INVITATION TO QUOTE
ITQ REF NO: NKF/BL/2019/008
Date : 14 May 2019

TITLE: FOR THE SUPPLY, DELIVERY AND INVENTORY MANAGEMENT OF:
   1. UNIFORM FOR NURSES, OPERATIONS ASSISTANTS AND MATERNITY UNIFORM
   2. UNIFORM FOR NURSES IN NURSING ADMIN AND PD NURSES

1. Introduction

1.1 The National Kidney Foundation (“NKF”) wishes to invite vendor (the “Vendor”) for the supply and delivery of:
   1.1.1 Uniform for Nurses, Operations Assistants and maternity uniform with epaulettes
   1.1.2 Uniform for Nurses at Nursing Admin and PD

as described in these Requirement Specifications (the “Goods”), to its thirty seven (37) dialysis centres in Singapore.

1.2 For the avoidance of doubt, NKF reserves the right at any time to increase or decrease the number of and to vary and/or change the location of any or all of the listed dialysis centres in Annex E1-E2.

2. Details of Product Specification


2.2 Compulsory briefing and viewing of sample uniforms will be conducted at the date, time and place specified below:

   Date: 16 May 2019, Thursday
   Time: 11.00 am
   Venue: 81 Kim Keat Road, Singapore 328836
   Contact: Ms Berlyn Liw at 6506 2153

Quotations submitted by Vendors who have not attended the session will not be considered.

3. Estimated quantity requirement and delivery schedule

3.1 Estimated quantity requirement
   3.1.1 Uniform for Nurses, Operations Assistant and maternity uniform with epaulettes: 5,000 suits
   3.1.2 Uniform for Nurses in Nursing Admin and PD: 200 suits

The quantity requirement may increase due to expansion of diaysis centre or opening of new dialysis centres during the contractual period. NKF will work with the Vendor on the increase of requirement.

3.2 Delivery schedule: 1st order to be delivered by December 2019 and subsequent orders will be advised accordingly.

4. Contractual Period

4.1 Contractual Period: Two (2) years, from January 2020 to December 2021.
5. **Scope of Service and Additional Requirements**

5.1 The vendor shall perform the Services as detailed in the Scope of Services, [Annex B](#).

5.2 The vendor shall also conform to the Additional Requirements as detailed in [Annex C](#).

6. **Submission of ITQ**

6.1 The quotation submitted by the Vendor shall be as in “Price Schedule”, [Annex D](#). The quotation may be submitted by hand or post in a sealed envelope and endorsed with the words “Invitation to Quote Ref No NKF/BL/2019/008 – For the supply, delivery and inventory management of: 1. Uniform for Nurses, Operations Assistants and Maternity Uniform with Epaullettes 2. Uniform for Nurses at Nursing Admin and PD”. All submission should be no later than 21 May 2019, Tuesday, 3pm (the “Closing Date”) and attention to Ms Berlyn Liw, Purchasing Department.

To deposit to: ITQ Box A
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Berlyn Liw

6.2 The Vendor, at the point of submission of its bids, is required to provide the following information and/or documents to NKF:

6.2.1 Extract of company/business registration from the Accounting & Corporate Regulatory Authority (ACRA), showing a full list of directors/partners of the Vendor;
6.2.2 The Vendor’s latest annual report (if applicable) or published accounts;
6.2.3 A full description of the Vendor’s track record
6.2.4 Information about Vendor ([Annex F](#))

6.3 The submitted quotation shall be irrevocable and open for acceptance by NKF for 90 days from the Closing Date.

7. **Purchase Terms and Conditions**

7.1 The successful vendor shall conform to the Purchase Terms and Conditions as set out in [Annex G](#) and additional requirements in point 5. A Purchase Order along with the Purchase Terms and Conditions will be sent to the successful vendor.

7.2 The NKF is not obliged to accept and reserves the right to reject the lowest or any quotation, or part or all of any quotation or assign any reason for rejecting any quotation. The NKF reserves the right in the exercise of its absolute discretion to accept any part or all of any quotation.

