

INVITATION TO QUOTE
ITQ REF NO: NKF/BL/2019/007
Date: 10 May 2019

TITLE: INVITATION TO QUOTE FOR THE PROVISION OF LABORATORY TEST FOR REVERSE OSMOSIS WATER AND DIALYSATE SAMPLES

1. Introduction

- 1.1 The National Kidney Foundation (“**NKF**”) wishes to invite vendor (the “**Vendor**”) for the provision of laboratory test for reverse osmosis water and dialysate sample, such service as described in Requirement Specifications (the “**Services**”) to all its dialysis centres in Singapore.

2. Requirement Specifications

- 2.1 The **Services** shall conform to the detail requirement specifications in **Annex A**.

3. Quantity requirement and delivery requirements

- 3.1 The Contractor shall supply the Services over a period of **twelve (12) months, from 1 July 2019 to 30 June 2020** with the NKF having an option to extend for further periods of twelve (12) months each on the same terms and conditions.
- 3.2 NKF’s estimated requirement for the Service over a period of twelve (12) months is set out below:

TEST PARAMETER	ESTIMATED TOTAL NO. OF SAMPLES A YEAR
Endotoxin (by Chromogenic Method)	1,251
Total Viable Microbial Count (TGEA/TSA)	1,512
BioChem – Chloride (Cl)	2,127
BioChem – Bicarbonate (HCO ₃)	2,127
BioChem – Magnesium (Mg)	2,127
BioChem – Sodium (Na)	2,127
BioChem – Calcium (Ca)	2,127
BioChem – Potassium (K)	2,127

Note: The estimated no. of sample may change from time to time

- 3.3 Please refer to **Annex B** for the detail list of NKF’s Dialysis Centres (as at date of this ITQ). 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. Contractual Period

- 4.1 The Vendor shall provide the Service over a period of **twelve (12) months, from 1 July 2019 to 30 June 2020**, subject to such extension of the period of appointment by NKF.
- 4.2 Unless otherwise stipulated by the NKF, all purchases for the Services 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 Services purchased during such extended period shall be deemed to be Services as defined in this Contract.

5. Submission of Invitation to Quote (ITQ)

- 5.1 The quotation submitted by the Vendor shall be as in “**Price Schedule**” - **Annex C**. 2 full sets of quotation, one original and one duplicate copy 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/BL/2019/007 - Provision of Laboratory Test for Reverse Osmosis Water and Dialysate Sample**”. All submissions must be received by NKF before **16 May 2019, Thursday, 3pm** (the “**Closing Date**”). Any submission received after the Closing Date will not be considered by NKF.

If sent by hand

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

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

- 5.2 The Vendor, at the point of submission of its bid, is required to provide the following information and/or documents to NKF:
- i) Information about Vendor – **Annex E**;
 - ii) Certificate with Singapore Laboratory Accreditation Scheme (SINGLAS) – Chemical & Biological and Environmental Testing Project references and/or testimonials from current clients
- 5.3 The submitted quotation shall be irrevocable and open for acceptance by NKF for **90 days** from the Closing Date.
- 5.4 If you have any inquiries relating to the ITQ, please contact Ms Berlyn Liw at telephone no 6506-2153 or email to berlyn.liw@nkfs.org.

6. Terms and Conditions

- 6.1 The terms and conditions set out in **Annex D** shall form part of the binding contract between the successful Vendor and the NKF.
- 6.2 The NKF is not obliged to accept and reserves the right to reject the lowest or any quotation bid, or part or all of any quotation bid or assign any reason for rejecting any quotation bid. The NKF reserves the right in the exercise of its absolute discretion to accept any part or all of any quotation bid.

7 Price Quotations

- 7.1 All prices quoted by the Vendor shall be in the lawful currency of the Republic of Singapore and exclusive of GST.
- 7.2 All prices quoted by the Vendor shall represent the total cost to NKF.

8. Applicable Law

- 8.1 A person who is not a party to this Invitation To Quote shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce any of the terms herein.
- 8.2 This Invitation To Quote is subject to the Laws of Singapore and only the courts in Singapore shall have jurisdiction in respect of any disputes in relation to, in connection with or arising out of this Agreement.

REQUIREMENT SPECIFICATION

1. Monthly Routine Sampling Schedule

- 1.1 Collection will be weekly, unless otherwise stated. The collection schedule will be sent to the successful Vendor beforehand.
- 1.2 If any of the tests are not within NKF acceptable limit, the tests will repeated and collection will be arranged.

2. Ad Hoc Sampling

Arrangement will be made via phone / email.

