INVITATION TO QUOTE
ITQ REF NO: NKF/AL/2019/018
Date: 18 November 2019

TITLE: FOR THE SUPPLY AND DELIVERY OF SURGICAL PAPER TAPE FOR SENSITIVE SKIN

1. Introduction

1.1 The National Kidney Foundation ("NKF") wishes to invite vendor (the "Vendor") for the supply and delivery of surgical paper tape for sensitive skin to NKF as described in Annex A (the "Goods"), to its Forty-One (41) dialysis centres in Singapore.

2. Product Specification

2.1 The Goods must be registered with Health Science Authority and shall conform to the detail specification in Annex A.

3. Quantity requirements and delivery schedule

3.1 NKF’s estimated consumption for the Goods over a period from February 2020 to December 2020 are detailed in Annex C.

3.2 The Goods shall be delivered monthly to such of NKF’s dialysis centres or medical store as NKF shall stipulate from time to time. Please refer to Annex B1-B2 for the detail listing of NKF’s dialysis centres (as at date of this invitation to quote). 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.

4. Term of Contract

4.1 Contractual period: February 2020 to December 2020 with NKF having an option to extend for further periods of twelve (12) months each on the same terms and conditions as stated in the Contract (as may be amended, varied, supplemented and/or replaced from time to time).

4.2 Unless otherwise stipulated by the NKF, all purchases for the Goods made during the extended period of this Contract shall be subject to the terms and conditions hereof (as may be amended, varied, supplemented and/or replaced from time to time), and the Goods purchased during such extended period shall be deemed to be Goods as defined in this Contract.

5. Additional Requirements

5.1 Expiry period for Goods

5.1.1 Goods (herein refer to “surgical paper tape for sensitive skin”) having an expiry date of twelve (12) months or less from the date of delivery by the Vendor to the NKF shall deemed Goods that are not in accordance with the Contract, and NKF shall be entitled to require the removal or replacement of such Goods.

5.2 Stock pile

5.2.1 The Vendor shall undertakes during the term of this contract to have at least two (2) months stock pile of the Goods to be made available to NKF.
6. Submission of ITQ

6.1 The quotation submitted by the Vendor shall be as in “Price Schedule”, Annex C. Full set of quotation must be submitted with vendor’s stamp on all pages stipulated in the ITQ. The quotation may be submitted by hand or post in a sealed envelope and endorsed with the words “Invitation to Quote Ref No NKF/AL/2019/018 – For the supply and delivery of Surgical paper tape for sensitive skin”. All submission should be no later than 22 November 2019, Friday, 3pm (the “Closing Date”) and attention to Ms Ann Lin, Purchasing Department.

If sent by hand

To deposit to : ITQ Box A
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Ann Lin

If sent by post : National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Ann Lin

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 Names and contact details of at least two (2) reference customers
6.2.4 The Vendor at the point of submission of its ITQ bids, is required to supply at its own costs 2 boxes of samples in its ITQ bids. The NKF shall be at liberty to call for further submission of such samples as required until the samples submitted are in accordance with the requirements of the ITQ. Samples after approval shall indicate the standards to be maintained for the duration of the Contract.

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

6.4 The Vendor is required to indicate the minimum delivery lead time for the proposed product based on 1 month’s quantity in the Price Schedule, Annex C.

7. Purchase Terms and Conditions

7.1 The successful vendor shall conform to the Purchase Terms and Conditions as set out in Annex D. 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 question. The NKF reserve the right in the exercise of its absolute discussion to accept any part or all 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.
## PRODUCT SPECIFICATIONS