8. **Price Quotations**

8.1 All prices quoted by the vendor shall be in the lawful currency of the Republic of Singapore.

8.2 All prices quoted by the vendor shall represent the total cost to NKF.
9. **Payment**

9.1 Unless otherwise specifically provided in this Contract or otherwise agreed between the parties, NKF’s obligation to pay is conditional upon its receiving an invoice from the Vendor for the amount payable, giving NKF no less than thirty (30) days from receipt of such invoice to make payment.

9.2 If any invoice is not submitted to NKF within six (6) months upon completion of the Services, NKF shall be released and discharged from any liability to make any payment of the debt in relation to such invoice.

9.3 Payment by NKF of any invoices shall not affect NKF’s right to reject any of the Services or Deliverables or the Vendor’s responsibility to re-perform any Services or re-deliver any Deliverables that do not conform to this Contract. NKF shall have no obligation to pay for any such Services or Deliverables which have not been re-performed or re-delivered by the Vendor in accordance with Requirement Specification in Annex A. Such non-payment shall not constitute a default or breach of this Contract by NKF. In the event of any dispute between NKF and the Vendor with respect to the invoiced Services and/or other related matters, NKF shall pay the undisputed amount and NKF and the Vendor shall promptly seek to resolve the disputed matters with the Vendor.

9.4 The Vendor shall submit such invoices or other documents as NKF may require for the purpose of making payment.

9.5 NKF shall not pay for expenses or cost of whatever nature other than those expressly set forth in this Contract.

9.6 There will be no late payment service charge of any kind.
# REQUIREMENT SPECIFICATION

**Name of Product:** Uniform for Nurses, Operations Assistants and Maternity Uniform with Epaulettes

<table>
<thead>
<tr>
<th>Material</th>
<th>TR 65% Polyester 35% Viscose Suiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour of Fabric</td>
<td>Lilac</td>
</tr>
</tbody>
</table>

**Design of Uniform**

### Scrub Top:
- For female staff:
  - V neckline with inner flap, must be detachable and with big pressed stud buttons of 11mm
- For male staff:
  - V neckline without inner flap
- All with 2 front pockets, 7.5”H x 7” W
- With name badge holder
- “FEMALE” Velcro on both sleeves

### Scrub Bottom:
- Elastic waistline with garter as well as thick drawstring on the inner side
- 2 side pockets, 7.5”H x 7” W, and left side with additional inner pocket

**Design of Maternity Uniform**

### Maternity Scrub Top:
- V neckline with inner flap and big pressed stud buttons of 11mm
- With concealed side pockets and strings on the side with 1 box pleat on the front
- With name badge holder
- “FEMALE” Velcro on both sleeves

### Maternity Scrub Bottom:
- Elastic waistline with rubber band on inner side secured with button
- Stretch fabric on the front
- 2 side pockets, 7.5”H x 7”W, and left side with additional inner left pocket

**Sizes**

XS, S, M, L, XL, 2XL, MTM (made to measure)

**Design of Epaulettes Colours**

1. Straight edge design with detachable velcro, 7” long with 1” height, must be visible from all angles
2. Size of Velcro should be 3/4”
3. Colours of epaulettes are: (As current colour)
   - Navy Blue: Advanced Clinical Nurse
   - Purple: Senior Clinical Nurse Managers and Clinical Nurse Managers
   - Light Blue: Registered Nurses
   - Maroon: Assistant Nurses
   - Green: Health Care Assistants / Patient Care Technicians
   - Beige: Operations Assistants
4. A pair of detachable epaulettes shall be provided for each set of uniform.
# REQUIREMENT SPECIFICATION