3. Consumables

Appropriate bottles and syringes with sticker labels (example below) for the tests shall be provided by the service provider.

Biochemistry Test

Name: _____	
Dialysis Centre: _____	
NKF DC No. : _____	
Date: _____	Time: _____
Specimen	
_____	Ro End Loop
_____	Ro Mid Loop
_____	Dialysate Fluid
Tests (please circle): Cl/ Mg / HCO ₃ / Na / K / Ca	
Sample / Machine No. : _____	
Remark: _____	

CFU/LAL Test (RO Water End Loop, Mid Loop and Dialysate)

Name: _____	
Dialysis Centre: _____	
NKF DC No. : _____	
Date: _____	Time: _____
Specimen	
_____	Ro End Loop
_____	Ro Mid Loop
_____	Dialysate Fluid
Tests _____ CFU (TGEA / TSA)	
_____	LAL
Sample / Machine No. : _____	
Remark: _____	

4. Test Request Form

Laboratory test request form shall be provided by the service provider as per NKF requirement (Sample as Annex F).

5. Transport

Service provider shall provide transport pick up of Sample from designated centers scheduled by NKF.

6. Accreditation

Service provider to hold a valid cert with Singapore laboratory Accreditation Scheme (SINGLAS), administered by the Singapore Accreditation Council to fulfill the requirement: Chemical & Biological, and Environmental Testing.

7. Results Turnaround time

BioChemistry – 1~2days

Endotoxin / CFU (Routine) TGEA method – 7days

Endotoxin / CFU (Adhoc) TSA method– 3 days

8. Sample Handling & Analytical Procedure

8.1 All procedure of testing are to be conducted in conformance with good laboratory practice. Test methods of the analysis should also be based on relevant or internationally recognized methodologies of United State Pharmacopeia (USP) methods and Health Protection Agency (HPA,UK) for Bacterial Endotoxins and Total Viable Microbial Count respectively; and America Public Health Association (APHA) for biochemistry testing for Dialysis Fluid.

8.2 Test method agreed to be used are defined in the table below.

Agreed Reference Methods for Analysis

Chemical Analysis	Title
Bacterial Endotoxins	USP 35, Chapter <85> 2012, Chromogenic
Total Viable Microbial Count	Membrane Filtration / TGEA at 20~22°C for 7 days Membrane Filtration / TSA at 35°C for 72 hours
Chloride (as Cl)	Ion Selective Electrodes (ISE) or alternative equivalence
Magnesium (as Mg)	APHA 3120 B (ICPOES) or alternatively Ion Selective Electrode (ISE)
Sodium (as Na)	Ion Selective Electrodes (ISE) or alternative equivalence
Potassium (as K)	Ion Selective Electrodes (ISE) or alternative equivalence
Calcium (as Ca)	Ion Selective Electrodes (ISE) or alternative equivalence
Bicarbonate	APHA 2320 B or alternative equivalence

*denotes: Accordingly to Guidelines for Private Healthcare Institutions Providing Renal Dialysis – Regulation 4 of The Private Hospitals and Medical Clinics Regulations, published by MOH, May 2001.

8.3 All sample results and documents are confidential and exclusive, results release to third party unauthorized by NKF is not allowed.

8.4 Service vendor to provide result report format as per NKF requirement.

Biochemistry report

Sample description to include DC Name, Acid Concentrate Type, Acid Concentrate Batch No, Bicarbonate Lot No., Machine No. and NKF Acceptable Limits
(Example: Kim Keat DC, Acid Concentrate Batch No. XXXX, NKF 02, Bicarbonate Batch No. XXXX Dilaysate M/C #XXXX)

9. Acceptable Biochemical & Microbial Specification Limits

Chemical Analysis	NKF Acceptable Limits
Bacterial Endotoxins	0.25 EU (RO Water)
Total Viable Microbial Count	30 CFU (RO Water) 30 CFU (Dialysate Fluid)
Chloride (as Cl)	108 ~114 mmol/L (Dialysate Fluid)
Magnesium (as Mg)	0.25 ~ 1.0 mmol/L (Dialysate Fluid)
Sodium (as Na)	137 ~ 144 mmol/L (Dialysate Fluid)
Potassium (as K)	1.8 ~ 2.4 mmol/L (Dialysate Fluid)
Calcium (as Ca)	Low: 1.0 ~ 1.35 mmol/L (Dialysate Fluid) Normal: 1.10 ~ 1.60 mmol/L(Dialysate Fluid)
Bicarbonate (as HCO ₃)	30 ~35 mmol/L (Dialysate Fluid)

