

SG ENABLE LIMITED

INVITATION TO QUOTE (ITQ)

FOR

**PRINTING OF CUSTOMISED PUBLIC EDUCATION COLLATERALS AND
MARKETING PRODUCTS FOR SG ENABLE**

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1 NOVEMBER 2023

SG ENABLE LIMITED
20 Lengkok Bahru, #02-06
Singapore 159053

Section 1 – ITQ Checklist

Item	Tick if completed
<u>Company Track Record</u>	
Company Profile (including ACRA Business Profile)	
Portfolio of past and present projects of similar nature (i.e. relevant collaterals and marketing products)	
Testimonials from past clientele on similar projects	
Completed Appendix B – Breakdown of Costs	
Name & Designation of Authorized Person with Company Name:	Date & Signature of Authorised Person:
UEN:	Company's Official Stamp:

Section 2 – ITQ Specifications

1. INTRODUCTION

- 1.1 SG Enable Limited (“SG Enable”) is issuing this Invitation to Quote to appoint a suitable vendor to print, produce and deliver customised collaterals and marketing products for i’mable (read “I’m able”), SG Enable’s public education initiative.
- 1.2 The designs and artwork for both the customised collaterals and marketing products will be supplied by SG Enable’s creative agency to the appointed vendor for printing and production.

2. BACKGROUND OF SG ENABLE

- 2.1 SG Enable, the focal agency for disability and inclusion in Singapore, enables persons with disabilities to live, learn, work and play in an inclusive society. We create equitable opportunities for persons with disabilities through thought leadership, sustainable social innovation and impactful partnership. Guided by our core values of professionalism, innovation and empathy, we envision a more inclusive Singapore and enabled lives. Set up by the Ministry of Social and Family Development in 2013, we are a registered charity and an Institution of a Public Character. For more information on SG Enable, please refer to the following:
 - SG Enable website: www.sgenable.sg
 - SG Enable Facebook page: www.facebook.com/sgenable
 - SG Enable LinkedIn page: <https://www.linkedin.com/company/sg-enable-ltd/>
- 2.2 i’mable (read “I’m able”) is a public education initiative by SG Enable that celebrates the abilities of persons with disabilities and encourages everyone to take positive action for disability inclusion and commit to building a more inclusive society and enabling lives. For more information on i’mable, please refer to the following:
 - i’mable website: www.imable.sg
 - i’mable Instagram page: <https://instagram.com/imable.sg>


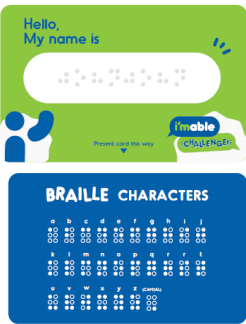

3. SCOPE OF WORK

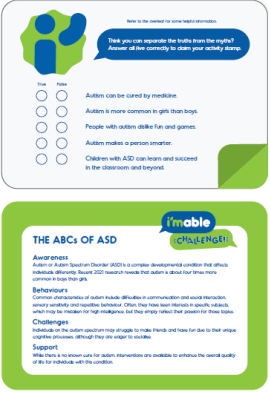




- 3.1 All deliverables for this Scope of Work shall be successfully completed and delivered to SG Enable by the prescribed timeframe assigned to them. SG Enable reserves the right to amend the details of the scope as the project develops, where necessary, in consultation with the appointed vendor within the scope of services and value of quotation.
- 3.2 The Vendor shall designate a Project Manager to liaise with SG Enable and its nominees to ensure the smooth running of the project. The Project Manager shall remain contactable for the duration of this Contract. If the Project Manager is not available at

any time, the vendor shall designate another employee to perform his/her duties and functions to prevent any delays and ensure continuity.


- 3.3 The Vendor shall be responsible for the printing and production of the below customised collaterals and marketing products based on the following specifications:

Customised Collaterals Specifications



S/N	Item	Photo (For reference only, actual artwork to be provided later)	Specifications	Quantity
1	i'mable Game Stamp Card		Size: 55 mm (h) x 88 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500
2	Card for Braille Activity		Size: 55 mm (h) x 88 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500
3	Braille Challenge Guide		Size: 250 mm (h) x 420 mm (w) Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side	1