**Name of Product:** 2. Uniform for Nurses at Nursing Admin and PD

| Material | For Blouse/Shirt: Polyester Cotton Yarn Dyed (Shirting Material)  
For Pants/Skirts : Polyester Viscose Cathonic  
  • Vendor can propose similar / equivalent materials for blouse/shirts and pants/skirts |
|----------|------------------------------------------------------------------------------------------------|
| Colour of Fabric | 1. Colours of Blouses are : 1214 Series  
  a. Assistant Director of Nursing – ID20  
  b. Zone Leads – ID5  
  c. Senior Clinical Nurse Managers - ID7  
  d. Nurse Managers – ID8  
  e. Registered Nurses – ID17  
  f. Enrolled Nurses – ID6  
  2. For Pants & Skirt : Black |
| Design | Blouse/Shirt Design: Follow Current design  
  • Regular formal collar with short sleeve  
  • White plastic button on the length of the front opening  
  • Vendor can propose similar design  
  Pants Design:  
  • Pants: Front / side pockets with option of waistline with or without elastic bands  
  Skirt Design :  
  • Front/ side pockets with back zip and with option of waistline with or without elastic bands |
| Sizes | MTM (made to measure) |
| Remarks | Smart Fit & Comfortable Office Wear |
**SCOPE OF SERVICE FOR NURSES, OA, MATERNITY UNIFORM**

**A) Mass measurement**

i) Mass measurement exercise will be scheduled in:
   - 3rd quarter of 2019, delivery in December 2019
   - 3rd quarter of 2020, delivery in December 2020

ii) Measurement will be taken at 1 designated Dialysis Centre in the allocated 6 zones.

iii) About 3 days will be allocated to each zone (approximately 150 staff per zone). The whole exercise should be completed in 4 to 5 weeks time.

iv) All staff are allowed to mix and match sizes e.g. L size top with XL size bottom. Similarly staff may also allowed to mix a standard size top (or bottom) matched with a MTM bottom (or top) and price will be charged accordingly.

v) Vendor shall collate the order of uniforms of the allocated Dialysis Centres after the mass measurement exercise with breakdown of order by the individual Dialysis Centre and an overall Sizing Sheet of all the Dialysis Centres. NKF will confirm the numbers/sizes. Any change request to the sizes confirmed by NKF should be done with due concurrence via email by the Vendor.

**B) Alteration subject to the below condition:**

i) To allow alteration for standard sizes; i.e. blouse/pants shorten by 1” or lengthen by 1”. Discretion is to be exercised by Vendor during measurement exercise.

**C) Packing and Delivery of Goods**

i) Each staff will be issued with 3 sets of uniforms (top & bottom) along with the epaulettes packed together. Washing instructions should be included for staff's reference.

ii) Each packaging must be labeled with name of staff and dialysis centre. All uniforms are to be delivered direct to the respective dialysis centres.

iii) Vendor shall collect all signed Delivery Orders (DO) from the Dialysis Centre after delivery is completed. The DOs along with the Invoice should be passed to NKF Finance for payment.

**D) Buffer stock/Inventory management**

i) The Vendor shall monitor and maintain buffer stock of minimum 15 sets per size at all times. The sizes of the uniform range from XS to 2XL. The purchased buffer stock will be maintained and kept at the Vendor’s office. This is to facilitate issuance of uniforms to new staff. The Vendor shall notify NKF when buffer stock falls to the minimum. The top-up quantity will range from a minimum of 6 sets to a maximum of 12 sets.

ii) The Vendor is responsible for issuance of uniforms to new/existing staff. New/existing staff will visit the Vendor’s office to be sized and uniforms to be drawn from the buffer stock. Information of the staff will be provided by NKF and sent via email to the Vendor prior to staff’s visit. Staff are required to be sized by Vendor and documentation process to be followed as below:

   - NKF will notify Vendor in advance via email on the expected number of staff visiting the Vendor’s office for sizing as well as date and time of visit. At each visit, the number of staff range from 1 to 15 staffs.
   - Vendor shall perform sizing of uniform, issuance if available from stock and update inventory record.
• For staff who requires MTM uniform, Vendor will inform the staff on the pick up date and update NKF Nursing on the order of MTM uniform through email.

• The name of the staff should be indicated in the invoice for MTM uniform to enable checking by Nursing. A copy of acknowledgement of uniform receipt by staff should be provided to support the invoice.

iii) The hemline of the buffer stock – Top and Bottom is to have allowance for alteration of minimum 1“. The uniform must be ready for collection within 2 weeks. Staff shall be notified for collection at the Vendor’s office.

iv) The Vendor is responsible for inventory management of NKF’s buffer stock and maintaining material required for any top-up of buffer stock and MTM order.

v) The Vendor shall provide monthly inventory report on 5th of the month. The reporting template and format will be provided to the Vendor.
ADDITIONAL REQUIREMENTS

1. Consumption of Goods

1.1 If, at the end of the Contract period, the consumed Goods shall be less than the estimated quantity as in the Price Schedule, the parties shall discuss in good faith as to how to resolve the shortfall as between the parties, taking into account all relevant facts and circumstances.

