

INVITATION TO QUOTE
ITQ REF NO: NKF/PL/2021/015
DATE: 23 September 2021

ITQ FOR TERM CONTRACT FOR AIRCON MAINTENANCE AT NKF PREMISES

1. Introduction

- 1.1. The National Kidney Foundation (“NKF”) wishes to invite vendor (the “Vendor”) to quote for the Term Contract of Aircon Maintenance at NKF premises over a period of twenty-four (24) months.
- 1.2. This Invitation To Quote incorporates the following documents:
- Price Schedule (Annex A)
 - Schedule of Rates (Annex B)
 - Liquidated Damages (Annex C)
 - Requirement Specifications (Annex D)
 - Information About Vendor (Annex E)
 - Equipment schedule (Annexes F1 to F6)
 - Conditions of Contract
 - Agreement to Terms and Conditions

2. Scope of Service

- 2.1 The Vendor shall perform the Services according to the requirements specified in **Annex D**, as according to their submission of bid(s).

3. Contractual Period

- 3.1 The Vendor shall provide the Services over a period of twenty-four **(24)** months, starting from **1 January 2022 to 31 December 2023**, with 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. Compulsory Briefing

- 4.1 A briefing will be conducted at the date, time and place (3 venues) specified below:

Date: 27 September 2021, Monday

Time: 10:00 am

Venue: NKF Centre (Level 1)
81 Kim Keat Road
Singapore

Time: 2.00 pm
Venue: Integrated Renal Centre (Level 1)
500 Corporation Road
Singapore 649801

Time: 3:30 pm
Venue: 744 Jurong West Street 91, #01-441
Singapore 640744

Contact: Ms Ivy Leong Tel: 6506- 2260

- 4.2 Interested Vendors must attend all briefing sessions. ITQ bids would not be considered for non-attendance of any of the briefing sessions.

5. Submission of ITQ

- 5.1 The quotation submitted by the Vendor shall be as in “**Price Schedule**” - **Annex A**. Full set of quotation must be submitted with Vendor’s stamp on all pages stipulated in the ITQ. The quotation must be submitted in a sealed envelope and endorsed with the words “**Invitation to Quote Ref No: NKF/PL/2021/015 ITQ for Term Contract For Aircon Maintenance At NKF Premises**”. All submissions must be delivered by 5 October 2021, Tuesday, before 3.00pm (the “**Closing Date**”) to the following address by Hand:

Deposit to: ITQ Box A
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Pauline Leong

- 5.2 The submitted quotation shall be irrevocable and open for acceptance by NKF for **90 days** from the Closing Date.
- 5.3 The Vendor, at the point of submission of its bids, is required to provide the following information and/or documents to NKF:
- (a) Annex A to F;
 - (b) Conditions of Contract
 - (c) Agreement to Terms and Conditions
 - (d) Extract of company/business registration from the Accounting & Corporate Regulatory Authority (ACRA), showing a full list of directors/partners of the Vendor (ACRA should not be more than 3 months from the point of submission);
 - (e) Latest audited financial report or published accounts
 - (f) Project reference
 - (g) Any other documents relevant to the ITQ of service



5.4 If you have any inquiries relating to this invitation to quote, please contact Ms Pauline Leong at telephone no 6506 2104 or email to pauline.leong@nkfs.org.

6. Terms and Conditions

6.1 The terms and conditions set out in the **Conditions of Contract** shall form part of the binding contract between the successful Contractor 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.

6.3 Where any of the Terms and Conditions of this Scope of Service is in conflict or at variance with the Conditions of Contract, the Terms and Conditions of this Scope of Service shall prevail.

6.4 The NKF reserved the rights to award the contract in whole or in part.

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.

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PRICE SCHEDULE

S/No.	Name of Premises	Amt. (S\$) (Per Mth)	Amt. (S\$)	
<i>North Zone</i>				
1	204 Marsiling DC Blk 204 Marsiling Drive S(730204)	\$ -	\$ -	24 Mths
2	365 Woodlands DC Blk 365 Woodlands Ave 5 #01-490 S(730365)	\$ -	\$ -	24 Mths
3	761 Woodlands DC Blk 761 Woodlands Ave 6 #01-108 S(730761)	\$ -	\$ -	24 Mths
4	825 Woodlands DC Blk 825 Woodlands St. 81 #01-30 S(730825)	\$ -	\$ -	24 Mths
5	203 Yishun DC Blk 203 Yishun St. 21 #01-239 S(760203)	\$ -	\$ -	24 Mths
6	639 Yishun DC Blk 639 Yishun St. 61 #01-168 S(760639)	\$ -	\$ -	24 Mths
7	840 Yishun DC Blk 840 Yishun St. 81 #01-382 S(760840)	\$ -	\$ -	24 Mths
8	Yishun Community Hospital DC 2 Yishun Central 2, Yishun Community Hospital #03-01 S(768024)	\$ -	\$ -	24 Mths
Total (North Zone)			\$ -	

