

INVITATION TO QUOTE

ITQ No.: NKF/PL/2019/015

Date: 27 September 2019

PROVISION OF INTERIOR DESIGN FOR ARCHITECTURAL, MECHANICAL & ELECTRICAL, STRUCTURAL & QUANTITY SURVEYING SERVICES INCLUDING PROJECT MANAGEMENT FOR PROPOSED INTERIOR FITTING-OUT WORK TO NKF OFFICE LEVEL 5, 6 & 7 WITH OPTION TO INCLUDE LEVEL 1 AT 81 KIM KEAT ROAD

1. Introduction

The National Kidney Foundation (“**NKF**”) wishes to invite vendor (the “**Vendor**”) to quote for the Provision of Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Interior Fitting-Out Work to NKF Office, Level 5, 6, 7 & 1 in **3 phases** at 81 Kim Keat Road.

2. Requirement Specification

2.1 Please refer to **Annex A** for details.

2.2 For any enquiries pertaining to the requirement, please contact **Mr Patrick Chua**, Senior Manager, Facilities Management - Building at **HP 9233 0583**.

3. Submission of ITQ

3.1 The quotation submitted by the Contractor shall be as in “**Price Schedule**”, **Annex C**.

3.2 Full set of quotation / proposal must be submitted with Vendor's stamp on all pages stipulated in the ITQ. The quotation / proposal may be submitted by hand in a sealed envelope and endorsed with the words “**ITQ No: NKF/PL/2019/015 - Provision of Interior Design for Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Interior Fitting-Out Work to NKF Office, Level 5, 6, & 7 with option to include level 1 at 81 Kim Keat Road**”. All submissions should be received no later than “**18 October 2019, Friday, 3 pm**” (the “**Closing Date**”) and delivered by:

By hand: ITQ Box B
Security Counter, Lobby
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Pauline Leong

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

3.4 The Vendor, at the point of submission of its bid is required to provide an original copy of the information on the latest business profile by the Accounting and Corporate Regulatory Authority (ACRA). The date of the business profile should be no more than thirty (30) days from the date of submission.

- 3.5 The Vendor is required to supply at its own costs, the concept proposal of the new layout plans with 3D perspectives as stipulated in **Annex A**. The documents submitted would not be returned to the Vendor.

4. Briefing on Proposal Bids

- 4.1 There will be a compulsory briefing conducted at the specific time and location:

Date : 03 October 2019, Thursday

Time : 10.30am

Venue : 81 Kim Keat Road, wait at Level 1 foyer

- 4.2 Vendors who have not attended the session will not be considered.

5. Terms and Conditions

- 5.1 The Vendor shall perform the Services according to the requirements specified in **Annex A**. The Terms and Conditions as set out in **Annex B** shall form part of the binding contract between the successful Vendor and NKF.
- 5.2 The successful Vendor may be required to enter into further documentation with NKF and shall do so as and when required by NKF.
- 5.3 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. NKF reserves the right to exercise of its absolute discretion to accept any part or all of any quotation.

