

**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**

<b>Requirement Specification</b>		
<b>Product Description</b>		
Surgical paper tape for sensitive skin		
<b>Sno</b>	<b>Description of requirement</b>	<b>Comply to Specification (Yes / No)</b>
1.	Materials : Paper , free of latex Type : Adhesive Size : 1" with length 10 yards Packing type : Box	
2.	<u>Purpose :</u> Use for : Fragile or sensitive skin , applications where holding power is required yet repositioning may be needed, postsurgery gauze applications frequent dressing changes.	
3.	<u>Certification</u>  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  <u>Vendor shall provide the following documents to support the certification of the product:</u>  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	

## Annex B1

**LIST OF NKF DIALYSIS CENTRES**

Hong Leong-NKF Dialysis Centre 102 Alijunied Cre, #01-265, S (380102) <b>Tel: 6743 3572 / Fax: 6743 0817</b> <b>ALJ</b>	Sheng Hong Temple-NKF Dialysis Centre 744 Jurong West St 73, #01-19, S (640744) <b>Tel: 6794 1061/ Fax: 6794 1071</b> <b>JW1</b>
Japan Airlines National Kidney Foundation Dialysis Centre 17 Ang Mo Kio Ave 9, #03-01, Ang Mo Kio Hospital Ltd S (569766) <b>Tel: 6459 2997 / Fax: 6459 3006</b> <b>AM1</b>	Tay Choon Hye-NKF Dialysis Centre 81 Kim Keat Rd, S (328836) <b>Tel: 6506 2291/ Fax: 6254 9947</b> <b>KKT</b>
Western Digital-NKF Dialysis Centre 633 Ang Mo Kio Ave 6, #01-5155, S (560633) <b>Tel: 6459 0113 / Fax: 6552 1697</b> <b>AM2</b>	Tampines Chinese Temple-NKF Dialysis Centre 180 Pasir Ris St 11, #01-06, S (510180) <b>Tel: 6583 9500 / Fax: 6583 0779</b> <b>PSR</b>
Pei Hwa Foundation-NKF Dialysis Centre 565 Ang Mo Kio Ave 3, #01-3401, S (560565) <b>Tel: 6552 6569 / Fax: 6552 6539</b> <b>AM3</b>	IFPAS-NKF Dialysis Centre 201 Serangoon Central, #01-30, S (550201) <b>Tel: 6285 4113/ Fax: 6284 2553</b> <b>SRG</b>
Singapore Pools-NKF Dialysis Center 27 New Upper Changi Rd #01-694 S (462027) <b>Tel: 6444 4278 / Fax: 6444 4978</b> <b>BED</b>	Kwan Im Tong Hood Cho Temple-NKF Dialysis Centre 101 Simei St 1, #01-892, S (520101) <b>Tel: 6785 9882/ Fax: 6786 6268</b> <b>SMI</b>
NTUC Income-NKF Dialysis Center 103 Bt Batok Central #01-237 S (650103) <b>Tel: 6569 2370 / Fax: 6569 7359</b> <b>BBK</b>	New Upper Boon Keng DC 19 Upper Boon Keng Road, #01-1220, S(380019) <b>Tel: 6743 1278 / Fax: 6743 1237</b> <b>UBK</b>
Woh Hup National Kidney Foundation Dialysis Centre Blk 1 Ghim Moh Road, #01-358, S (270001) <b>Tel: 6467 9200 / Fax: 6467 9231</b> <b>GMH</b>	National Trades Union Congress (NTUC) Singapore Pools NKF Dialysis Centre 935 Tampines St 91, #01-333, S (520935) <b>Tel: 6789 8534/ Fax: 6784 5244</b> <b>TM1</b>
New Creation Church-NKF Dialysis Centre 274 Bangkit Rd, #01-54, S (670274) <b>Tel: 6764 6400/ Fax: 6764 2004</b> <b>BPJ</b>	Leong Hwa Chan Si Temple-NKF Dialysis Centre 113 Teck Whye Lane, #01-666, S (680113) <b>Tel: 6769 0178 / Fax: 6769 9231</b> <b>TWY</b>
SAF-NKF Dialysis Center 326 Clementi Ave 5, #01-175, S (120326) <b>Tel: 6775 0668/ Fax: 6775 0891</b> <b>CLE</b>	SIA-NKF DIALYSIS CENTRE 225 Toa Payoh Lor 8 #01-54 S (310225) <b>Tel: 62542 066 / Fax: 6251 9484</b> <b>TPH</b>

