

Vendor Quote Submission Guide — DSG Procurement

Step-by-step guide for vendors on how to submit a quotation or proposal in response to a DSG Procurement RFQ or RFP.

Section A — Open the Invitation

Step 21 · Email Invitation

Open the invitation email and click **Submit Your Quotation**.

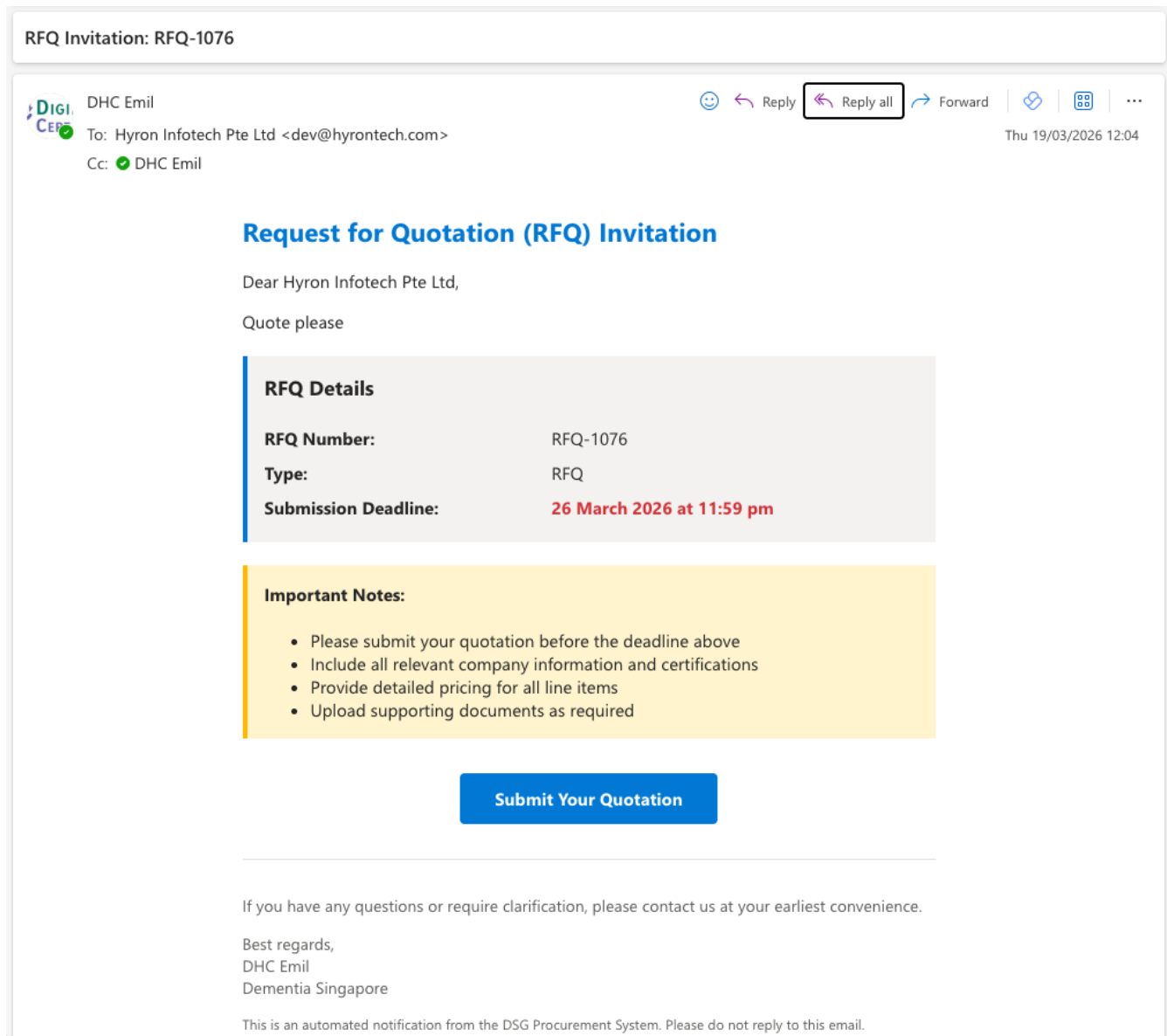


Figure 1: Email invitation to submit a vendor quote for DSG Procurement

Section B — Submit Your Quote

Step 22 · Fill in the Quote Form

1. Enter **unit prices** per line item (RFQ) or fill in descriptions (RFP)
 2. Upload your **official company quote** (PDF or Word)
 3. Enter your **UEN** — company details auto-fill if you've submitted before
 4. Click **Confirm UEN to Continue**
-

Step 23 · Upload Your Official Quote

- Upload your **official company quote** (PDF or Word) — mandatory
 - First-time DSG submissions also require a **bank header statement**
-

Step 24 · Complete the Submission Form

Fill in all mandatory sections:

- **Line item prices** and vendor remarks
 - **Company info** — GST number, SSIC code, payment terms, validity period, contact numbers
 - **Company address** and contact person
 - **Bank details** — account name, bank code, branch, account number, SWIFT
-

Step 25 · Submitted — You Can Still Edit

Quote submitted. Click **Edit Quote** to revise before the deadline.