### Requirement Specification

#### Product Description

Surgical paper tape for sensitive skin

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description of requirement</th>
<th>Comply to Specification (Yes / No)</th>
</tr>
</thead>
</table>
| 1.  | Materials : Paper, free of latex  
      Type : Adhesive  
      Size : 1” with length 10 yards  
      Packing type : Box                  |                                   |
| 2.  | Purpose :  
      Use for : Fragile or sensitive skin, applications where holding power is required  
      yet repositioning may be needed, postsurgery gauze applications frequent  
      dressing changes.                    |                                   |
| 3.  | Certification  
      a) Does HSA registration required? Yes / No  
      b) Has the product been registered? Yes / No / Pending  
      c) If yes, the registration no. is________________  
      d) The HSA classification is Class A / B / C / D  
      Vendor shall provide the following documents to support the certification of the  
      product:  
      e) Product licence with Health Science Authority  
      f) Manufacturing licence with Health Science Authority  
      g) Quality Certificate of Product  
      h) Product literature  
      i) Any other relevant certification or clinical papers necessary for the  
      product |                                   |
<table>
<thead>
<tr>
<th>LIST OF NKF DIALYSIS CENTRES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hong Leong-NKF Dialysis Centre</strong>&lt;br&gt;102 Alijunied Cre, #01-265, S (380102)&lt;br&gt;Tel: 6743 3572 / Fax: 6743 0817</td>
<td><strong>Sheng Hong Temple-NKF Dialysis Centre</strong>&lt;br&gt;744 Jurong West St 73, #01-19, S (640744)&lt;br&gt;Tel: 6794 1061/ Fax: 6794 1071</td>
</tr>
<tr>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| SAF-NKF Dialysis Centre (Hong Kah)  | 536 Jurong West St 52, #01-497, S (640536)  
Tel: 65668898/ Fax: 65626027  
HON |
| Thong Teck Sian Tong Lian Sin Sia-NKF Dialysis Centre  | 825 Woodlands St 81, #01-30, S (730825)  
Tel: 6365 1810/ Fax: 6365 4179  
WD1 |
| Singapore Buddhist Welfare Services-National Kidney Foundation Dialysis Center  | 114 Hougang Ave 1, #01-1298, S (530114)  
Tel: 6382 6332/ Fax: 6383 0203  
HG1 |
| National Kidney Foundation  | 365 Woodlands Ave 5, #01-490, S (730365)  
Tel: 6362 4905 / 63623956 / Fax: 6362 5849  
WD2 |
| NKF Hougang-Punggol Dialysis Centre  | Address: Blk 628, Hougang Ave 8, #01-108  
Tel : 6284 1877 / Fax : 6284 0867  
HG2 |
| Toa Payoh Seu Teck Sean Tong National Kidney Foundation Dialysis Centre  | 203 Yishun St 21, #01-239 S (760203)  
Tel: 6759 4002 / Fax: 6759 4003  
YS1 |
| Tampines 2 Dialysis Centre  | Address: Blk 271, Tampines St 21,  
#01-99 S (520271)  
Tel: 6789 9878 /6789 6965 Fax: 6789 7336  
TM2 |
| Yishun 2 Dialysis Centre  | 639 Yishun Street 61, #01-168, S(760639)  
Tel : 6257 1860 / Fax : 6257 1650  
YS2 |
| The Sirivadhanabhakdi - NKF Dialysis Centre  | Blk 940 Jurong West Street 91, #01-441  
S(640940)  
Tele : 6316 6246 Fax : 6316 6194  
JW2 |
| Kwan Im Thong Hood Cho Temple Bendemeer Dialysis Centre  | Blk 43 Bendemeer Road, #01-1018 S(330043)  
Tele: 6291 3946 / Fax: 6291 3969  
KLA |
| The Singapore Buddhist Lodge- NKF Dialysis Centre  | Blk 128 Bukit Merah View,#01-22 S(150128)  
Tele : 6878-0552 Fax : 6878-0021  
BM2 |
| Le Champ NKF Dialysis Centre  | Blk 275 Bangkit Road, #01-96 S(670275)  
Tele : 6891-2782 Fax: 6891 2592  
BP2 |
| SCAL- NKF Dialysis Centre  | Blk 840 639 Yishun Street 81, #01-382,  
S(760840)  
Tel : 6481 3006 / Fax : 6841 3076  
YS2 |
| The Hour Glass NKF Dialysis Centres (Admiralty)  | Blk 761 Woodlands Ave 6 #01-108, S(730761)  
Tele : 6362 2153/Fax:6362 2360  
ADT |
| Queenstown Dialysis centre  | Blk 55 Strathmore Avenue #01-145 S(140055)  
Tele :6778 0330/Fax:6777 6155  
QT1 |
| The Hour Glass NKF Dialysis centres (West Coast)  | Blk 701 West Coast Road #01-323 S(120701)  
Tele : 6560 1184/Fax: 6560 1076  
WCR |
| Jo & Gerry Essery NKF Dialysis Centre  | Blk 204 Marsiling Drive #01-188 S(730204)  
Tele:6368 0291/Fax: 6368 0266  
MSD |
| NKF Integrated Renal Centre  | 500 Corporation Road S(649808)  
Tele : 6359 3610/Fax: 6251 4174  
CP1 |
<table>
<thead>
<tr>
<th>Foo Hai – NKF Dialysis Centre</th>
<th>Punggol Dialysis centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blk 311 Ubi Ave 1 #01-383 S(400311)</td>
<td>681 Punggol Drive, Punggol Polyclinic</td>
</tr>
<tr>
<td><strong>Tele</strong>: 6747 8864/Fax: 6764 8823</td>
<td><strong>Tele</strong>: 6243 7020/Fax: 6243 7022</td>
</tr>
<tr>
<td><strong>URD</strong></td>
<td><strong>PNG</strong></td>
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</tbody>
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<thead>
<tr>
<th>New dialysis centres</th>
<th>Jurong East Dialysis Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toa Payoh West Dialysis centres</td>
<td>Blk 240C Jurong East Ave 1</td>
</tr>
<tr>
<td>200 Lorong Toa Payoh</td>
<td>Estimated date of operation in Q1 2020</td>
</tr>
<tr>
<td>Estimated date of operation in 2020</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Yishun Community Hospital</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Yishun Central 2</td>
<td></td>
</tr>
<tr>
<td>Singapore (768024)</td>
<td>Estimated date of operation in 2020</td>
</tr>
</tbody>
</table>
TITLE : FOR THE SUPPLY AND DELIVERY OF SURGICAL PAPER TAPE FOR SENSITIVE SKIN