1.2 Clause 1.1 shall not apply if the shortfall is not more than five percent (5%) of the estimated quantity as in the Price Schedule.

2. Non-Performance of Goods

2.1 The approved prototype shall indicate the standards (example: consistent colour tone of fabric and fabric gsm, fine stitching etc) to be maintained for the duration of the Contract. Goods that were supplied and did not meet the standards shall deem as defect Goods. If the defect Goods exceeding 5% of the total quantity purchased, the NKF and Vendor shall discuss in good faith as to how to resolve the defective products as between the parties, taking into account all relevant facts and circumstances.

2.2 The Vendor shall revert the rectified or enhanced product to NKF within one (1) month. The Vendor shall be liable for any increased cost for the enhanced product.

3. Uniform swatches and sample

3.1 The vendor shall at the point of submission of its bids to provide uniform swatches for fabric and proposed colour as specified in Annex A1 and Annex A2.

3.2 The vendor is required to provide at its own costs a prototype of each type of uniform for approval before proceeding with the production of the order.
INFORMATION TO QUOTE  
ITQ REF NO: NKF/BL/2019/008  
Date: 14 May 2019

PRICE SCHEDULE

<table>
<thead>
<tr>
<th>S/N</th>
<th>Item Description</th>
<th>Estimated Quantity Required</th>
<th>Unit Price for Standard Sizes – XS to 2XL (exclusive of GST)</th>
<th>Unit Price for MTM (exclusive of GST)</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Top</td>
<td>Bottom</td>
</tr>
<tr>
<td>1</td>
<td>Nurses &amp; Operations Assistant uniform, as detailed in Annex A1</td>
<td>5,000 suits</td>
<td></td>
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<tr>
<td></td>
<td>Maternity uniform, as detailed in Annex A1</td>
<td>60 suits</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Uniform for Nurses in Nursing Admin and PD, as detailed in Annex A2</td>
<td>200 suits</td>
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</table>

Production leadtime for:
1. Nurses, Operations Assistants & Maternity: _____________________
2. Uniform for Nurses in Nursing Admin & PD: _____________________

Accepted By:
Authorized Signature: _____________________
Signatory’s name: _____________________ Signatory’s title: _____________________
Vendor’s name: _____________________ Vendor’s stamp: _____________________
## LIST OF NKF DIALYSIS CENTRES