Step 26 · Confirmation Email Sent

A confirmation email is sent to both you and the DSG requestor.

Vendor Quote Submission

RFQ-1076

Purchase Request: PR-1076 RFQ

Quotation Details Documents

RFQ Mode: Please provide unit prices for the exact items and quantities specified below. Descriptions and quantities cannot be changed.

Required Items

Description	Quantity
Laptop Stand (IT Accessory)	1

Your Quote

GST Configuration

Please select how GST applies to your quotation. The GST rate is fixed at 9%.

GST (applies to all line items)

GST Exclusive v

GST Exclusive: Total = Unit Price x Quantity x 1.09 (9% GST added separately)

Description	Quantity	Unit Price (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1	1190	\$1297.10 (GST: \$107.10)

Total Quote Amount

\$1297.10

(GST: \$107.10)

Supporting Documents Required

[Upload](#)

Upload your official quotation document and any supporting documents (e.g., certifications, product specs, company brochures). At least one document is required.

ⓘ For first-time submission, please upload an unencrypted bank header statement for verification purposes.

No supporting documents uploaded yet.

Vendor Information

Vendor Name *

Hyron Infotech Pte Ltd

Vendor Email

dev@hyrontech.com

Remarks

0/2000

Company Information

UEN (Unique Entity Number) *

189029478K

10/20

[Confirm UEN to Continue](#)



