submit an offer for The Production and Installation of the Southeast Asia (SEA) Hanging Banner at Seatrade Cruise Global 2022.
2. Kindly note that your offer must comply with the specifications and conditions attached.
3. Please submit your proposal to Keith Zhang via **int_procurement@stb.gov.sg** with the subject heading 'STB/CBD/21-22/Q43'. **Your quotations must be received by the Board by 4.00pm (Standard Eastern Time) on 21 March 2022 / 4.00am (Singapore time) on 22 March 2022.**
4. The documents which you are required to submit for this quotation are stated in the **"Quotation Submission Requirements"** section of the Requirement Specifications (**Annex A**). Below are some important notes to ensure that your proposal is submitted successfully to us:
 - i) The Board does not accept and will reject submissions which require the Board to download any information or document(s) through download links or from any websites including but not limited to online file hosting, sharing or storage websites.
 - ii) For avoidance of doubt, acceptance of submissions will be based on Singapore Tourism Board's receipt time (not the time which the email submission is sent). Submissions received by us after the tender closing date and time will not be accepted. As there could be potential internet lag time, try to send your submission ahead of closing time and avoid last minute submissions.
 - iii) Any submission to any other STB email address other than **int_procurement@stb.gov.sg** will not be accepted. Tenderers who send or copy their proposal to any other STB officer is liable for disqualification.
 - iv) Each email submission should not exceed **20MB** in size. Tenderers may submit their proposal in multiple smaller e-mails if the total file size of your entire proposal exceeds the limit.

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- v) Acceptable file extensions for your email submission, including email signature and any images, are limited to those listed in the table below. STB may not be able to receive your email submission if it contains any file types outside of the list below, or if any of the files are embedded with macros.

List of Acceptable file types

| Extension | Description |
|--------------------------|---|
| avi | Microsoft Audio Video Interleave format |
| doc | Word document |
| docx | Word document (Office 2007) |
| jpeg | Joint photographic experts group bitmap |
| jpg | Joint photographic experts group bitmap |
| mpeg | Motion picture experts group video |
| mpg | Motion picture experts group video |
| pdf | Adobe Portable Document File (preferred format for documents) |
| ppt | Microsoft power point slide presentation |
| pptx | Power Point Microsoft Office Open XML Format Presentation Slide |
| psd | Adobe Photoshop |
| wmv | Microsoft Windows Media Video |
| xls | Microsoft Excel - must not contain any macros |
| xlsx | Microsoft Excel (Office 2007) - must not contain any macros |
| Zip (No password) | Compressed archive. Zip file must only contain files of allowed extensions. |

5. Tenderers' offer shall be valid for a period of **5** calendar weeks from the closing date of this Quotation. On expiry of the offer, the Tenderer shall, if the Board so requires, extend the validity of the offer for one or more periods not exceeding in total **5** calendar weeks.
6. The Board reserves the right to shortlist Tenderers in accordance with the criteria set forth in the Invitation to Quotation (ITQ); and give those so shortlisted the opportunity to submit new or amended proposals on the basis of the Board's revised requirements, in accordance with a common deadline. The quotation received based on the firm and updated requirements shall form the basis of the final evaluation. The quotation received in the final round shall be complete and comprehensive, and shall over-ride all proposals previously submitted. The final offer shall not make references to previous offers. All the quotation proposals received in the previous rounds shall be treated as lapsed.

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7. If you require any clarifications, please contact the following project officer(s) at least 3 working days before the closing date for submission of Proposals, failing which the Board may disregard any such request:

Jocelyn Heng
Senior Manager
Cruise Industry Development
DID: +65 6831 3660

Britt Sorensen Ulrich
Manager
Leisure Tourism, Americas
DID: +1 212-302-4861

Email: jocelyn_heng@stb.gov.sg

Email: britt_ulrich@stb.gov.sg

(Please do not email your proposals to any of these emails)

9. **WHISTLEBLOWING FRAMEWORK**

The Board provides contractors with a platform to report any wrong-doings, unlawful conduct or malpractices of STB staff that are against the public interest. The Board's whistleblowing framework is attached with this invitation and can also be found on [STB's corporate website](#).