		Amt. (S\$) (Per Mth)	Amt. (S\$)	
	<u>North East Zone</u>			
9	565 Ang Mo Kio DC Blk 565 Ang Mo Kio Ave 3 #01-3401 S(560565)	\$ -	\$ -	24 Mths
10	633 Ang Mo Kio DC Blk 633 Ang Mo Kio Ave 6 #01-5155 S(560633)	\$ -	\$ -	24 Mths
11	114 Hougang DC Blk 114 Hougang Ave 1 #01-1298 S(530114) <i>Operation ceased from Jun 22 - Jan 23</i>	\$ -	\$ -	16 Mths
12	628 Hougang DC Blk 628 Hougang Ave 8 #01-108 S(530628)	\$ -	\$ -	24 Mths
13	Punggol Oasis Terraces DC Blk 681 Punggol Drive, Punggol Polyclinic #02-02 S(820681)	\$ -	\$ -	24 Mths
14	201 Serangoon DC Blk 201 Serangoon Central #01-30 S(550201)	\$ -	\$ -	24 Mths
	Total (North East Zone)		\$ -	
	<u>East Zone</u>			
15	180 Pasir Ris DC Blk 180 Pasir Ris St. 11 #01-06 S(510180)	\$ -	\$ -	24 Mths
16	427 Pasir Ris DC Blk 427 Pasir Ris Drive 6 #01-35/43, S(510427) <i>Operation commenced from Jun 22</i>	\$ -	\$ -	18 Mths
17	101 Simei DC Blk 101 Simei St. 1 #01-892 S(520101) <i>Operation ceased from Sept 23</i>	\$ -	\$ -	20 Mths
18	271 Tampines DC Blk 271 Tampines St. 21 #01-99 S(520271)	\$ -	\$ -	24 Mths
19	935 Tampines DC Blk 935 Tampines St. 91 #01-333 S(520935)	\$ -	\$ -	24 Mths
20	27 New Upper Changi DC	\$ -	\$ -	18 Mths

	Amt. (S\$) (Per Mth)	Amt. (S\$)	
Blk 27 New Upper Changi Road #01-694 S(462027)			
21 105 Bedok DC	\$ -	\$ -	24 Mths
Blk 105 Bedok North Avenue 4 #01-2168 S(460105)			
Total (East Zone)		\$ -	
<u>Central Zone</u>			
21 102 Aljunied DC	\$ -	\$ -	20 Mths
Blk 102 Aljunied Crescent #01-265 S(380102) <i>Operation ceased from Sept 23</i>			
22 43 Bendemeer DC	\$ -	\$ -	24 Mths
Blk 43 Bendemeer Rd #01-1018 S(33043)			
23 128 Bukit Merah DC	\$ -	\$ -	24 Mths
Blk 128 Bt. Merah View #01-22 S(150128)			
24 1 Ghim Moh DC	\$ -	\$ -	24 Mths
Blk 1 Ghim Moh Road #01-358 S(270001)			
25 NKF Centre (HQ)			
81 Kim Keat Road S(328836)			
<u>Level 1 to 7</u> Common Areas, Dialysis Centre, Offices and meeting rooms	\$ -	\$ -	24 Mths
<u>Level 8 to 12</u> Lift Lobby Areas only NKF Health Education Bus (2 nos of fan coil units)			
26 NKF Medical Store	\$ -	\$ -	24 Mths
53 Kim Keat Road #05-01 Mun Hean Building S(328823)			
27 Peritoneal Dialysis Centre	\$ -	\$ -	24 Mths
Blk 109 Whampoa Road #01-09 S(321109)			
28 55 Strathmore DC	\$ -	\$ -	24 Mths
Blk 55 Strathmore Ave #01-145 S(140055)			
29 225 Toa Payoh DC	\$ -	\$ -	16 Mths
Blk 225 Toa Payoh Lor 8 #01-54 S(310225)			