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hong Leong-NKF Dialysis Centre</td>
<td>102 Aljunied Cre, #01-265, S (380102)</td>
<td>6743 3572</td>
<td>6743 0817</td>
</tr>
<tr>
<td>Tey Choon Hye-NKF Dialysis Centre</td>
<td>81 Kim Keat Rd, S (328836)</td>
<td>6506 2291</td>
<td>6254 9947</td>
</tr>
<tr>
<td>Japan Airlines National Kidney Foundation Dialysis Ctre</td>
<td>17 Ang Mo Kio Ave 9, #03-01, Ang Mo Kio Hospital Ltd S (569766)</td>
<td>6459 2997</td>
<td>6459 3006</td>
</tr>
<tr>
<td>Tampines Chinese Temple-NKF Dialysis Centre</td>
<td>180 Pasir Ris St 11, #01-06, S (510180)</td>
<td>6583 9500</td>
<td>6583 0779</td>
</tr>
<tr>
<td>Western Digital-NKF Dialysis Centre</td>
<td>633 Ang Mo Kio Ave 6, #01-5155, S (560633)</td>
<td>6459 0113</td>
<td>6552 1697</td>
</tr>
<tr>
<td>IFPAS-NKF Dialysis Centre</td>
<td>201 Serangoon Central, #01-30, S (550201)</td>
<td>6285 4113</td>
<td>6284 2553</td>
</tr>
<tr>
<td>Pei Hwa Foundation-NKF Dialysis Centre</td>
<td>565 Ang Mo Kio Ave 3, #01-3401, S (560565)</td>
<td>6552 6569</td>
<td>6552 6539</td>
</tr>
<tr>
<td>Kwan Im Tong Hood Cho Temple-NKF Dialysis Centre</td>
<td>101 Simei St 1, #01-892, S (520101)</td>
<td>6785 9882</td>
<td>6786 6268</td>
</tr>
<tr>
<td>Singapore Pools-NKF Dialysis Center</td>
<td>27 New Upper Changi Rd #01-694 S (462027)</td>
<td>6444 4276</td>
<td>6444 4978</td>
</tr>
<tr>
<td>Sakyadhita-NKF Dialysis Centre</td>
<td>19 Upper Boon Keng Road, #01-1220, S(380019)</td>
<td>6743 1278</td>
<td>6743 1237</td>
</tr>
<tr>
<td>NTUC Income-NKF Dialysis Center</td>
<td>103 Bt Batok Central #01-237 S (650103)</td>
<td>6569 2370</td>
<td>6569 7359</td>
</tr>
<tr>
<td>National Trades Union Congress (NTUC) Singapore Pools NKF Dialysis Centre</td>
<td>935 Tampines St 91, #01-333, S (520935)</td>
<td>6789 8534</td>
<td>6784 5244</td>
</tr>
<tr>
<td>Woh Hup National Kidney Foundation Dialysis Centre</td>
<td>Blk 1 Ghim Moh Road, #01-358, S (270001)</td>
<td>6467 9200</td>
<td>6467 9231</td>
</tr>
<tr>
<td>Leong Hwa Chan Si Temple-NKF Dialysis Centre</td>
<td>113 Teck Whye Lane, #01-666, S (680113)</td>
<td>6769 0178</td>
<td>6769 9231</td>
</tr>
<tr>
<td>New Creation Church-NKF Dialysis Centre</td>
<td>274 Bangkit Rd, #01-54, S (670274)</td>
<td>6764 6400</td>
<td>6764 2004</td>
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<tr>
<td>SIA-NKF DIALYSIS CENTRE</td>
<td>225 Toa Payoh Lor 8 #01-54 S (310225)</td>
<td>62542 066</td>
<td>6251 9484</td>
</tr>
<tr>
<td>NKF Clementi Dialysis Centre</td>
<td>326 Clementi Ave 5, #01-175, S (120326)</td>
<td>6775 0668</td>
<td>6775 0891</td>
</tr>
<tr>
<td>Thong Teck Sian Tong Lian Sin Sia-NKF Dialysis Centre</td>
<td>825 Woodlands St 81, #01-30, S (730825)</td>
<td>6365 1810</td>
<td>6365 4179</td>
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<tr>
<td>Sheng Hong Temple-NKF Dialysis Centre</td>
<td>744 Jurong West St 73, #01-19, S (640744)</td>
<td>6794 1061</td>
<td>6794 1071</td>
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<tr>
<td>SCAL -NKF Dialysis Centre (Woodlands Branch)</td>
<td>365 Woodlands Ave 5, #01-490, S (730365)</td>
<td>6362 4905</td>
<td>63623956 / 6362 5849</td>
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<tr>
<td>Singapore Buddhist Welfare Services-National Kidney Foundation Dialysis Center</td>
<td>114 Hougang Ave 1, #01-1298, S (530114)</td>
<td>6382 6332</td>
<td>6383 0203</td>
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<tr>
<td>Toa Payoh Seu Teck Sean Tong National Kidney Foundation Dialysis Centre</td>
<td>203 Yishun St 21, #01-239 S (760203)</td>
<td>6759 4002</td>
<td>6759 4003</td>
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<tr>
<td>Dialysis Centre</td>
<td>Address</td>
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<tr>
<td>NKF Hougang-Punggol Dialysis Centre</td>
<td>628, Hougang Ave 8, #01-108, S(530628)</td>