Accepted By:

Authorised Signature: _____

Signatory's name : _____ Signatory's title : _____

Vendor's name : _____ Vendor's stamp : _____

LIST OF NKF DIALYSIS CENTRES

Hong Leong-NKF Dialysis Centre 102 Aljunied Cre, #01-265, S (380102) Tel: 6743 3572 / Fax: 6743 0817 ALJ	Tay Choon Hye-NKF Dialysis Centre 81 Kim Keat Rd, S (328836) Tel: 6506 2291/ Fax: 6254 9947 KKT
Japan Airlines National Kidney Foundation Dialysis Ctre 17 Ang Mo Kio Ave 9, #03-01, Ang Mo Kio Hospital Ltd S (569766) Tel: 6459 2997 / Fax: 6459 3006 AM1	Tampines Chinese Temple-NKF Dialysis Centre 180 Pasir Ris St 11, #01-06, S (510180) Tel: 6583 9500 / Fax: 6583 0779 PSR
Western Digital-NKF Dialysis Centre 633 Ang Mo Kio Ave 6, #01-5155, S (560633) Tel: 6459 0113 / Fax: 6552 1697 AM2	IFPAS-NKF Dialysis Centre 201 Serangoon Central, #01-30, S (550201) Tel: 6285 4113/ Fax: 6284 2553 SRG
Pei Hwa Foundation-NKF Dialysis Centre 565 Ang Mo Kio Ave 3, #01-3401, S (560565) Tel: 6552 6569 / Fax: 6552 6539 AM3	Kwan Im Tong Hood Cho Temple-NKF Dialysis Centre 101 Simei St 1, #01-892, S (520101) Tel: 6785 9882/ Fax: 6786 6268 SMI
Singapore Pools-NKF Dialysis Center 27 New Upper Changi Rd #01-694 S (462027) Tel: 6444 4278 / Fax: 6444 4978 BED	Sakyadhita-NKF Dialysis Centre 19 Upper Boon Keng Road, #01-1220, S(380019) Tel: 6743 1278 / Fax: 6743 1237 UBK
NTUC Income-NKF Dialysis Center 103 Bt Batok Central #01-237 S (650103) Tel: 6569 2370 / Fax: 6569 7359 BBK	National Trades Union Congress (NTUC) Singapore Pools NKF Dialysis Centre 935 Tampines St 91, #01-333, S (520935) Tel: 6789 8534/ Fax: 6784 5244 TM1
Woh Hup National Kidney Foundation Dialysis Centre Blk 1 Ghim Moh Road, #01-358, S (270001) Tel: 6467 9200 / Fax: 6467 9231 GMH	Leong Hwa Chan Si Temple-NKF Dialysis Centre 113 Teck Whye Lane, #01-666, S (680113) Tel: 6769 0178 / Fax: 6769 9231 TWY
New Creation Church-NKF Dialysis Centre 274 Bangkit Rd, #01-54, S (670274) Tel: 6764 6400/ Fax: 6764 2004 BPJ	SIA-NKF DIALYSIS CENTRE 225 Toa Payoh Lor 8 #01-54 S (310225) Tel: 62542 066 / Fax: 6251 9484 TPH
NKF Clementi Dialysis Centre 326 Clementi Ave 5, #01-175, S (120326) Tel: 6775 0668/ Fax: 6775 0891 CLE	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
Sheng Hong Temple-NKF Dialysis Centre 744 Jurong West St 73, #01-19, S (640744) Tel: 6794 1061/ Fax: 6794 1071 JW1	SCAL -NKF Dialysis Centre (Woodlands Branch) 365 Woodlands Ave 5, #01-490, S (730365) Tel: 6362 4905 / 63623956 / Fax: 6362 5849 WD2
Singapore Buddhist Welfare Services-National Kidney Foundation Dialysis Center 114 Hougang Ave 1, #01-1298, S (530114) Tel: 6382 6332/ Fax: 6383 0203 HG1	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