		Amt. (S\$) (Per Mth)	Amt. (S\$)	
30	Toa Payoh West CC DC 200 Lor 2 Toa Payoh, Toa Payoh West CC #03-01, S(319642)	\$ -	\$ -	24 Mths
31	311 Ubi DC Blk 311 Ubi Ave 1 #01-383 S(400311)	\$ -	\$ -	24 Mths
32	19 Upper Boon Keng DC Blk 19 Upper Boon Keng Rd #01-1220 S(380019)	\$ -	\$ -	24 Mths
	Total (Central Zone)		\$ -	
	<u>West Zone</u>			
33	274 Bangkit DC Blk 274 Bangkit Road #01-54 S(670274)	\$ -	\$ -	24 Mths
34	275 Bangkit DC Blk 275 Bangkit Rd #01-96 S(670275)	\$ -	\$ -	24 Mths
35	103 Bukit Batok DC Blk 103 Bt. Batok Central #01-237 S(650103)	\$ -	\$ -	16 Mths
36	326 Clementi DC Blk 326 Clement Ave 5 #01-175 S(120326)	\$ -	\$ -	24 Mths
37	IRC, IRC Level 1 DC and Level 2 DC 500 Corporation Road, Singapore 649808			
	<u>Level 1 to 3</u> Common Areas, Dialysis Centre & Offices	\$ -	\$ -	24 Mths
38	240C Jurong East DC Blk 240C Jurong East Ave 1 #01-01 S(603240)	\$ -	\$ -	24 Mths
39	744 Jurong West DC Bl 744 Jurong West St. 73 #01-19 S(640744)	\$ -	\$ -	24 Mths
40	940 Jurong West DC Blk 940 Jurong West St. 91 #01-441 S(640940)	\$ -	\$ -	24 Mths
41	113 Teck Whye DC	\$ -	\$ -	24 Mths



	Amt. (S\$) (Per Mth)	Amt. (S\$)	
Blk 113 Teck Whye Lane #01-666 S(680113)			
42 701 West Coast DC	\$ -	\$ -	24 Mths
Blk 701 West Coast Road #01- S(120701)			
Total (West Zone)		\$ -	
 GRAND TOTAL		 \$ -	

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

SCHEDULE OF RATES

S/No.	Description	Per Unit	Price
1	Aircon chemical cleaning to existing Fan Coil Units including testing and commissioning		
a	Ceiling mounted/suspension cassette unit	1 unit	\$ _____
b	Ducted/chilled water fan coil unit	1 unit	\$ _____
c	Wall mounted unit	1 unit	\$ _____
2	Pressure test to existing aircon system inclusive of testing and commissioning. Work includes mending of leak, vacuum system and charge in refrigerant gas leak test.		
a	System 1	per set	\$ _____
b	System 2	per set	\$ _____
c	System 3	per set	\$ _____
d	System 4	per set	\$ _____
e	System 5	per set	\$ _____
3	Supply and replace drain pump & float switch for ceiling cassette unit inclusive of dismantle & disposal of faulty part, testing and commissioning of system	per set	\$ _____
4	Supply and replace drain pump & float switch for ducted fan coil unit inclusive of dismantle & disposal of faulty part, testing and commissioning of system	per set	\$ _____
5	Supply and replace chilled water modulating valve inclusive of dismantle & disposal of faulty part, testing and commissioning of system	per set	\$ _____
6	Supply and replace chilled water gate valve inclusive of dismantle & disposal of faulty part, testing and commissioning of system	per set	\$ _____
7	Supply and replace chilled water strainer inclusive of dismantle & disposal of faulty part, testing and commissioning of system	per set	\$ _____
8	To supply and charge refrigerant gas (R410a) including checking and repairing of leak	per kg	\$ _____
9	Supply and replace V-Betl inclusive of dismantle & disposal of faulty part, testing and commissioning of system	Per set	\$ _____

S/No.	Description	Per Unit	Price
10	Supply & charge refrigerant gas (R410a)	per kg	\$ _____
11	Replacement of new filter		
a	Ceiling cassette unit	per unit	\$ _____
b	Ducted fan coil unit	per unit	\$ _____
c	Wall mounted unit	per unit	\$ _____
	AHU		
d	MERV 6 - 12'x12'x2'	per unit	\$ _____
e	MERV 6 - 24'x12'x2'	per unit	\$ _____
f	MERV 6 - 24'x24'x2'	per unit	\$ _____
g	MERV 14 - 12'x12'x15'	per unit	\$ _____
h	MERV 14 - 24'x24'x2'	per unit	\$ _____
i	MERV 14 - 24'x24'x15'	per unit	\$ _____
	Minipleated filters		
	Pocket filters		
12	Supply and replace of copper pipe including closed cell insulation		
a	1/4'	per m	\$ _____
b	3/8'	per m	\$ _____
c	1/2'	per m	\$ _____
d	5/8'	per m	\$ _____
e	3/4'	per m	\$ _____
f	1'	per m	\$ _____
g	1 1/8'	per m	\$ _____
13	Supply and replace of copper pipe including jacketing		
a	1/4'	per m	\$ _____
b	3/8'	per m	\$ _____
c	1/2'	per m	\$ _____
d	5/8'	per m	\$ _____
e	3/4'	per m	\$ _____
f	1'	per m	\$ _____
g	1 1/8'	per m	\$ _____
14	Mending of leak and charging in gas		
a	1 Hp	per unit	\$ _____
b	1.5 Hp	per unit	\$ _____
c	2 HP	per unit	\$ _____

