

SIF Ref: CED2024/01

Date: 26 January 2024

Dear Sir/Mdm,

Letter of Invitation to Quote – Management and Maintenance of SIF Corporate Websites

1. The Singapore International Foundation (SIF) is seeking proposals for the provision of services described below to the SIF –

Description of goods
and/or services to
be supplied:

Management and maintenance of SIF’s corporate website (“SIF Corporate Websites”) for one (1) year from 1 April 2024, with an option to extend annually thereafter.

2. Interested vendors should write to Ms Koh Jia Qian, jiaqian@sif.org.sg, to request for Requirement Specifications.

3. All formal offers must be submitted:

- i. In accordance with the Instructions to Contractors under the Requirement Specifications; and
- ii. Through both online and manual submissions to SIF by the Closing Date and Time (below)

Closing Date and Time: 31 January 2024, 12pm

Submission Venue: The Atrium@Orchard, International Involvement Hub

60A Orchard Road, 04-01 Tower 1, Singapore 238890

4. For the formal offer to be considered by SIF, interested Contractors must

- i. Quote for and submit all the items listed in Requirement Specifications in Part 1, 2 and 3 to SIF; and
- ii. Represent and warrant that the formal offers(s) shall remain valid for acceptance during the Offer Period (below), and during such extension of the Offer Period as may afterwards separately be agreed to in writing by the Contractor at the request of the SIF.

Offer Period: 60 days after the Closing Date and Time