NKF Hougang-Punggol Dialysis Centre 628, Hougang Ave 8, #01-108, S(530628) Tel : 6284 1877 / Fax : 6284 0867 HG2	Le Champ - NKF Dialysis Centre (Yishun Branch) 639 Yishun Street 61, #01-168, S(760639) Tel : 6257 1860 / Fax : 6257 1650 YS2
Wong Sui Ha Edha NKF Dialysis Centre 271, Tampines St 21, #01-99 S (520271) Tel: 67899878 /67896965 Fax: 67897336 TM2	Kwan Im Thong Hood Cho Temple-NKF Dialysis Centre (Kolam Ayer Branch) Blk 43 Bendemeer Road #01-1018, S(330043) Tel : 6291 3946 / Fax :6291 3969 KLA
NKF Dialysis Centre supported by The Sirivadhanabhakdi Foundation Blk 940 Jurong West Street 91, #01-441, S(640940) Tel : 6316 6246 / Fax : 6316 6194 JW2	Le Champ - NKF Dialysis Centre (Bukit Panjang Branch) Blk 275 Bangkit Road #01-96, S(670275) Tel : 6891 2782 / Fax : 6891 2592 BP2
The Singapore Buddhist Lodge-NKF Dialysis Centre Blk 128 Bukit Merah View #01-22, S(150128) Tel : 6878 0552 / Fax : 6878 0021 BM2	The Hour Glass NKF Dialysis Centre (Admiralty Branch) Blk 761 Woodlands Ave 6 #01-108, S(730761) Tel: 63622153 / Fax: 63622360 ADT
SCAL - NKF Dialysis Centre (Yishun Branch) Blk 840 Yishun St 81 #01-382, S(760840) Tel : 64813006 / Fax : 64813076 YS3	The Hour Glass NKF Dialysis Centre (West Coast Branch) Blk 701 West Coast Road #01-323, S(120701) Tel: 65601184 / Fax: 65601076 WCR
Queenstown Dialysis Centre Blk 55 Strathmore Avenue #01-145 S(140055) Tel : 67780330 / Fax : 67776155 QT1	Jo & Gerry Essery NKF Dialysis Centre Blk 204 Marsiling Drive #01-188 S(730204) Tel: 63680291 / Fax: 63680266 MSD
NKF Integrated Renal Centre supported by The Sirivadhanabhakdi Foundation 500 Corporation Road S(649808) Tel : 63593610 / Fax : 62514174 IRC	Foo Hai – NKF Dialysis Centre Blk 311 Ubi Ave 1 #01-383 S(400311) Tel: 67478864 / Fax: 67478823 URD
New Dialysis Centres	
Punggol Dialysis Centre 681 Punggol Drive, Punggol Polyclinic (Estimated date of operation in Q3 2019)	Jurong East Dialysis Centre Block 240C Jurong East Ave 1 (Estimated date of operation in Q1 2020)

Accepted By:

Authorised Signature: _____

Signatory's name : _____ Signatory's title : _____

Vendor's name : _____ Vendor's stamp : _____

INVITATION TO QUOTE
ITQ REF NO: NKF/BL/2019/007

TITLE: PROVISION OF LABORATORY TEST FOR REVERSE OSMOSIS WATER AND DIALYSATE SAMPLES

PRICE SCHEDULE

Test	Total No. of Samples	Unit Price (exclusive of GST)
Endotoxin (by chromogenic method)	1,251	
Total viable Microbial Count (TGEA/TSA)	1,512	
BioChem – Chloride (Cl)	2,127	
BioChem – Bicarbonate (HCO ₃)	2,127	
BioChem – Magnesium (Mg)	2,127	
BioChem – Sodium (Na)	2,127	
BioChem – Calcium (Ca)	2,127	
BioChem – Potassium (K)	2,127	

Authorised Signature: _____

Signatory's name : _____ Signatory's title : _____

Vendor's name : _____ Vendor's stamp : _____

Terms and Conditions

1. Confidentiality

- 1.1 The Vendor agree 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 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.
- 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 NKF 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.

