

SIF Ref: IT2024/01

Date: 26 November 2024

Dear Sir/Mdm,

Letter of Invitation to Quote – Provision of IT Support Services

1. You (“Contractor”) are invited by the Singapore International Foundation (“SIF”) to submit a formal offer for the provision of services described below to the SIF –

<u>Description of goods and/or services to be supplied:</u>	Provision of IT support services for one (1) year from 1 February 2025, with an option to extend for another year.
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Remarks: The above is to be supplied in accordance with the Requirement Specifications in Part 1 and subject to the terms and conditions in Annex A.

2. Interested vendors should write to Mr Tim Xiao, tim.xiao@sif.org.sg, to request for Requirement Specifications.
3. All formal offers must be submitted:
 - i. In accordance with the Instructions to Contractors in Appendix A; and
 - ii. Through both online and manual submissions to SIF by the Closing Date and Time (below)

Closing Date and Time: 16 December 2024, 12pm

4. For the formal offer to be considered by SIF, interested Contractors must
 - i. Quote for and submit all the items listed in Part 1 and Part 2 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