**Invitation to Quote (ITQ)**

The Singapore Judo Federation invites interested parties to quote for the supply of services/ good(s) set out in detail in “Requirement Specifications” to this Invitation-to-Quote. Suppliers have to complete all relevant parts of this document and attach it in the quotation.

Quotations are to be delivered electronically to the following addresses:

1. SJF Secretariat: [singaporejudofederation@gmail.com](mailto:singaporejudofederation@gmail.com)
2. SJF Treasurer: treasurer@sjf.sg

The deadline for submission is **15 March 2022**

1. **Scope of ITQ**

|  |  |
| --- | --- |
| Project Name | Singapore Judo Federation (Procurement of Office Equipment) |
| Objectives | Procurement of Office Equipment for Singapore Judo Federation |
| **Specifications of services** |  |
| Specification: | 2 x Laptop:  I5 processor (12th gen - 12 cores), 16 GB Ram, Ethernet port, SSD, HDMI port, wireless adapter  1 x Printer: A3 scanner + printer + photocopy  1 x Printer: A4 scanner + printer + photocopy Microsoft Office License: Include Microsoft Words, Excel, PowerPoint |

**2. Requirement Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | Description of Requirement/Specification | Compliance | Remarks |
| 1 | Laptop (I5 processor (12th gen - 12 cores), 16 GB Ram, Ethernet port, SSD, HDMI port, wireless adapter) | YES/NO |  |
| 2 | 1 x Printer: A3 scanner + printer + photocopy | YES/NO |  |
| 3 | 1 x Printer: A4 scanner + printer + photocopy | YES/NO |  |
| 4 | Microsoft Office License  (**Include Microsoft Words, Excel, PowerPoint)** | YES/NO |  |

**3. Cost Schedule; Please use the following format in quotation. Indicate NA, where applicable.**

1. **Please let us have your quotation (*exclusive of GST*) for the services specified below in your company letterhead and return it to us by 13:00hrs (Time) on 15.03.2022 (Closing Date).**
2. **The quotation shall remain valid for 30 days from the closing date as stated above. On expiry of the offer, the vendor shall, if SJF so requires, extend the validity of offer for a further period of 60 days from the aforesaid date of expiry.**
3. **Where applicable, please attach brochures/catalogue/samples when submitting your quotation.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/No | Description of Requirements | Qty | Unit Price  (Exclude GST) | Total  (Exclude GST) | Remarks |
| 1 | Laptop  (I5 processor (12th gen - 12 cores), 16 GB Ram, Ethernet port, SSD, HDMI port, wireless adapter) | 2 |  |  |  |
| 2 | 1 x Printer: A3 scanner + printer + photocopy | 1 |  |  |  |
| 3 | 1 x Printer: A4 scanner + printer + photocopy | 1 |  |  |  |
| 4 | Microsoft Office License  (**Include Microsoft Words, Excel, PowerPoint)** | 2 |  |  |  |

**4. Vendor Evaluation Criteria**

The evaluation criteria for the selection of supplier will be based on:

|  |  |  |
| --- | --- | --- |
| S/No. | Criteria | Weightage |
| 1 | All prescribed details required in this ITQ | \*Critical |
| 2 | Price Competitiveness | 50% |
| 3 | Quality of Goods Supplied | 50% |

1. **SJF reserves the right not to accept the lowest or any proposal and shall not be bound to assign any reason for the rejection. SJF also reserves the right to award full quotation, or part thereof, and shall not be bound to assign any reason for the award.**

**5. Supplier Details to be Provided in Quotation**

|  |  |
| --- | --- |
| Name of Company: |  |
| Authorized Signature: |  |
| Name: |  |
| Designation: |  |
| Email Address/Contact Number: |  |

**Suppliers may, if they wish, make an appointment to conduct a site visit to the SJF Dojo at 1, Guillemard Crescent, Singapore 399913. To make an appointment, please call 6348 9794 between 11am to 3pm. Site Visit is strictly by appointment only.**