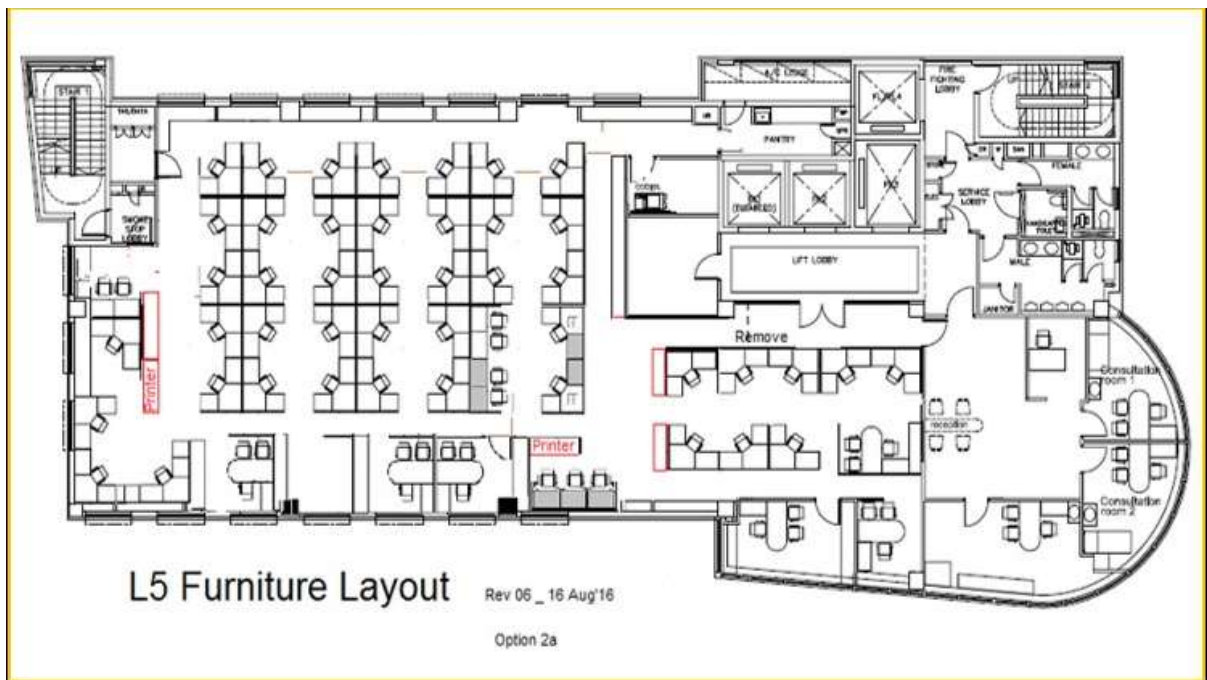
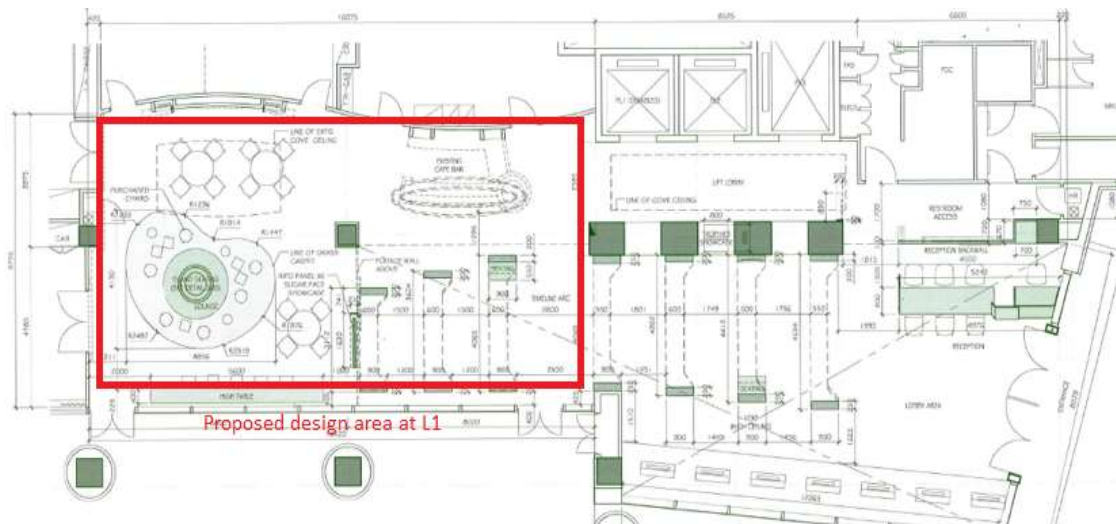
6. Price Quotations

