

INSTRUCTIONS ON E-TENDER BOX SUBMISSION

2nd Edition Nov 2018

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1. Instructions for tender submission via Email (refer to Appendix)

(A) Send to the tender box **Email Address** stated in tender documents.
Do not copy or add any other email addresses in the distribution list.

(B) Format of Email subject header:
“TENDER REFERENCE” – “COMPANY NAME”
(e.g. PO/TC/888/18 – ABC PTE LTD)

(C) PDF all documents and recommended to compress into ZIP folder.

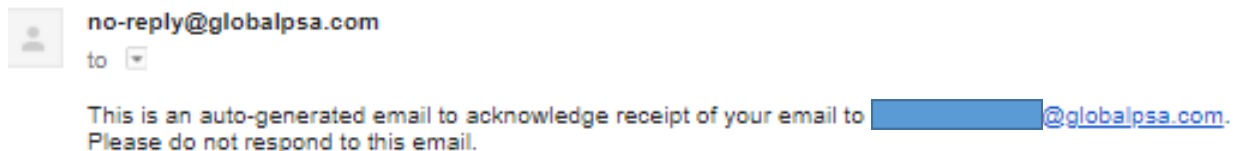
(D) File size shall **not exceed 15MB** per email.
(If >15MB, send in separate emails with subject header labelled A, B, C etc)
(e.g. *PO/TC/888/18 – ABC PTE LTD (A)*)

(E) Email and attachment are **virus-free**.

(F) Do not send any enquiries to the tender box email address as there will be no response. The email address is purely for submission of quotations.

2. PSA reserves the right to reject any submission not complying to the above instructions.

3. Upon submission, tenderer will receive notification of mail receipt:



4. Tender closing date and time shall be at **Singapore Time of Receipt at PSA’s mailbox** (not point of transmission from tenderer’s mailbox).

5. If encounter issues, please contact Ms Brenda Koh at (65) 6321-1420.

Appendix