ITQ REF NO: NKF/AL/2019/018

PRICE SCHEDULE

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit Price (exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Surgical paper tape</td>
<td>82,000 rolls</td>
<td></td>
</tr>
</tbody>
</table>

The minimum lead time for the proposed product based on 1 month quantity is ___________.

The delivery charge $__________ should per order fall below your minimum value which is $__________.

Accepted By:

Authorised Signature : ______________________

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

Vendor’s name  : ______________________  Vendor’s stamp : ______________________
INFORMATION ABOUT VENDOR

ITQ REF NO. ______________________
ITQ FOR ________________________________________________________________

1. Vendor’s name: __________________________________________________________

2. Company/Busines 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 : ______________________

\(^1\)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.
Annex D

Terms & Conditions

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/services/works shall be suitably packed, marked and shipped/transported to the Buyer at 81, Kim Keat Road, Singapore 383836 (unless otherwise stated) and unless otherwise specified, no additional charges shall be made for such packing/labeling, and any shipping/transportation to the Buyer. The Seller shall repay free of charge goods/services/works damaged in transit.

   - The Seller shall forward the original Bill of Lading and other shipping/transportation documents promptly to the Buyer. Shipments/Transports shall be routed according to instructions issued by the Buyer. The Buyer may change delivery schedules from time to time. The Buyer shall have no liability to pay for goods/services/works delivered in excess of the quantities specified in the delivery schedules. The Seller shall be responsible for any loss or damage occurring during this transit, whenever he is obliged to deliver the goods/services/works. Prices quoted shall be CIF Singapore (unless otherwise stated). Lion of goods/services/works passes to the Buyer on delivery. Unless otherwise agreed the goods/services/works ordered must be delivered within the specified time of delivery and if the delivery or any portion thereof are not delivered within the time or times specified in the Contract, the Buyer shall be entitled to determine 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 to the Seller all 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/works 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.