4	Card for Autism Activity		<p>Size: 120 mm (h) x 170w mm (w)</p> <p>Colour: 4c x 4c (double-sided)</p> <p>Material: Sinar Ivory Card 230gsm</p> <p>Finishing: matte varnish on 1 side</p>	500
5	Bookmark for Sign Language Activity		<p>Size: 130 mm (h) x 45 mm (w)</p> <p>Colour: 4c x 4c (double-sided)</p> <p>Material: Sinar Ivory Card 230gsm</p> <p>Finishing: matte varnish on 1 side</p>	500
6	Sign Language Guide Standee		<p>Size: 300 mm (h) x 300 mm (w)</p> <p>Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side</p>	1
7	Card for Photo Activity		<p>Size: 88 mm (h) x 55 mm (w)</p> <p>Colour: 4c x 4c (double-sided)</p> <p>Material: Sinar Ivory Card 230gsm</p> <p>Finishing: matte varnish on 1 side</p>	500
8	Handheld Photo Frame Prop		<p>Size: 1400 mm (h) x 900 mm (w)</p> <p>Finishing: Die-cut, mounted on 3mm kapaline board with matte lamination on 1 side</p>	8

9	i'mable Challenge Folder	<p>CLOSE</p> <p>BACK</p> <p>BACK</p>	<p>Size: 310 mm (h) x 220 mm (w) - (Close)</p> <p>460 mm (h) x 430 mm (w) - (Full Open)</p> <p>Colour: 4c x 4c (double-sided)</p> <p>Material: Sinar Ivory Card 250gsm</p> <p>Finishing: Die-cut, trim, score and fold to shape. Matte lamination on cover.</p>	500

10	Booth Board		Size: 420mm (h) x 594mm (w) Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side	4
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Customised Marketing Product Specifications

S/N	Item	Photo (For reference only, actual artwork to be provided later)	Specifications	Quantity
1	A4 Sticker Sheet		Size: A4 size per sheet 4C x 0C Material: mirrorkote sticker with matte lamination and die-cut	500
2	Plastic Wallet Tissue Pack	 <p>Front Visual</p> <p>Back Visual</p>	Printing: Full colour (all 4 panels)	500

		<p>Inner Top</p>  <p>Inside Bottom</p>		
3	Foldable Frisbee Fan with Pouch	<p><u>Fan</u></p>  <p><u>Pouch</u></p> 	Printing: Full colour (double-sided on both the fan and pouch)	500
4	Foldable Shopping Bag	 <p>Front</p>  <p>Back</p>	<p>Material: Polyester</p> <p>Dimensions of the bag when opened: Can range between 35 – 45cm for both the width and height</p> <p>Printing: Full colour (double-sided)</p>	500

3.4 The Vendor shall propose and provide the specifications (e.g. dimensions, material, other relevant information) for marketing product items no. 2, 3 and 4 as above.

3.5 Subject to the capability to print, produce and deliver the various customised collaterals and marketing products, the Vendor shall have the option to assign or sub-contract specific parts of this contract. The cost(s) quoted in the Vendor's submission shall be

deemed to cover all costs of the project, including the designated Project Manager and other fees, for the coordination with any sub-contracted entities.

4. TIMELINE

4.1 Interested Vendors/parties (“Proposers”) are to note the following timeline:

Time Period	Item	Remarks (if any)
Early in Week 2 of November 2023	<ul style="list-style-type: none">• Appointment of Vendor• Vendor to supply the dimensions for marketing product items no. 2, 3 and 4• SG Enable to supply design and artworks to Vendor	
Week 2 of November – 26 November 2023	Printing and production of collaterals and marketing products	Approximately 2 to 3 weeks
By 27 November 2023	Delivery of collaterals and marketing products to SG Enable	

5. COSTING

- 5.1 Proposers shall provide the breakdown of the cost quotation for each of the items according to the table set out in Appendix B.
- 5.2 The payment term is **100% payment upon completion** of the project and delivery of items.
- 5.3 The cost(s) quoted in the Vendor’s submission shall be deemed to cover all costs of the project.
- 5.4 SG Enable reserves the right not to accept the lowest or any quotation received. In no case will any expense incurred by any Vendor in the submission of its proposal for this ITQ be borne by SG Enable.

6. EVALUATION CRITERIA

6.1 Critical Evaluation Criteria

6.1.1 Interested Vendors/parties must first satisfy the following critical evaluation criteria before their Quotations will be considered:

- Compliance to the above designated delivery deadline of 27 November 2023

6.2 Other Criteria

6.2.1 Proposers will be evaluated using the following criteria:

S/N	Evaluation Criteria	Weightage
1	Price Competitiveness	60%
2	Company Track Record <ul style="list-style-type: none">- Company Profile (including ACRA Business Profile)- Portfolio of past and present projects of similar nature (i.e. relevant collaterals and marketing products)- Testimonials from past clientele on similar projects	40%

6.2.2 Only complete submissions of documents and materials as stated and compliance with the guidelines for submission will be considered for evaluation. Please refer to the ITQ Checklist found in Section 1 for details on the submission requirements.