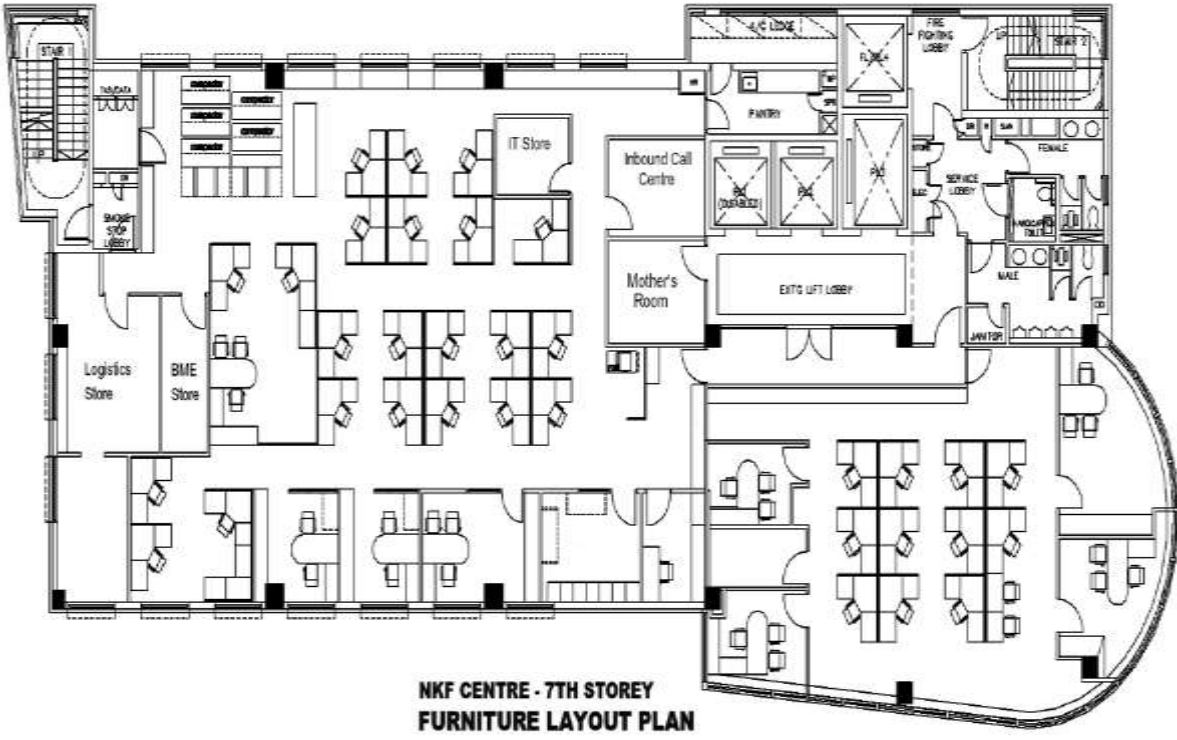
- 6.1 All prices quoted by the Vendor shall be in the lawful currency of the Republic of Singapore.
- 6.2 All prices quoted by the Vendor shall represent the total cost to NKF.

Annex – A

REQUIREMENT SPECIFICATIONS

- 1) Provision of Interior Design for Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Interior Fitting-Out Work to NKF Office, Levels 5, 6 & 7 with option to include level 1 at 81 Kim Keat Road
- 2) The new structural design of the centre must be able to accommodate the supporting facilities below:







- 3) The vendor shall submit the concept proposal of the new layout plans with 3D perspectives for Levels 5, 6 & 7 and the optional Level 1 area with sufficient space to accommodate the following:

Level 1 - Optional

- a. Converting a small section from round settee to tables & chairs
- b. Open pantry area
- c. Others as recommended

Level 5

- d. Room: 5 full height rooms
- e. Cubicle: 7 units
- f. Perm Work Station: 52 units
- g. Hot desk: 8 units
- h. Meeting room: 2 units (14 pax)
- i. Compactors
- j. Special Rooms for peripherals / equipment: 2

Level 6

- a. Rooms: 6 full height rooms
- b. CEO's Office Executive Secretary [Reception Area]
- c. Cubicle: 5 units
- d. Perm Work Station: 54 units
- e. Hot desk: 6 units
- f. Board room: 1 unit (24pax)
- g. Meeting room: 1 unit (10 pax)
- k. Cluster of space for peripherals / equipment: 3
- l. Filing area for finance files
- m. Space for a safe / vault

Level 7

- a. Room: 2 full height rooms
- b. Cubicle: 4 units
- c. Perm Work Station: 32 units
- d. Hot desk: 6 units
- e. Mail room: 2 units (1 pax and 8 pax) with pigeons holes to cater for 60 departments & DCs
- f. Special room: 1 for drawings & 1 for bulky stuff / bulbs & wires

All levels 5, 6 & 7 should come with common lockers, filing cabinets, common bin area, a mini pantry with a sink, water dispenser and a fridge as well as a printing room comprising printers, copier and fax machines.

- 4) The scope of work shall include:
 - a. RI inspection of Architectural and Mechanical & Electrical works.
 - b. Submissions and obtaining clearances to all relevant authorities prior to commencement of works.
 - c. Obtaining and complying to all safety permits, licenses and regulations required by the Singapore Civil Defence Force (SCDF)
 - d. Advise the client on the project challenges, work schedule and project timeline.

- 5) Existing Levels 5, 6 & 7 AutoCAD plans will be given to vendor at the site briefing.