## Annex B2

SAF-NKF Dialysis Centre (Hong Kah) 536 Jurong West St 52, #01-497, S (640536) <b>Tel: 65616898/ Fax: 65626027</b> <b>HON</b>	Thong Teck Sian Tong Lian Sin Sia-NKF Dialysis Centre 825 Woodlands St 81, #01-30, S (730825) <b>Tel: 6365 1810/ Fax: 6365 4179</b> <b>WD1</b>
Singapore Buddhist Welfare Services-National Kidney Foundation Dialysis Center 114 Hougang Ave 1, #01-1298, S (530114) <b>Tel: 6382 6332/ Fax: 6383 0203</b> <b>HG1</b>	National Kidney Foundation 365 Woodlands Ave 5, #01-490, S (730365) <b>Tel: 6362 4905 / 63623956 / Fax: 6362 5849</b> <b>WD2</b>
NKF Hougang-Punggol Dialysis Centre Address : Blk 628, Hougang Ave 8, #01-108 <b>Tel : 6284 1877 / Fax : 6284 0867</b> <b>HG2</b>	Toa Payoh Seu Teck Sean Tong National Kidney Foundation Dialysis Centre 203 Yishun St 21, #01-239 S (760203) <b>Tel: 6759 4002 / Fax: 6759 4003</b> <b>YS1</b>
Tampines 2 Dialysis Centre Address: Blk 271, Tampines St 21, #01-99 S (520271) <b>Tel: 6789 9878 /6789 6965 Fax: 6789 7336</b> <b>TM2</b>	Yishun 2 Dialysis Centre 639 Yishun Street 61, #01-168, S(760639) <b>Tel : 6257 1860 / Fax : 6257 1650</b> <b>YS2</b>
The Sirivadhanabhakdi - NKF Dialysis Centre Blk 940 Jurong West Street 91, #01-441 S(640940) <b>Tele : 6316 6246 Fax : 6316 6194</b> <b>JW2</b>	Kwan Im Thong Hood Cho Temple Bendemeer Dialysis Centre Blk 43 Bendemeer Road, #01-1018 S(330043) <b>Tele: 6291 3946 / Fax: 6291 3969</b> <b>KLA</b>
The Singapore Buddhist Lodge- NKF Dialysis Centre Blk 128 Bukit Merah View,#01-22 S(150128) <b>Tele : 6878-0552 Fax : 6878-0021</b> <b>BM2</b>	Le Champ NKF Dialysis Centre Blk 275 Bangkit Road, #01-96 S(670275) <b>Tele : 6891-2782 Fax: 6891 2592</b> <b>BP2</b>
SCAL- NKF Dialysis Centre Blk 840 639 Yishun Street 81, #01-382, S(760840) <b>Tel : 6481 3006 / Fax : 6841 3076</b> <b>YS2</b>	The Hour Glass NKF Dialysis Centres (Admiralty) Blk 761 Woodlands Ave 6 #01-108, S(730761) <b>Tele : 6362 2153/Fax:6362 2360</b> <b>ADT</b>
Queenstown Dialysis centre Blk 55 Strathmore Avenue #01-145 S(140055) <b>Tele :6778 0330/Fax:6777 6155</b> <b>QT1</b>	The Hour Glass NKF Dialysis centres (West Coast) Blk 701 West Coast Road #01-323 S(120701) <b>Tele : 6560 1184/Fax: 6560 1076</b> <b>WCR</b>
Jo & Gerry Essery NKF Dialysis Centre Blk 204 Marsiling Drive #01-188 S(730204) <b>Tele:6368 0291/Fax: 6368 0266</b> <b>MSD</b>	NKF Integrated Renal Centre 500 Corporation Road S(649808) Tele : 6359 3610/Fax: 6251 4174 <b>CP1</b>