S/No.	Description	Per Unit	Price
d	2.5 HP	per unit	\$ _____
e	3 HP	per unit	\$ _____
f	4 HP	per unit	\$ _____
g	5 HP	per unit	\$ _____
h	5.5 Hp	per unit	\$ _____
i	VRV (Up to 20 HP VRV system)	per unit	\$ _____
15	Supply and install the followings equipment to existing fan coil units		
a	<u>1 Hp</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
b	<u>1.5 Hp</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____

S/No.	Description	Per Unit	Price
c	<u>2 HP</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
d	<u>2.5 HP</u>	per unit	\$ _____
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
e	<u>3 HP</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____

S/No.	Description	Per Unit	Price
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
f	<u>4 HP</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
g	<u>5 HP</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
h	<u>5.5 HP</u>		
i	Indoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor	per unit	\$ _____
viii	Adaptor	per unit	\$ _____

S/No.	Description	Per Unit	Price
ix	Swing motor	per unit	\$ _____
x	Control sensor	per unit	\$ _____
xi	Expansion valve with body	per unit	\$ _____
xii	Remote control	per unit	\$ _____
xv	Remote control (Wireless)	per unit	\$ _____
16	Supply and install the followings equipment to existing condenser units		
a	<u>1 Hp</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iii	Fan blade	per unit	\$ _____
iix	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
b	<u>1.5 Hp</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iii	Fan blade	per unit	\$ _____
iix	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
c	<u>2 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
d	<u>2.5 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____

S/No.	Description	Per Unit	Price
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
e	<u>3 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
f	<u>4 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
g	<u>5 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor	per unit	\$ _____
vii	Adaptor	per unit	\$ _____
h	<u>5.5 HP</u>		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Fan motor)	per unit	\$ _____
vi	Thermistor (Liquid)	per unit	\$ _____
vii	Adaptor	per unit	\$ _____

S/No.	Description	Per Unit	Price
i	VRV system(4-12 HP)		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor Discharge Line	per unit	\$ _____
viii	Thermistor (Liquid)	per unit	\$ _____
ix	Thermistor (Coil)	per unit	\$ _____
x	Thermistor (Air)	per unit	\$ _____
xi	Pressure Switch	per unit	\$ _____
xii	Pressure Sensor	per unit	\$ _____
xv	Terminal Block for CU	per unit	\$ _____
xvi	Compressor terminal cable	per unit	\$ _____
xvii	Compressor dryer filter	per unit	\$ _____
j	VRV system(14-20 HP)		
i	Outdoor PCB	per unit	\$ _____
ii	Fan motor	per unit	\$ _____
iv	Fan blade	per unit	\$ _____
v	Capacitor (Compressor)	per unit	\$ _____
vi	Capacitor (Fan motor)	per unit	\$ _____
vii	Thermistor Discharge Line	per unit	\$ _____
viii	Thermistor (Liquid)	per unit	\$ _____
ix	Thermistor (Coil)	per unit	\$ _____
x	Thermistor (Air)	per unit	\$ _____
xi	Pressure Switch	per unit	\$ _____
xii	Pressure Sensor	per unit	\$ _____
xv	Terminal Block for CU	per unit	\$ _____
xvi	Compressor terminal cable	per unit	\$ _____
xvii	Compressor dryer filter	per unit	\$ _____
17	Relocation of existing condenser unit within 10 meters		
i	1Hp	per unit	\$ _____
ii	1.5Hp	per unit	\$ _____
iv	2Hp	per unit	\$ _____
v	3Hp	per unit	\$ _____

S/No.	Description	Per Unit	Price
vi	4HP	per unit	\$ _____
vii	5Hp	per unit	\$ _____
viii	5.5Hp	per unit	\$ _____
ix	VRV system(4-12 HP)	per unit	\$ _____
x	VRV system(14-20 HP)	per unit	\$ _____
18	Replacement of compressor (under warranty)		
i	1Hp	per unit	\$ _____
ii	1.5Hp	per unit	\$ _____
iv	2Hp	per unit	\$ _____
v	3Hp	per unit	\$ _____
vi	4HP	per unit	\$ _____
vii	5Hp	per unit	\$ _____
viii	5.5Hp	per unit	\$ _____
ix	VRV system(4-12 HP)	per unit	\$ _____
x	VRV system(14-20 HP)	per unit	\$ _____
19	Supply and install of ceiling/wall mounted exhaust fan inclusive of testing and commissioning as well as disposal of faulty exhaust fan		
i	100 to 300 Air flow CMH	per unit	\$ _____
ii	300 to 500 Air flow CMH	per unit	\$ _____
iv	500 to 1000 Air flow CMH	per unit	\$ _____
v	More than 1000 Air flow CMH	per unit	\$ _____