7. TERMINATION

7.1 SGE reserves the right to reject payment for service and products if they are deemed unsatisfactory or not in accordance with the specifications laid out and agreed upon through this award.

8. MODE OF SUBMISSION

8.1 When submitting the Proposal, please use the ITQ Checklist found in Section 1 to ensure completeness of the submitted proposal.

8.2 A complete submission ("Proposal") includes Company Track Record and Breakdown of Costs. The Proposer may also include other information or documents to support the Proposal submission.

- Company Track Record.** Proposers shall include the company profile (e.g., ACRA profile), portfolio of past and present projects of similar nature (i.e. relevant collaterals and marketing products), and Testimonials from past clientele on similar projects
- Breakdown of Costs.** According to the table set out in Appendix B.

- 8.3 One (1) softcopy (via email) of the Proposal should reach SG Enable no later than **6 November 2023 (Monday) at 1800hrs**. The subject title for the email must be clearly marked as “ITQ for Printing of Customised Public Education Collaterals and Marketing products for SG Enable by <insert company name>” and emailed to: imable@sgenable.sg.

Please keep the size of the email small to reduce possibilities of non-delivery.

- 8.4 Enquiries regarding this ITQ should be emailed to: imable@sgenable.sg. Please note that enquiries sent after **6 November 2023** will not be entertained.

APPENDIX A – IMPORTANT NOTICES

Agencies submitting Proposals in response to the Invitation to Quote (“Proposer”) are deemed to have read and understood the following provisions:

1. Interpretation

- 1.1. The Following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

“Contract” means any resultant contract between SG Enable and the successful Proposer.

“Vendor” refers to the company that is eventually awarded the contract through the ITQ exercise

“Contract price” means the total amount payable to the Vendor for the performance of the services under this contract, excluding GST. Proposers should state their Contract Price clearly in the proposal.

“Proposal” means any and all documents and information submitted by the agencies in response to the Invitation to Quote.

“Proposers” refer to companies who are submitting a quotation for the ITQ exercise to provide “Events and Logistics Management Services for the 5th Enabling Employers Award Ceremony”.

“SGE” means SG Enable Limited with its principal office at 20 Lengkok Bahru Singapore 159053.

- 1.2. Words importing the singular shall also include the plural and vice versa where the context requires.

2. Disclaimers

- 2.1. This Invitation to Quote (ITQ) is merely an invitation to treat and is not intended to create or impose any binding legal obligations whatsoever on SGE, whether express or implied and whether contractual or otherwise.

- 2.2. Nothing in this ITQ shall constitute a contract between SGE and any Vendor. Any Vendor selected pursuant to this ITQ for participation in the project shall be required to enter into a legally binding agreement with SGE, the terms and conditions of which shall be agreed between the parties at a later date.

- 2.3. All submissions of Proposals, clarifications, discussions and presentations relating to this ITQ are made entirely at the risk of the Vendor. SGE is not liable for any loss by any Vendor.
- 2.4. SGE does not make any representation or warranty, whether express or implied, or accept any liability for the completeness, relevancy, accuracy and/or adequacy of the information provided by SGE in relation to this ITQ.
- 2.5. SGE does not make any representation of fact or promise to the future in respect of any project contemplated by SGE relating to this ITQ.
- 2.6. SGE accepts no liability or obligation in relation to any Proposal submitted pursuant to this ITQ and/or any subsequent clarifications, discussions or presentations thereon, whether requested by SGE or otherwise. The Participant shall bear all costs and expenses associated with the preparation and submission of its Proposal, and any subsequent clarifications, discussions or presentations thereon. SGE will, under no circumstances, be responsible for reimbursing any costs incurred by the Participant during the process, regardless of the conduct or outcome of the evaluation and selection process.
- 2.7. SGE shall have the absolute discretion to accept or reject any Proposal, whether in whole or in part, without giving any reason whatsoever. The receipt by SGE of any Proposal pursuant to this ITQ shall under no circumstances impose any form of obligation or amount to an acceptance of or an agreement to abide by any terms or conditions stated therein or elsewhere on the part of SGE.
- 2.8. SGE shall have the absolute discretion, at any time, to terminate this ITQ or to change the nature, scope, procedures or timelines for the ITQ, including the proposal selection process and criteria. Under no circumstance shall SGE incur any liability in respect of such termination or changes.
- 2.9. SGE shall not owe any liability to any party for any loss or damage whatsoever (including loss of profit, savings, business contracts, or revenues, and all other forms of actual, direct, special, incidental, or consequential loss or damage) arising from or related to any response to this ITQ, including but not limited to the submission of Proposals.