<td>Tel: 6284 1877 / Fax: 6284 0867</td>
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<td></td>
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<td>HG2</td>
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<tr>
<td>NKF Le Champ - Dialysis Centre (Yishun Branch)</td>
<td>639 Yishun Street 61, #01-168, S(760639)</td>
<td>Tel: 6257 1860 / Fax: 6257 1650</td>
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<tr>
<td>Wong Sui Ha Edha NKF Dialysis Centre</td>
<td>271, Tampines St 21, #01-99 S (520271)</td>
<td>Tel: 67898678 /67896965 Fax: 67897336</td>
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<td></td>
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<td>TM2</td>
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<tr>
<td>Kwan Im Thong Hood Cho Temple-NKF Dialysis Centre (Kolam Ayer Branch)</td>
<td>Bldg 43 Bendemeer Road #01-1018, S(330043)</td>
<td>Tel: 6291 3946 / Fax :6291 3969</td>
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<td>KLA</td>
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<tr>
<td>NKF Dialysis Centre supported by The Sirivadhanabhakdi Foundation</td>
<td>Bld 940 Jurong West Street 91, #01-441, S(640940)</td>
<td>Tel: 6316 6246 / Fax: 6316 6194</td>
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<td>JW2</td>
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<tr>
<td>Le Champ - NKF Dialysis Centre (Bukit Panjang Branch)</td>
<td>Bld 275 Bangkit Road #01-96, S(670275)</td>
<td>Tel: 6891 2782 / Fax :6891 2592</td>
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<td></td>
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<td>BP2</td>
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<tr>
<td>The Singapore Buddhist Lodge-NKF Dialysis Centre</td>
<td>Bld 128 Bukit Merah View #01-22, S(150128)</td>
<td>Tel: 6878 0552 / Fax: 6878 0021</td>
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<tr>
<td>The Hour Glass NKF Dialysis Centre (Admiralty Branch)</td>
<td>Bld 761 Woodlands Ave 6 #01-108, S(730761)</td>
<td>Tel: 63622153 / Fax: 63622360</td>
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<td></td>
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<td>ADT</td>
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<tr>
<td>SCAL - NKF Dialysis Centre (Yishun Branch)</td>
<td>Bld 840 Yishun St 81 #01-382, S(760840)</td>
<td>Tel: 64813006 / Fax: 64813076</td>
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<td></td>
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<td>YM3</td>
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<tr>
<td>The Hour Glass NKF Dialysis Centre (West Coast Branch)</td>
<td>Bld 701 West Coast Road #01-323, S(120701)</td>
<td>Tel: 65601184 / Fax: 65601076</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>WCR</td>
<td></td>
</tr>
<tr>
<td>Queenstown Dialysis Centre</td>
<td>Bld 55 Strathmore Avenue #01-145 S(140055)</td>
<td>Tel: 67780330 / Fax: 67776155</td>
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<td></td>
<td></td>
<td>QT1</td>
<td></td>
</tr>
<tr>
<td>Jo &amp; Gerry Essery NKF Dialysis Centre</td>
<td>Bld 204 Marsiling Drive #01-188 S(730204)</td>
<td>Tel: 63680291 / Fax: 63680266</td>
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<tr>
<td></td>
<td></td>
<td>MSD</td>
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</tr>
<tr>
<td>NKF Integrated Renal Centre supported by The Sirivadhanabhakdi Foundation</td>
<td>500 Corporation Road S(649808)</td>
<td>Tel: 63593610 / Fax: 62514174</td>
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<td></td>
<td></td>
<td>IRC</td>
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<tr>
<td>Foo Hai – NKF Dialysis Centre</td>
<td>Bld 311 Ubi Ave 1 #01-383 S(400311)</td>
<td>Tel: 67478664 / Fax: 67478623</td>
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### New Dialysis Centres