Yours sincerely,

Rachel Loh
Senior Vice President, Americas

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ANNEX A - REQUIREMENT SPECIFICATIONS

1. AIM AND OBJECTIVES

- 1.1 The Singapore Tourism Board (“STB”) would like to invite interested Tenderers to submit their proposals on the abovementioned project.
- 1.2 The objectives of the project are as follows:
 - a) To collectively brand the Southeast Asia zone.
 - b) To draw attention and drive footfall to the Southeast Asia zone at Seatrade Cruise Global 2022.

2. BACKGROUND

- 2.1 **About Seatrade Cruise Global.** Seatrade Cruise Global (SCG) is recognised as the cruise industry’s leading global event, bringing together every facet of the business including cruise lines, suppliers, travel agents and partners. STB, together with our co-exhibitors, will be exhibiting under the Singapore Pavilion at SCG 2022.
- 2.2 **About Southeast Asia Zone.** The Singapore Pavilion will be co-located in close proximity to four other Southeast Asian partners, namely Indonesia, Malaysia, Thailand, and the Philippines. This area will be collectively referred to as the “Southeast Asian (SEA)” zone and branding efforts will be done to demarcate the zone.

2.3 Tradeshow Details.

SCG 2022

- a. Event Date: 25 April to 28 April 2022
- b. Location: Miami Beach Convention Center, Miami Beach, Florida
- c. Height Limit: Booth structure – 16 feet (ft)
Hanging signs – 26 ft (there must be at least 3 ft clearance from the top of the booth to the bottom of the SEA banner)

3. SCOPE OF WORKS

- 3.1 The successful Tenderer will be required to conduct the scope of works outlined below:
 - a) Produce, install, and dismantle the hanging banner to brand the Southeast Asia Zone at Seatrade Cruise Global 2022 during the installation hours (working hours). The approved hanging overhead banner must be visible from all sides of the tradeshow floor. Please see Paragraph 3.2 below on the banner specification guidelines.

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- b) Besides production, installation, dismantling and removal of the hanging banner to brand the Southeast Asia zone, the successful vendor shall procure/ maintain and/or oversee the procurement/ maintenance of all insurances/ licenses/ permits/ authorisations required without any restrictions or qualifications whatsoever, to enable the successful vendor to fulfil all its obligations under the Contract.
- c) All costs and expenses in respect of the above shall be included in the submission. These may include public liability insurance, public entertainment/ event fees, import/ export permit application fees, and any fees to be paid to the event organiser (Informa Markets) for hanging a structure above the tradeshow aisles.

3.2 Banner Specification Guidelines

| | |
|----------------------------|--|
| Shape and size | <ul style="list-style-type: none">• Shape: Round• Recommended size: 16 ft diameter by 4 ft height (Banners must minimally be 14 ft diameter by 3 ft height)• Vendors are welcome to quote for multiple options that meet the minimum requirements (e.g., separate quotes for 16 ft x 4 ft and 14 ft x 3 ft options). |
| Rotation | <ul style="list-style-type: none">• Banner should rotate around automatically. |
| Lighting | <ul style="list-style-type: none">• Banner should be lit with warm LED lights for greater visibility. |
| Location and height | <ul style="list-style-type: none">• The banner should be rigged at an appropriate location to profile the booth numbers: 315, 411, 415, 615, 815, 816, 817. Please refer to Annex C for the SEA zone on the tradeshow floorplan.• The Southeast Asia hanging banner should be hung at an optimal height such that it is prominent and visible on the tradeshow floor from all directions.• The successful vendor shall inform STB of the maximum height of the individual SEA exhibitors' hanging banners such that they are not blocked by this Southeast Asia hanging banner. |
| Design | <ul style="list-style-type: none">• STB to provide graphic file for exterior print (please see Annex C for low-res image of design). The finalised high-res image will be provided to the successful tenderer. |