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

Annex - B

TERMS AND CONDITIONS

1. Confidentiality

- 1.1 The Vendor agrees to treat as confidential all information received from NKF where NKF has indicated in writing or labelled to be “Confidential”, “Proprietary Information” or with any other comparable legend to similar effect, at the time of disclosure (or if disclosed orally, confirmed in writing by NKF as such within fifteen (15) days after its disclosure), which it may acquire in relation to NKF, including but without any limitation whatsoever, all business information, strategic and development plans, any matter concerning NKF, its affairs, business, shareholders, directors, officers, business associates, clients, patients or any other person or entity having dealings with NKF; information relating to the financial condition of NKF, its accounts, audited or otherwise, notes, memoranda, documents and/or records in any form whatsoever whether electronic or otherwise, and all records indicative of the financial health and status of NKF; technical information in any form whatsoever whether electronic or otherwise; information in any form whether electronic or otherwise, relating to methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, software, development codes and research projects; business plans, co-developer/collaborator identities, data, business records of every nature, customer lists and client or patient database, pricing data, project records, market reports, sources of supply, employee lists, business manuals, policies and procedures, information relating to technologies or theory and all other information which may be disclosed by NKF to the Vendor which the Vendor may be provided access by NKF whether stored electronically or otherwise; all information which is deemed by NKF to be confidential or which is generated as a result of or in connection with the business of NKF and which is not generally available to the public; and all copies, reproductions and extracts thereof, in any format or manner of storage, whether in whole or in part, together with any other property of NKF made or acquired by the Vendor or coming into their possession or control in any manner whatsoever (the “**Confidential Information**”), which shall be and remain the sole property of NKF and shall be returned to NKF forthwith on demand at any time.
- 1.2 The Vendor shall use all reasonable steps to ensure that any information marked as confidential or proprietary to NKF shall not be disclosed to third (3rd) parties.
- 1.3 The Vendor shall not, without the prior written consent of NKF, disclose any Confidential Information relating to this Contract or any of the contents hereof whether directly or indirectly to any third (3rd) party, which consent shall not be unreasonably withheld, except:-
- (a) for the purpose contemplated in this Contract;
 - (b) with the consent of the other Party and then only to the extent specified in such consent;
 - (c) in accordance with the order of a court of competent jurisdiction; or
 - (d) to the extent as may be required by law, regulation, effective government policy or by any regulatory authority arising out of this Contract or relating to or in connection with the Vendor provided that the Vendor so required must give NKF prompt written notice and make a reasonable effort to obtain a protective order.

- 1.4 The restrictions on disclosure of Confidential Information described in this Clause 1 do not extend to any information that (i) already exists in the public domain at the time of its disclosure; (ii) is already in the Vendor's possession without restriction on disclosure, as evidenced by written records; (iii) is independently developed by the Vendor outside the scope of this Contract; or (iv) is rightfully obtained from third (3rd) parties.
- 1.5 The Vendor hereby agrees that it shall:
- (a) take all reasonably necessary steps to limit access to Confidential Information of the other Party to those principals, directors, officers, agents, employees, representatives, consultants, independent contractors and professional advisors who are directly concerned with the purposes contemplated by this Contract and are made aware of its confidential status, to the extent reasonably required for the performance of this Contract, and ensure that they do not disclose or make public or authorise any disclosure or publication of any Confidential Information in violation of this Contract; and
 - (b) not to use any Confidential Information for any purpose other than the purposes for which it is intended, pursuant to and in accordance with the terms of this Contract.
- 1.6 The Vendor must promptly inform NKF about any unauthorised disclosure of NKF's Confidential Information.

2. Payment

- 2.1 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.
- 2.2 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.
- 2.3 Payment by NKF of any invoices shall not affect NKF's rights 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 that have not been re-performed or re-delivered by the Vendor in accordance with the 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 Contractor with respect to the invoiced Services and/or other related matters, NKF shall pay the undisputed amount and NKF and the Contractor shall promptly seek to resolve the disputed matters with the Vendor.
- 2.4 The Vendor shall submit such invoices or other documents as NKF may require for the purpose of making payment.
- 2.5 NKF shall not pay for expenses or cost of whatever nature other than those expressly set forth in this Contract.
- 2.6 There will be no late payment service charge of any kind.

3. Termination

3.1 Either party shall be entitled to terminate this Contract, giving the other not less than two (2) months' notice in writing and thereupon this Contract shall come to end but without prejudice to any right of action of either party against the other in respect of any antecedent breach of the terms and conditions of this Contract by the other. For the avoidance of doubt, no reason needs to be given for the said notice.

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

Annex – C

PRICE SCHEDULE

ITQ REF NO: NKF/PL/2019/015

Date: 27 September 2019

Provision of Interior Design for Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Interior Fitting-Out Work to NKF Office, Level 5, 6, & 7 with option to include level 1 at 81 Kim Keat Road

S/N	Description	Price (exclusive of GST)
1	Consultancy services for Level 5, 6 & 7	\$
2	Optional: Additional consultancy services for part Level 1	\$

Total Quotation Amount: \$ _____

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

Annex - D

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 related¹ 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: _____

¹Related 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.