<p>Foo Hai – NKF Dialysis Centre Blk 311 Ubi Ave 1 #01-383 S(400311) <b>Tele : 6747 8864/Fax: 6764 8823</b> <b>URD</b></p>	<p>Punggol Dialysis centres 681 Punggol Drive, Punggol Polyclinic <b>Tele : 6243 7020/Fax: 6243 7022</b> <b>PNG</b></p>
<p><u>New dialysis centres</u></p> <p>Toa Payoh West Dialysis centres 200 Lorong Toa Payoh Estimated date of operation in 2020</p>	<p>Jurong East Dialysis Centres Blk 240C Jurong East Ave 1 Estimated date of operation in Q1 2020</p>
<p>Yishun Community Hospital 2 Yishun Central 2 Singapore (768024) Estimated date of operation in 2020</p>	

Annex C

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

**ITQ REF NO: NKF/AL/2019/018**

**PRICE SCHEDULE**

No.	Item Description	Estimated Quantity	Unit Price (exclusive of GST)
1.	Surgical paper tape	82,000 rolls	

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/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<sup>1</sup> 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 : \_\_\_\_\_

<sup>1</sup>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.



## 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 anytime 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 328836 (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 goods/works damaged in transit.
  - The Seller shall forward the original Bill of Lading and other shipping/transportation documents promptly to the Buyer. Shipments/Transportations 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/works delivered in excess of the quantities specified in the delivery schedules. The Seller shall be responsible for any loss or damage occurring during the transit, whenever he is obliged to deliver the goods/works. Prices quoted shall be CIF Singapore (unless otherwise stated). Lien of goods/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 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 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 at the Seller's risk and expense any of the goods/works already delivered and to recover from Seller any monies paid; and
    - b) to recover from the Seller any expenditure incurred by the Buyer in obtaining other goods/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 damage of ½% of the Contract Price of the goods/works not delivered for every day including Sundays and Public Holidays up to a maximum of 15% of the Total Value of the goods/works not delivered.
  - Delivery Order(s), if any, for goods/services/works shall also be subject to the terms and conditions herein.
5. Inspection, Testing and Rejection
  - The Buyer reserves the right to count and inspect all the goods/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/works and shall have no obligation to pay for such goods/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 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 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/works 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 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/works are of good materials and workmanship and free from all defects and fit and sufficient for the use intended.
  - The Seller undertakes to remedy any defect arising from faulty design (if applicable), materials or workmanship. The guarantee period shall be for twelve (12) months from the Buyer's written advice of the commissioning of the goods/works (if applicable) or from the Buyer's usage of the goods/works, as the case may be. The Seller shall with all possible speed replace or repair the goods/works so as to remedy the defects without cost to the Buyer. The Buyer shall as soon as possible after discovering any such defect or failure, return the defective goods/works or parts thereof to the Seller at the Seller's risk and expense unless it has been agreed between the parties that the necessary replacement or repair shall be carried out by the Seller on the Buyer's premises.
8. Indemnity
  - The Seller shall indemnify the Buyer in respect of all damages and/or injuries 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 howsoever by the Seller, his 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 forborne 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 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 224) or the Prevention of Corruption Act (Cap 241) or shall have given any fee 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-
  - the Seller breaches 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 or arrangement with, or for the benefit of his creditors, or shall made any conveyance or assignment for the benefit of his creditors or shall purport to do so;
  - the Seller being a corporation, is 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 entitle 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 thereto.
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.
  - 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