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4. PROPOSED SCHEULE

4.1 The proposed schedule is as follows (subject to changes):

| Date | Key Milestones |
|---|---|
| By end March 2022 | Award of project |
| Early April 2022 | Commencement of fabrication and production of Southeast Asia hanging banner based on finalised graphic design |
| From 22 April 2022 onwards | Installation of Southeast Asia hanging banner (Refer to the latest Exhibitor Manual by Informa Markets for installation details) |
| 24 April 2022 (12:00nn, Eastern Standard Time) | Complete installation of Southeast Asia hanging banner |

5. PAYMENT SCHEDULE

| % of fees payable | Key Milestone |
|-------------------|--|
| 50% | Acceptance by STB of vendor's technical drawings on finalised Southeast Asia Hanging Banner design |
| 50% | Upon completion of project after receipt of appointed vendor's invoice |

6. QUOTATION SUBMISSION REQUIREMENTS

- 6.1. **Price Schedule (Annex B).** All vendors must submit their quotes in the itemised price schedule provided in Annex B. Any manpower-related expenses incurred by the appointed vendor including transportation, accommodation, meals, courier costs and any other expenses with regard to this tender shall be borne by the appointed vendor.
- 6.2. **Company Track Record.** All vendors must submit the track record of your company including the company's years of relevant experience in similar projects, and a portfolio of past comparable projects in the last 4 years (i.e. from year 2018). Please keep to a maximum of 5-page write-up.

7. CONFIDENTIALITY

- 7.1. All vendors shall also keep in strict confidence all information disclosed or provided by STB for this tender and will not, directly or indirectly, disclose any of the provided information to any third party, with the exception of its employees, direct consultants, advisors and/or sub-contractors, and only to the extent strictly necessary for the purpose of carrying out the obligations under this contract.

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- 7.2. Further, all vendors shall not publish or release, nor shall it allow or suffer the publication or release of, any news item, article, publication advertisement, prepared speech or any other information or material pertaining to any part of the obligations to perform under this contract in any media without prior written consent from STB.

8. EVALUATION CRITERIA

- 8.1. Vendors are advised that the following criteria listed shall be taken into consideration when STB evaluates this tender:

| Evaluation Criteria | Weightage (%) |
|---|---------------|
| a) Price | 70% |
| b) Company track record (including years of relevant experience and portfolio of past comparable projects in the last 4 years, i.e. from year 2018) | 30% |
| Total | 100 % |

- 8.2. STB reserves the right to award the tender to the vendor who best meets the above evaluation criteria. STB is not bound to award the tender to the lowest bidder and reserves the right to award the tender in parts and not in its full totality.

9. QUERIES

- 9.1 For further clarifications, please contact:

Jocelyn Heng
Senior Manager, Cruise Industry Development
jocelyn_heng@stb.gov.sg
Tel: +65 6831 3660

Britt Ulrich
Manager, Leisure Tourism
britt_ulrich@stb.gov.sg
Tel: +1 212-302-4861

- 9.2 Price schedule shall be submitted to STB **via email only** to **int_procurement@stb.gov.sg**. Please **do not** send any proposals directly to Jocelyn Heng or Britt Ulrich.

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10. CLOSING DATE

- 10.1 Please note the closing date/time of the submission of your proposals as indicated on the cover page of this invitation. Tenderers' proposals documents submitted after the closing date and time indicated will not be accepted. No extensions will be granted unless STB's pre-approval is sought.

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Annex B - PRICE SCHEDULE

[For Tenderer's completion and submission along with proposals]

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QUOTATION FOR THE PRODUCTION AND INSTALLATION OF THE SOUTHEAST ASIA HANGING BANNER AT SEATRADE CRUISE GLOBAL 2022

SCOPE OF WORKS

Please present an itemised price schedule by using the excel template below.