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<tr>
<th>Dialysis Centre</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punggol Dialysis Centre</td>
<td>681 Punggol Drive, Punggol Polyclinic</td>
<td>(Estimated date of operation in Q3 2019)</td>
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<tr>
<td>Toa Payoh West Dialysis Centre</td>
<td>200 Lorong 2 Toa Payoh, Toa Payoh West CC</td>
<td>(Estimated date of operation in Q3 2020)</td>
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<tr>
<td>Jurong East Dialysis Centre</td>
<td>Block 240C Jurong East Ave 1</td>
<td>(Estimated date of operation in Q1 2020)</td>
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</tbody>
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INFORMATION ABOUT VENDOR

ITQ REF NO. ____________________

ITQ FOR ________________________________________________________________

1. Vendor’s name: __________________________________________________________

2. Company/Business registration no.: _________________________________________

3. Registered address: _______________________________________________________

_________________________________________________________________________

4. GST registration no. (if applicable): _________________________________________

5. Type of business (please select)
   ( ) Sole proprietorship   ( ) Private company (limited by shares)
   ( ) Partnership           ( ) Public company (limited by shares)
   ( ) Others (please specify): _______________________________________________

_________________________________________________________________________

6. Contact person
   Name: _________________________________________________________________
   Title: ________________________________________________________________
   Tel No.: ______________________________________________________________
   Fax No.: ______________________________________________________________
   Email: ________________________________________________________________

7. I declare that I/the Vendor is not related\(^1\) to any person in NKF who is involved in this
   ITQ howsoever and whatsoever.

8. The above named Vendor certifies and declares that all information, documents and materials
   provided in connection with its quotation bid are true and accurate to the best of its knowledge.

Authorised Signature: ______________________

Signatory’s name: ______________________  Signatory’s title: ______________________

Vendor’s name: ______________________  Vendor’s stamp: ______________________

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\(^1\)Related refers to the following: Spouse, domestic partner, child, mother, father, brother or sister or
close associates; any corporation, business or non-profit organization of which you are serving as staff,
officer, board member, partner, participate in management or are employed by; any trust or other estate
in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.
1. Offer to Purchase
   - This is an offer to purchase goods/services/works described herein based on the terms and conditions herein stated. This offer may be revoked at any time before it is accepted. When accepted by the Seller, this Purchase Order shall be a binding Contract ("Contract").

2. Modification & Rescission
   - This Contract can be varied, modified or rescinded only by agreement in writing between the duly authorized agents of the Buyer and the Seller.

3. Packing and Delivery
   - All goods/works shall be suitably packed, marked and shipped/transported to the Buyer at 81, Kim Keat Road, Singapore 328985 (unless otherwise stated) and unless otherwise specified, no additional charges shall be made for such packing, marking and shipping/transportation to the Buyer. The Seller shall repair free of charge good/works damaged in transit.
   - The Seller shall forward the original Bill of Lading and other shipping/transportation documents promptly to the Buyer. Statements/Transmissions shall be made according to Instructions issued by the Buyer. The Buyer may change delivery schedule at any time. The Buyer shall have no liability for good/works delivered in excess of the quantities specified in the delivery schedule. The Buyer shall be responsible for any loss or damage occurring during the transit, whenever he is obliged to deliver the good/works. Prices quoted shall be CIF Singapore (unless otherwise stated). Liability of goods/works passes to the Buyer on delivery. Unless otherwise agreed the goods/services/works ordered must be delivered at specified time of delivery and if the goods/services/works or any portion thereof are not delivered within the time or times specified in the Contract, the Buyer shall be entitled to terminate the Contract forthwith.

4. Termination
   - On the determination of the Contract for any reason by the Buyer, the Buyer shall be entitled:
     a) to return the Seller to the Seller's risk and expenses any of the goods/services/works already delivered and to recover from the Seller any monies paid; and
     b) to recover from the Seller any expenses incurred by the Buyer in obtaining other goods/services in replacement of those in respect of which the Contract has been determined; and
     c) to recover from the Seller all losses and damages suffered as a result of the breach of the Contract by the Seller.

5. Inspection, Testing and Rejection
   - The Buyer reserves the right to count and inspect all the goods/services and to have the quality of the materials used and the parts of the equipment inspected and checked by its authorized representatives. The Buyer may reject defective/defective good/works and shall have no obligation to pay for such good/works, which will be held for Seller's instruction at Seller's cost and risk. In such an event, the Seller shall also be liable for all storage charges. If any good/services/works involved manufacture, a sample shall be produced for approval prior to production of the whole order. Subsequent delivery will be subject to the Buyer's inspection. Acknowledgement of delivery or payment by the Buyer for good/services/works prior to inspection shall not be deemed to constitute an acceptance of the good/services/works or waiver of the Buyer's right to reject them.

6. Prices
   - The prices specified herein are the FIXED prices. The Buyer reserves the right to make changes to the specification of the goods/services or services covered by this Purchase Order. Prices of such changes shall be equitably adjusted by the buyer and the Seller.