   - Provided that the Buyer in his absolute discretion may extend the time of delivery and provided further that the Seller pays a liquidated damages of 1% of the Contract Price of the goods/services/works not delivered for every day including Sundays and Public Holidays the delay extends up to a maximum of 15% of the Total Value of the goods/services/works not delivered.

5. Inspection, Testing and Rejection
   - The Seller reserves the right to inspect and count all the goods/services/works 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/non-conforming goods/services/works and shall have no obligation to pay for such goods/services/works, which will be held for Seller's inspection at Seller's cost and risk. In such an event, the Seller shall be liable for all storage charges. If the goods/services/works involved manufacture, a sample shall be produced for approval prior to production of the whole order. Subsequent delivery will be subjected to the Buyer's inspection. Acknowledgement of delivery or payments for goods/services/works prior to inspection shall not be deemed to constitute an acceptance of the goods/services/works/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 specifications of the goods/services/works accordingly.

7. Guarantee
   - The Seller guarantees and it is a condition of the Contract that all goods/services covered by this Purchase Order will conform to the specifications, drawings, samples or other descriptions, furnished by the Buyer and that the goods/services are of good materials and workmanship, free from defects and faults inherent in the use intended.

   - The Seller undertakes to remedy any defect arising from faulty design (if applicable), materials or workmanship. The guarantee period shall be 12 months from the date of delivery of the goods/services/works, unless otherwise specified by the Buyer, the defects shall be repaired by the Seller free of charge. If applicable, the Buyer's usage of the goods/services/works, as the case may be. The Seller shall make all repairs or replacements to the defect of the goods/services/works or parts thereof to the Buyer at Seller's expense. If the goods/services/works required by the Buyer is to be replaced, the Seller shall pay shut down costs or whatever the Seller's usage of the goods/services/works, as the case may be.

8. Indemnity
   - The Seller shall indemnify the Buyer in respect of all damages and/or injures to any person or any property and against all actions, suits, claims, demands, costs, charges or expenses arising in connection therewith that have been caused or occasioned 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 has 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 forbearing to do any action to the obtaining or execution of the Contract with the Buyer or for showing or forbearing to show favour to any person in relation to any other contract(s) with the Buyer, or if the like acts shall have been done by any person employed by the Seller or acting on its behalf (whether with or without the knowledge of the Buyer) or if the Seller or any person employed by it or on its behalf (whether with or without the knowledge of the Buyer) or if the Seller or any person employed by it or acting on its behalf has committed any offence under the Penal Code (Cap 254) or the Prevention of Corruption Act (Cap 251) or has given any favor 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
    - If:
      a) the Buyer breaches the delivery schedules or any other terms of the Purchase Order or is in breach of any other obligations to the Buyer;
      b) any distress or execution shall be levied upon the Seller's property or assets;
      c) 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 have a receivership order made against him, or shall make any arrangement with his creditors, or shall be declared bankrupt or subject to the rule of any sheriff, or shall be wound up (whether voluntarily or otherwise), or any resolution or petition to wind up such corporation's business (other than for the purpose of amalgamation or reconstruction) is passed or presented, or a judicial management order is made against the Seller or if a Receiver, or a manager on behalf of a creditor, is appointed or if circumstances shall arise which enable the Court or creditor to appoint a Receiver or manager of such corporation's undertaking, property or assets or any part thereof, then the Buyer shall be at liberty in any one 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 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 fully indemnify the Buyer against 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 letters patent, registered design, 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 thereby.

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 without the consent in writing of the Buyer assign or transfer the Contract or any part thereof to any other person. Provided that the Seller shall not without the consent of the Buyer 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