



REQUEST FOR INFORMATION (RFI) NOTICE
RFI Ref No.: NKF/PL/2019/003
Date: 25 February 2019

1. Objective

- 1.1 The National Kidney Foundation ("NKF") wishes to invite vendor (the "**Vendor**") to provide information on the revamp of NKF HQ building as detailed in the **Project Brief**.
- 1.2 The objective of this Request for Information (RFI) is to identify and shortlist potential vendor(s) that provide full architectural consultancy services as stated in the **Project Brief**, which consequently may lead to close Request for Proposal (RFP).
- 1.3 The information collected is for information purposes only. This is not to be construed as a commitment for NKF to issue a solicitation or ultimately award a contract.
- 1.4 Responses will not be considered as proposals, or quotes. No award will be made as a result of this RFI. NKF will NOT be responsible for any costs incurred by interested parties in responding to this RFI, which is seeking market information.

2. Eligibility

- 2.1 All the Architectural Consultants must be listed on **Panel 1** of the BCA's Public Sector Panels' of Consultants (PSPC). Information on the PSPC can be found from the "Public Sector Panels of Consultants" at the BCA website <http://www.bca.gov.sg/>.
- 2.2 The Foundation reserves the rights not to accept any submission without assigning any reason thereof.

3. Documents

- 3.1 This RFI consists of the following documents:
 - Project Brief
 - Appendix A: Reply Letter
 - Appendix B: Submission Particulars
 - Annex 1: Location Plan of NKF HQ Building
 - Annex 2: Information About Vendor

4. Briefing / Site Show-around

- 4.1 There is no site show-around for this RFI.

5. RFI Responses

- 5.1 If you wish to provide information to NKF, you must complete and submit the RFI document (Project Brief) including **Annex 2 – Information about Vendor** along with all relevant documents (e.g. brochures, catalogues). Full set of documents must be submitted with Vendor's stamp on all pages.
- 5.2 NKF requires two (2) copies of the documents referred to in paragraph 5.1 above. These are to be submitted by hand in a sealed envelope and endorsed with the words "**RFI Ref No: NKF/PL/2019/003 – Request for Information for the Architectural Consultancy Services to The National Kidney Foundation for the Proposed Revamped NKF HQ Building at 81 Kim Keat Road S(328836)**". All submission should be no later than **11 March 2019, Monday, 3pm** (the "Closing Date") and attention to Ms Pauline Leong, Purchasing Department.
- 5.3 Vendor's response should be submitted to:
- By hand: RFI Box B
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Pauline Leong
- 5.4 If you have any inquiries relating to this RFI, please contact Ms Pauline Leong at telephone no: 6506-2104 or email to pauline.leong@nkfs.org.

6. Indicative Price

- 6.1 The Vendor shall provide the indicative price as stated in the **Project Brief (point 5)**.

7. Enquiries

- 7.1 All enquiries shall be addressed to Mr Patrick Chua at Tel: 6506-2129 email: patrick.chua@nkfs.org and Ms Pauline Leong at Tel: 6506-2104 email: pauline.leong@nkfs.org.

Yours Faithfully



Ms Joyce Tong
Manager