INVITATION TO REQUEST FOR PROPOSAL

Date: 24 January 2019

Dear Sirs

RFP NO. NKF/PL/2019/001

REQUEST FOR PROPOSAL FOR NKF SIT-A-THON 2019 EVENT

1. The National Kidney Foundation (NKF) invites tenderers for the above requirement.

2. This Invitation to Request For Proposal incorporates the following documents enclosed herewith:
   a. Conditions of Contract for Service;
   b. Requirement Specifications;
   c. Price Schedule;
   d. Information about Vendor;
   e. Agreement to Terms and Conditions;

3. Compulsory Briefing
   3.1 A briefing will be conducted at the date, time and place specified below:
      Date: 29 January 2019
      Time: 10.30am to 12pm
      Venue: NKF Centre, 81 Kim Keat Road, Singapore 328836

   3.2 Proposals submitted by tenderer(s) who have not attended the session would not be considered.

   3.3 Tenderer(s) are to RSVP for this briefing with Mr Jonathan Mun at jonathan.mun@nkfs.org latest by 12pm, 28 January 2019, Monday. Tenderers are also reminded to come on time as the briefing will start punctually.

   3.4 All questions are to be asked during the compulsory briefing on 29 January 2019 or emailed to Mr Jonathan Mun at jonathan.mun@nkfs.org by 12pm, 31 January 2019, Thursday.

4. Submission of Proposal Bids

4.1 If you wish to submit a proposal for the above requirement, you must complete and submit the documents mentioned in paragraph 2, with supporting documents and materials e.g. brochures, catalogues, handbooks, artwork and samples (if any).

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

   4.2.1 Extract of company/business registration from the Accounting & Corporate Regulatory Authority (ACRA), showing a full list of directors/partners of the Vendor. The date of the extract of company/business registration from ACRA shall not be earlier than 26 October 2015;
   4.2.2 Latest audited financial report or published accounts;
   4.2.3 Proposer’s details as stated in 5.1.1 of the Requirement Specification;
   4.2.4 Proposer’s proposal as stated in 5.1.2 of the Requirement Specification;
   4.2.5 Public Liability Insurance of $1,000,000
   4.2.6 Completed RFP documents – Conditions of Contract, Information about Vendor, Agreement to Terms & Conditions and Requirement Specifications; and
   4.2.7 Price Schedule
4.3 NKF requires two (2) copies of the documents referred to in paragraph 4.2, that is, one original copy and one duplicate copy. All Vendors are required to submit the RFP documents and Price Schedule separately from the proposal in 2 separate envelopes, A and B.

- For RFP documents and the Price Schedule - The envelopes have to be endorsed with the words “Envelope A – NKF/PL/2019/001 RFP for NKF Sit-A-Thon 2019 Event - RFP Documents and Price Schedule”
- For event proposal - The envelopes have to be endorsed with the words “Envelope B – NKF/PL/2019/001 RFP for NKF Sit-A-Thon 2019 Event – Proposal”

All documents are to be delivered by hand and deposit to:

RFP Box A
Security Counter
The National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Pauline Leong

5. All RFP bids must be received at the locations specified above, no later than 1500 hours on 15 February 2019, Friday (the “Closing Date”). RFPs received after this deadline shall not be considered.

6. Your proposal bid shall be irrevocable and open for acceptance by NKF for 180 days from the Closing Date.

7. Selection of Proposal(s)

7.1 Only complete proposals/submissions will be evaluated by NKF. Shortlisted tenderers will be required to make a presentation of their proposal(s) at their own cost and expenses and answer questions on the proposal in response to NKF Sit-A-Thon’s organising committee.

7.2 The presentations are scheduled to be carried out on 22 February 2019, Friday, subject to changes due to unforeseen circumstances. NKF will give the shortlisted tenderers two days’ notice to conduct the presentation to NKF. Tenderers who are unable to present may be disqualified from the evaluation process.

7.3 NKF reserves the rights to award to one or more proposals in parts submitted during this tender exercise.

8. Payment terms will be broken into two stages with 25% billed at the point of completion of all awareness building activities and 75% upon completion of full deliverables post-event.

9. Please note that your RFP bid is subject to the terms of the Conditions of Contract.

10. If you have any inquiries relating to this Invitation to Request For Proposal, please contact Ms Pauline Leong at telephone no. 6506-2104 or email to pauline.leong@nkfs.org.

Yours faithfully

Name: Ms Joyce Tong
Title: Manager