3. Ownership of Documents and Intellectual Property (IP)

- 3.1. All proposals and other documents or materials submitted to SGE pursuant to this ITQ shall become the property of SGE. Notwithstanding the foregoing and without prejudice to any subsequent agreement with SGE to the contrary, any background IP contained in any Proposal and/or such other document submitted to SGE shall not be transferred to SGE.

- 3.2. For the avoidance of doubt, all IP in any documents issued by SGE pursuant to this CFP shall remain vested in SGE. SGE is not liable in the event that there are similar ideas or concepts from submitted proposals.

4. Confidentiality of information

- 4.1. SGE may require any party receiving confidential information from SGE in relation to or arising from this ITQ to sign a written non-disclosure agreement setting out such party's confidentiality obligations in relation to such confidential information.
- 4.2. SGE accepts no liability or obligation in relation to any confidential information disclosed to SGE by a Vendor pursuant to this ITQ unless otherwise agreed by SGE in a written non-disclosure agreement setting out SGE's confidentiality obligations in relation to such confidential information.

5. SGE's Right to Seek Recovery

- 5.1. Nothing herein shall prejudice or limit SGE's right to seek recovery from the Vendor for any loss, damage, costs, expenses, or liability incurred by SGE and/or its officers, directors and employees, directly or indirectly arising out of or relating to the submission of the Proposal by the Participant and SGE's retention and use thereof, including but not limited to any claim that the Proposal infringes any third party's IP right.

APPENDIX B – BREAKDOWN OF COSTS

S/N	Item Description	Quantity (to quote for quantity as stated below)	Cost (SGD) (excl GST)
1	Customised Collaterals		
1(a)	i'mable Game Stamp Card Size: 55 mm (h) x 88 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500	
1(b)	Card for Braille Activity Size: 55 mm (h) x 88 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500	
1(c)	Braille Challenge Guide Size: 250 mm (h) x 420 mm (w) Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side	1	
1(d)	Card for Autism Activity Size: 120 mm (h) x 170w mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500	
1(e)	Bookmark for Sign Language Activity Size: 130 mm (h) x 45 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500	
1(f)	Sign Language Guide Standee Size: 300 mm (h) x 300 mm (w) Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side	1	
1(g)	Card for Photo Activity Size: 88 mm (h) x 55 mm (w) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 230gsm Finishing: matte varnish on 1 side	500	
1(h)	Handheld Photo Frame Prop Size: 1400 mm (h) x 900 mm (w)	8	

S/N	Item Description	Quantity (to quote for quantity as stated below)	Cost (SGD) (excl GST)
	Finishing: Die-cut, mounted on 3mm kapaline board with matte lamination on 1 side		
1(i)	i'mable Challenge Folder Size: 310 mm (h) x 220 mm (w) - (Close) 460 mm (h) x 430 mm (w) - (Full Open) Colour: 4c x 4c (double-sided) Material: Sinar Ivory Card 250gsm Finishing: Die-cut, trim, score and fold to shape. Matte lamination on cover.	500	
1(j)	Booth Board Size: 420mm (h) x 594mm (w) Finishing: Mounted on 3mm kapaline board with matte lamination on 1 side	4	
2	Customised Marketing Products		
2(a)	A4 Sticker Sheet Size: A4 size per sheet 4C x 0C Material: mirrorkote sticker with matte lamination and die-cut	500	
2(b)	Per additional 500 quantity of the A4 Sticker Sheet (in same print run as the 500 quantity in point 2a)	500	
2(c)	Plastic Wallet Tissue Pack Printing: Full colour (all 4 panels)	500	
2(d)	Per additional 500 quantity of the Plastic Wallet Tissue Pack (in same print run as the 500 quantity in point 2c)	500	
2(e)	Foldable Frisbee Fan with Pouch Printing: Full colour (double-sided on both the fan and pouch)	500	
2(f)	Per additional 500 quantity of the Foldable Frisbee Fan with Pouch (in same print run as the 500 quantity in point 2e)	500	
2(g)	Foldable Shopping Bag Material: Polyester Dimensions of the bag when opened: Can range between 35 – 45cm for both the width and height Printing: Full colour (double-sided)	500	

S/N	Item Description	Quantity (to quote for quantity as stated below)	Cost (SGD) (excl GST)
2(h)	Per additional 500 quantity of the Foldable Shopping Bag (in same print run as the 500 quantity in point 2g)	500	
3	Other Costs		
3(a)	Other Costs (Itemise if applicable)		
TOTAL COST			