Bid Currency: US\$ or SG\$ (Please specify currency in the table below)

| S/N | Description | Currency | Cost |
|----------------------------------|--|----------|------|
| <u>Mandatory to Quote</u> | | | |
| 1 | Production of round hanging sign with exterior print Dimensions: ____ feet (diameter) by ____ feet (height) | | |
| 2 | Lighting (Warm LED color) | | |
| 3 | Transportation | | |
| 4 | Rigging | | |
| 5 | Installation and Dismantling | | |
| 6 | Rotation mechanism | | |
| 7 | Other expenses (e.g. insurance, permits, fees charged by event organiser, etc.) | | |
| | Sub-Total | | - |
| | Taxes/VAT (____%) | | |
| | TOTAL | | - |

| S/N | Description | Currency | Cost |
|--|--|----------|------|
| <u>Optional to Quote (Banner in alternative size)</u> | | | |
| Additional rows can be included if necessary. | | | |
| 1 | Production of round hanging sign with exterior print Dimensions: ____ feet (diameter) by ____ feet (height) | | |
| | Sub-Total | | - |
| | Taxes/VAT (____%) | | |
| | TOTAL | | - |

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KEY POINT-OF-CONTACT [To be completed and submitted by bidders]

| | |
|-----------------------|--|
| Name | |
| Designation | |
| Email | |
| Contact number | |

Company's Name

Authorised Name, Signature & Date

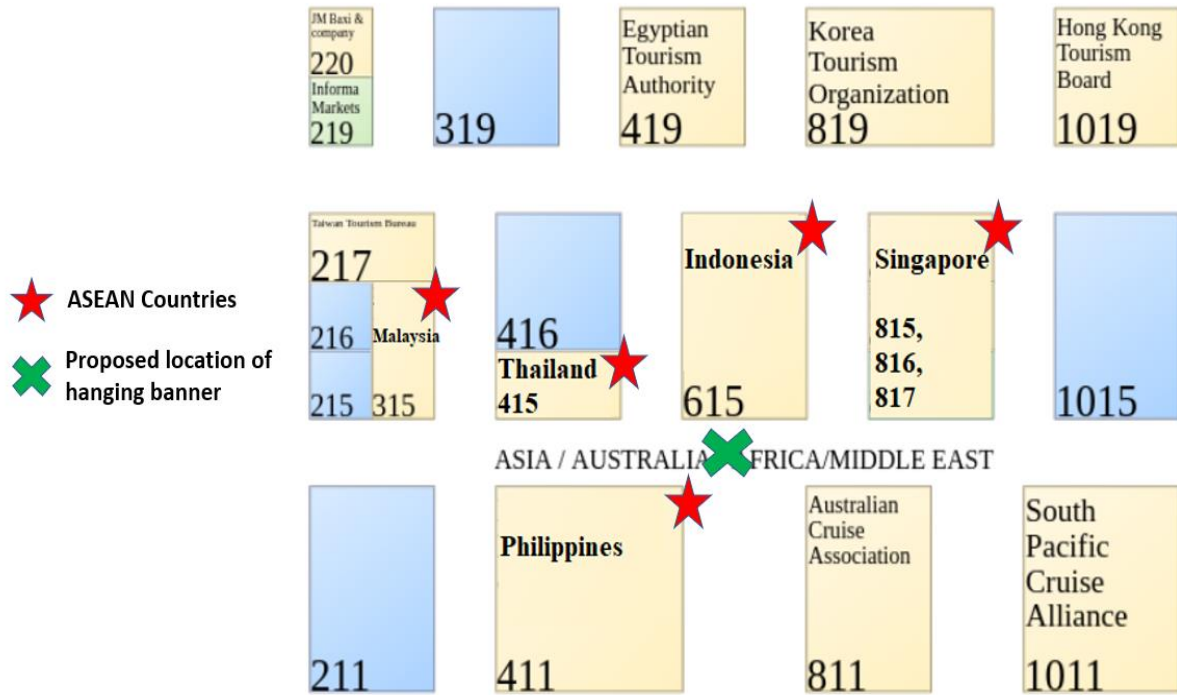
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Annex C – SEATRADE CRUISE GLOBAL 2022 FLOORPLAN & HANGING BANNER DESIGN

Map of Seatrade Cruise Global 2022 Floorplan



Hanging Banner Design



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Image of Actual Hanging Banner at Seatrade Cruise Global 2019