4. Personal Data

- 4.1 Without prejudice to Clause 1 herein, the Vendor shall take all reasonable measures to ensure:
- (a) that any personal data (as defined in the Personal Data Protection Act 2012 (“Act”) as may be amended from time to time) belonging to NKF which is held by the Vendor pursuant to this Contract is protected against loss, unauthorised access, use, modification, disclosure or other misuse in accordance with the provisions of the Act and/or its regulations etc, and that only authorised personnel have access to that personal data;
 - (b) that, to the extent that the personal data is no longer required by the Vendor for legal or business purposes, that personal data is destroyed or re-delivered to NKF in accordance with this Contract;
 - (c) that NKF is immediately alerted in writing (with full particulars) of any unauthorised access, disclosure or other breach of this Clause 4 and the Vendor shall take, as soon as reasonably practicable, all steps to prevent further unauthorised access, disclosure or other breach of this Clause 4 (including providing NKF with such reports or information concerning such steps as and when requested by NKF); and
 - (d) it keeps itself apprised of any and all notices and circulars which NKF may from time to time notify to the Vendor, including without limitation any policies, guidelines, circulars or notices relating to personal data (“**Documentation**”), and to perform its duties or discharge its liabilities pursuant to this Contract in a manner which is consistent with Documentation, and will not cause NKF to be in breach of the same.
- 4.2 For the purposes of (c) above, the Vendor hereby expressly acknowledges and agrees that it has read the Documentation and is aware of and will compensate NKF for any and all potential loss and damage caused to NKF arising from or in connection with any breach of the above. The Vendor will indemnify and hold NKF harmless from claims or proceedings by third parties and any proceedings, investigations, orders, directions, judgments issued by a court, statutory body or regulatory authority, in connection with any breach of this obligation.
- 4.3 Notwithstanding and further to anything stated elsewhere in this Contract, NKF reserves the right and the Vendor agrees that NKF may conduct (or appoint a qualified, independent third party to conduct) an audit and/or assessment of the standard of compliance or non-compliance by the Vendor with the obligations under this Clause 4.
- 4.4 To the extent that the Vendor sub-contracts its obligations under this Contract to a sub-contractor, such sub-contracting shall be subject to NKF’s prior written approval and the Vendor agrees and acknowledges that it shall ensure that this Clause 4 is incorporated into the sub-contractor’s contract.
- 4.5 Subject to the foregoing, the Vendor’s confidentiality obligations under this Clause 4 shall survive the expiry or termination of this Contract

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 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.

Sample of Test Request Form - Biochemistry**Requisition for Sample Testing (Microbiology)****Please complete all the necessary details and return this form with your samples:**

Routine	<input type="checkbox"/>	Re-Sampling	<input type="checkbox"/>	Special Sample	<input type="checkbox"/>

NKF Contact Person: Ms. Siti
 Biomedical Engineering Department, TEL: 62509141 FAX: 63549413

Date: _____ Dialysis Centre/ NKF No : _____ BME: _____

Sample Type		<input type="checkbox"/> Routine / <input type="checkbox"/> Ad-Hoc		<input type="checkbox"/> Embargoed / <input type="checkbox"/> Ad-Hoc	
Dialysate Fluid (M/c No.)	RO Water (Mid Loop/ End Loop)	CFU (TGEA Method)	Endotoxin (LAL Method)	CFU (TSA Method)	Endotoxin (LAL Method)

NOTE:

- 1) Please use the designated bottle for sampling; if found inappropriate, please call XXX at XXXXXX or fax to XXXXXX for replacement.
- 2) Turnaround Time – CFU (TVMC): 7~8 days; Endotoxin : 3~4 days; Electrolytes: 3~4 days
- 3) CFU & Endotoxin bottle – ONE red-cap bottle (sample size: 150mL required)
- 4) Electrolytes – ONE syringe (sample size: 25mL required)
- 5) Please fill up the form separately for different type of samples, ie. One sample - one Form

Sample Taken By :

Signature : _____

Received by : _____

Name : _____

Name : _____

Date : _____

Date : _____

Sample of Test Request Form – Microbiology

Requisition for Sample Testing (Biochemistry)

Please complete all the necessary details and return this form with your samples:

Routine <input type="checkbox"/>	Re-Sampling <input type="checkbox"/>	Special Sample <input type="checkbox"/>

NKF Contact Person: Ms. Siti

Biomedical Engineering Department, TEL: 62509141 FAX: 63549413

Date: _____ Dialysis Centre/ NKF No : _____ BME: _____

Sample Type : - Dialysate Fluid Other: _____

M/c No.	Acid Concentrate Type	Acid Concentrate Batch No.	Bicarbonate Lot No.	Tests Required Ca Low (NKF02&NKF04) Ca Normal (NKF01&NKF03)
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca
	01 / 02 / 03 / 04			Cl / Mg / HCO ₃ / Na / K / Ca

NOTE:

- 1) Please use the designated bottle for sampling; if found inappropriate, please call XXX at XXXXXXXX or fax to XXXXXXXX for replacement.
- 2) Turnaround Time – CFU (TVMC): 7~8 days; Endotoxin : 3~4 days; Electrolytes: 2~3 days
- 3) CFU & Endotoxin bottle – ONE red-cap bottle (sample size: 150mL required)
- 4) Electrolytes – ONE syringe (sample size: 25mL required)
- 5) Please fill up the form separately for different type of samples, ie. One sample - one Form

Sample Taken By :

Signature: _____

Received by : _____

Name : _____

Name : _____

Date : _____

Date : _____