7. Guarantee
   - The Seller guarantees and it is a condition of the Contract that all good/services covered by this Purchase Order will conform to the specifications, drawings, samples or other descriptions, furnished by the Buyer and that the good/services are of good materials and workmanship and free from defects and fit and sufficient for the purpose intended.
   - The Seller undertakes to remedy any defect arising from faulty design (if applicable), materials or workmanship. The guarantee period shall commence on receipt of the commissioning letter from the Buyer's written instructions. Where the good/services are自有 or obtainable from the Buyer's usage of the goods/services, as the case may be. The Seller shall repair or replace the goods/services so as to render them free from defects for such guarantee period (if applicable) or from the Buyer's usage of the services/works, as the case may be. The Buyer shall not be entitled to any relief in respect of the goods/services thereof at the Seller's risk and expense unless it has been agreed between the parties that any necessary repair or replacement shall be carried out by the Seller on the Buyer's premises.

8. Indemnity
   - The Seller shall indemnify the Buyer in respect of all damage and/ or injuries to any person or property and against all actions, suits, claims, demands, costs, charges or expenses arising in connection therewith that have been caused howeversoever by the Seller, its servants or agents in the performance of the Contract or by the Seller's breach of the Contract.

9. Gifts, Inducements and Rewards
   - The Buyer shall be entitled to determine the Contract forthwith and to recover from the Seller the amount of any damages or losses suffered if it is established that the Seller have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or having done or offered to do any action in the obtaining or execution of the Contract with the Buyer or for doing or forbearing to do anything in any person in relation to any other contract(s) with the Buyer, or if the said act shall have been done by any person employed by the Seller or acting on its behalf (whether with or without the knowledge of the Seller) or if the Seller or any person employed by it or acting on its behalf shall have committed any offence under the Penal Code (Cap 294) or the Prevention of Corruption Act (Cap 241) or shall have given any sum or reward the receipt of which is an offence under the said Penal Code or the said Prevention of Corruption Act of the Republic of Singapore.

10. Cancellation
    - The Seller breaks the delivery schedules or any other terms of the Purchase Order or is in breach of any other obligations to the Buyer;
    - any distress or execution shall be levied upon the Seller's property or assets;
    - the Seller being an individual (or, when the Seller is a firm, any partner in that firm) shall at any time have any bankruptcy proceedings commenced against him, or a bankruptcy order made against him, or shall have a receiving order made against him or shall make any composition with creditors, or shall make any arrangement or composition with any of his creditors or shall have been adjudged a bankrupt or be in the hands of a receiver or liquidator or be in the hands of a manager or be in the hands of a receiver, manager or liquidator or in the hands of a receiver or manager of such company's undertaking, property or assets or part of any thereof, then the Buyer shall be at liberty in any one or more of the above circumstances (without prejudice to any other rights that it may have at law and in equity) to forthwith:
      a) cancel all or any part of the undelivered portion of the Contract by notice in writing without compensation to the Seller;
      b) give to any such Receiver or Liquidator or other person the option of carrying out the Contract. Provided that the exercise of any of the rights granted to the Buyer in this clause shall not prejudice or affect any right of action of remedy that shall have accrued or shall accrue thereafter to the Buyer.

11. Patents
    - The Seller shall be liable for any action, claim, demand, cost, charge and expenses arising from or incurred by reason of any infringement or alleged infringement of any intellectual property rights (including but not limited to patents, registered designs, trade mark or trade name by the Buyer's use or sale of the goods/services/works provided by the Seller pursuant to the Contract and against all costs incurred in either.

12. Drawings and Technical Documents
    - The Seller shall furnish free of charge to the Buyer drawings and technical information within the agreed specified period (if applicable) after the Seller's receipt and acceptance of Buyer's Purchase Order.

13. Assignment
    - The Seller shall not assign or transfer this Contract or any part thereof to any other person.
    - The Seller shall not assign or transfer the Contract without the consent of the Buyer or sub-contract the Contract or any part thereof.

14. Jurisdiction Clause
    - Unless otherwise agreed, this Contract shall be subject to and construed in accordance with the laws of Singapore