Figure 2: Vendor portal - enter UEN to pre-populate company details

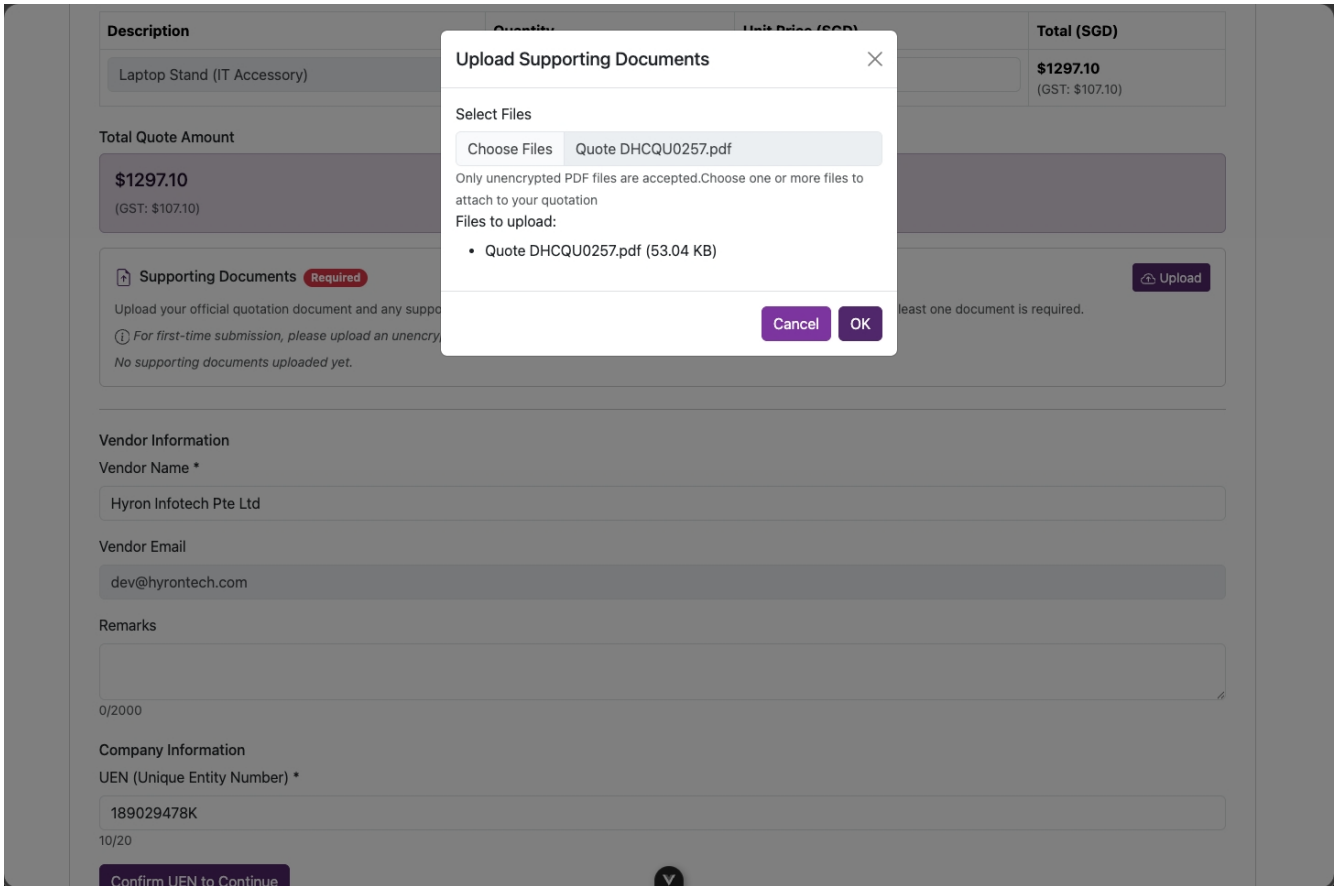


Figure 3: Upload official quote document and bank header statement for new vendors

Vendor Quote Submission

RFQ-1076

Purchase Request: PR-1076 RFQ

Quotation Details Documents

RFQ Mode: Please provide unit prices for the exact items and quantities specified below. Descriptions and quantities cannot be changed.

Required Items

Description	Quantity
Laptop Stand (IT Accessory)	1

Your Quote

GST Configuration
Please select how GST applies to your quotation. The GST rate is fixed at 9%.
GST (applies to all line items)
GST Exclusive

GST Exclusive: Total = Unit Price x Quantity x 1.09 (9% GST added separately)

Description	Quantity	Unit Price (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1	1190	\$1297.10 (GST: \$107.10)

Total Quote Amount

\$1297.10
(GST: \$107.10)

Supporting Documents Required Upload

Upload your official quotation document and any supporting documents (e.g., certifications, product specs, company brochures). At least one document is required.
For first-time submission, please upload an unencrypted bank header statement for verification purposes.

Quote-DHCQU0257-1773893418128.pdf 53.04 KB · Mar 19, 2026, 12:10 PM Download

Vendor Information

Vendor Name *
Hyron Infotech Pte Ltd

Vendor Email
dev@hyrontech.com

Remarks

0/2000

Company Information

UEN (Unique Entity Number) *
189029478K

10/20

GST Registration Number
Enter GST registration number (if applicable)
0/20

SSIC Code
62011

5/10
The SSIC (Singapore Standard Industrial Classification) code identifies your company's main business activity.

SSIC Title
Development of software and applications (except games and cybersecurity)

Year of Incorporation
1890

Number of Employees (Optional)
10

Payment Terms *
30D

3/255

Validity Period (Days)
30

How many days is this quotation valid for? (e.g. 30 days)

Office Contact Number
+6561231243

11/50

Mobile Contact Number
+6581231234

11/50

Company Address
Company Address *
1 Tree Hill Rd Singapore 239212

Contact Person
Contact Person Name *
Cindy Chan

Designation *
Director of Sales

Contact Person/Title *
Ms

Bank Details
Bank Account Name *
Hyron Infotech Pte Ltd

Name of Bank *
DBS

Bank Code (4 digits) *
7171

Branch Code (3 digits) *
001

Bank Account No *
12345123345

SWIFT Code *
DBSSGSG

Submit Quote

Figure 4: Vendor filling in quote form with pricing, company details, and bank information

Vendor Quote Submission

RFQ-1076

Edit Quote

Purchase Request: PR-1076 **RFQ**

Current Version: v1 **Vendor**

Quotation Details Version History Documents

Viewing Mode

You are viewing your submitted quotation. Click "Edit Quote" to make changes.

RFQ Mode: Please provide unit prices for the exact items and quantities specified below. Descriptions and quantities cannot be changed.

Required Items

Description	Quantity
Laptop Stand (IT Accessory)	1

Your Quote

GST Configuration

Please select how GST applies to your quotation. The GST rate is fixed at 9%.

GST (applies to all line items)

GST Exclusive

GST Exclusive: Total = Unit Price × Quantity × 1.09 (9% GST added separately)

Description	Quantity	Unit Price (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1	1190	\$1297.10

Figure 5: Quote submitted successfully with Edit Quote button to revise

Quotation Submitted: RFQ-1076

DS **Dementia Singapore (No Reply)** ☺ Reply ↩ Reply all ➦ Forward 🔗 📄 ⋮

To: Hyron Infotech Pte Ltd <dev@hyrontech.com> Thu 19/03/2026 12:13

Cc: 🟢 DHC Emil

Quotation Submitted Successfully

Dear **Hyron Infotech Pte Ltd**,

We have received a quotation for RFQ-1076:

RFQ Details

RFQ Number: RFQ-1076

Your Company: Hyron Infotech Pte Ltd

Total Amount: **\$1297.10**

Quoted Items:

Description	Qty	Unit Price	Total
Laptop Stand (IT Accessory)	1	\$1190.00	\$1297.10

View Your Quotation

If you need to update your quotation, you can log in to the DSG Procurement portal and modify your submission.

Figure 6: Confirmation email sent to both vendor and DSG requestor after quote submission