



EMBASSY OF THE REPUBLIC OF SINGAPORE
BANGKOK

QUOTATION REFERENCE NO.: ITQ/2023/001

INVITATION TO QUOTE

FOR

**PROVISION OF THAI LANGUAGE TRAINING FOR ONE (1) OFFICER FROM
THE SINGAPORE EMBASSY**

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27 March 2023

To all Potential Suppliers

QUOTATION REFERENCE NO.: ITQ/2023/001

You are invited by the Government of the Republic of Singapore as represented by the Embassy of the Republic of Singapore in Bangkok, Thailand under the Ministry of Foreign Affairs of the Republic of Singapore (“**Authority**”), to participate in this Invitation to Quote (“**ITQ**”) for the Provision of Thai Language Training for One (1) Officer from the Singapore Embassy in Bangkok from 29 May 2023 to 10 November 2023 (dates subject to change).

2 This ITQ contains the following:

- a) Covering Letter;
- b) Instructions to Potential Suppliers;
- c) Conditions of Contract;
- d) Requirements and Evaluation Criteria;
- e) Annex.

3 Your Quotation **must** be fully completed and submitted in accordance with this ITQ. You are advised to read carefully all documents enclosed in this ITQ before submitting your Quotation.

4 The details of the ITQ can be requested via email at Bangkok_Procurement@mfa.sg. All enquiries regarding the ITQ shall be made in writing and sent to Bangkok_Procurement@mfa.sg.

5 All enquiries are to be made in accordance with Clause 18.5 of the Instructions to Potential Suppliers.

6 Your Quotation must be submitted **via email** to Bangkok_Procurement@mfa.sg and attentioned to:

Ms Sherry Lim
First Secretary (Administration & Consular)

7 Please indicate the email subject as “**Thai Language Training**”. All Quotations should be submitted to the Embassy no later than **Wednesday, 5 April 2023, 1700 hrs (Thailand time)**.

8 The awarded supplier will be notified by the Singapore Embassy in writing. The quotation schedule and award notice will also be placed at the Embassy’s bulletin board along Sathorn Soi 7.

Yours faithfully,



SHERRY LIM
FIRST SECRETARY (ADMINISTRATION & CONSULAR)
Embassy of the Republic of Singapore in Bangkok, Thailand
Government of the Republic of Singapore

