

SECTION A – REQUIREMENT SPECIFICATIONS

1. PURPOSE

- 1.1 The purpose of this ITQ is to procure Adobe Apps & Services for SAM.

2. DEFINITION OF TERMS

- 2.1 Unless otherwise stated, all requirements shall be treated as mandatory.
 2.2 The word “**SAM**” indicates Singapore Art Museum.
 2.3 The word “**Vendor**” or “**Vendors**” indicates the companies invited for this ITQ.
 2.4 The word “Contractor” indicates the Vendor who is awarded for this ITQ.

3. REQUIREMENTS FOR VENDORS

- 3.1 SAM desires to renew and/or procure Software License for its licenses as listed in Section C: Annex B - Bill of Material (BOM)
 3.2 Required Software License package/plan/contract for each license are listed in Section C: Annex B - Bill of Material (BOM) Base Subscription.
 3.3 Required BOM for Schedule of Rates as listed in Section C: Annex B - Bill of Material (BOM) Schedule of Rates (SOR).
 3.4 Vendors shall ensure all Software License (including SOR) is valid for the period of one (1) year from 01 July 2026 to 30 June 2027. Existing subscription expiry date 30 June 2026.
 3.5 Vendors shall state, for each license the coverage in detail.
 3.6 SOR items if procured within the validity period (01 July 2026 to 30 June 2027) shall be pro-rated based on balance subscription days.
 3.7 Current software licenses are based on Non-Profit/Education. Vendor’s proposal shall be based on the same Non-Profit/Education pricing or better competitive pricing tier/plan.
 3.8 Vendor shall ensure subscriptions of license are compatible with SAM’s current Adobe VIP account. For VIP number of SAM’s account, Vendor shall write in to request as per contact indicated in Point 6.
 3.9 Vendors shall have one of the following Adobe Reseller/Partner status: Platinum or Gold.
 3.10 SAM shall have the discretion to not award all licenses as listed in Section C: Annex B for this ITQ.
 3.11 By submitting a quotation or proposal for this ITQ, Vendors understands the requirements of this ITQ and comply to all Requirements Specifications of this ITQ, unless explicitly expressed in writing in the Vendor’s proposal or quotation.

4. DELIVERY SCHEDULE

- 4.1 The Vendor shall deliver the goods and/or services before the anniversary date of 30 June 2026.

5. FEES, PRICE AND PAYMENT SCHEDULE

- 5.1 Payment for the Software License shall be made once from the start of the anniversary date.
 5.2 Vendors must indicate their proposal fee structure / price as required by this ITQ.
 5.3 Vendors shall provide the required BOM prices/fees per license as indicated in Annex A, A1 Payment Schedule.
 5.4 Vendors shall provide pricing only in Singapore Dollars.

Ref: SAM/ITQ/2026/0010

- 5.5 Vendors must satisfy themselves before submitting any Proposal Offer as to the correctness and sufficiency of their Offer Price for the execution and complete provision of all goods and/or services required under this ITQ.
- 5.6 The Offer Price set out in the Proposal Offer shall be deemed to have included the delivery of all goods and/or the performance of all services to meet the Requirement Specifications in full.
- 5.7 Please indicate in your Proposal if you are / are not a taxable person / organisation under the Goods and Services Act and provide proof of GST registration.
- 5.8 All Offer Price set out in the Proposal Offer shall have a minimum validity period of 3 months, starting from the Closing Date of this ITQ.
- 5.9 Payment shall be made at the end of the month for invoices received by SAM by the 1st of the month. If invoices are received after the 1st of the month, payment shall be made at the end of the following month.

6. ENQUIRIES OR CLARIFICATIONS

The Representative(s) for this Contract and the corresponding contact details are as follows:

Name, Designation: Mr Muhd Syakir, Assistant Manager, IT

Email Address: SAM-IT-TenderRFP@singaporeartmuseum.sg

- 6.1 The Vendor must have a Project Office for the purposes set out in Clause 23 of the Conditions of Contract. The address of the proposed Project Office that will be used for purposes of the Contract must be provided in the ITQ Offer.