S/No.	Description	Per Unit	Price
20	Supply and install of window mounted exhaust fan inclusive of testing and commissioning as well as disposal of faulty exhaust fan.		
i	100 to 300 Air flow CMH	per unit	\$ _____
ii	300 to 500 Air flow CMH	per unit	\$ _____
iv	500 to 1000 Air flow CMH	per unit	\$ _____
v	More than 1000 Air flow CMH	per unit	\$ _____

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

LIQUIDATED DAMAGES

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion (S\$)
1	Work not in compliance with Authority Requirements	S\$100.00 per occasion
2	Staff without uniform/name tag	S\$50.00 per occasion
3.	Failure to respond within the stipulated response time (Routine and non-urgent)	S\$100 per occasion
	Failure to respond within the stipulated response time (Urgent)	S\$200 per occasion
	Failure to respond within the stipulated response time (Critical)	S\$500 per occasion
4	Failure to complete works within the stipulated down time (Routine and non-urgent)	S\$100.00 per occasion
	Failure to complete works within the stipulated down time (Urgent)	S\$150.00 per occasion
	Failure to complete works within the stipulated down time (Critical)	S\$200.00 per occasion
5	Failure to complete works within the stipulated time in Works Order	0.1% of Works Order, minimum of \$50 per Works Order
6	No. of cases of outstanding defect/fault exceeding the maximum allowable cases per month	\$100.00 per exceeding case per month
7	Failure to submit report/ any other documents within stipulated time	\$50.00 per occasion
8	Failure to comply with safety requirements under Workplace Safety and Health Act Safety	S\$50.00 per occasion
		S\$150.00 Second occurrence for the same fault
		S\$200.00 Third occurrence
9	Smoking on site/within working premises	S\$50.00 Per person per occasion
10	Failure to provide Qualified Supervise/inspect the works in a diligent manner	S\$100.00 per occasion
11	Fail to clear debris regularly	S\$50 per occasion



S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion (S\$)
12	Failure to provide the workmen with proper/ defective equipment	S\$50.00 per occasion
13	Failure to provide quotation to the respective in charge with 7 working days	S\$50 per occasion
14	Failure to deploy workers for emergency works.	S\$100.00 per occasion per day
15	Delaying any approved operation works as instructed by NKF.	S\$100.00 per occasion per day
16	Failure to inspect or service according to the required frequency or schedule time as instructed by NKF.	S\$100.00 per occasion per day
17	Leave unattended tools and materials at the public areas.	S\$100.00 per occasion per day
18	Failure to provide Personal Protective Equipment	S\$100.00 per occasion

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

REQUIREMENT SPECIFICATIONS

The specifications below describe in general, the frequency and work standards required for the provision of ACMV and pump servicing to NKF Building, Integrated Rental Centre and Dialysis Centres.

1. GENERAL REQUIREMENTS

a. Precedence of Specifications

If and to the extent that there is an inconsistency between this Scope of Works and any current statutory requirements or standards, the standards and statutory requirements shall prevail as a minimum.

b. Minimum Maintenance Requirements

- The maintenance specifications stated below are provided to the Contractor to identify the minimum maintenance program required in addition to any statutory requirements or code of practice. If, due to the equipment configuration, these specifications are inappropriate or unworkable, the Contractor shall make recommendations to the NKF for approval of suitable alternative maintenance procedures.
- Where additional instrumentation is fitted and the configuration of the equipment permits, additional checks and records that accord with good engineering practice shall be carried out to the extent that such instrumentation and configuration permit.
- Equipment not identified in Clause 6 requiring maintenance under this Contract shall be maintained in accordance with the manufacturer's recommendations and any statutory requirements. The Contractor shall advise the NKF in writing of any such omissions.

c. CFCs and HCFCs

The Contractor shall observe all legal obligations regarding the recovery and recycling of CFC and HCFC refrigerants. All refrigerant work shall be carried out in accordance with the local Authority Requirement.

d. Lubricants

Any oils or other lubricants used in the provision of the Services shall be in accordance with manufacturer's recommendations.

2. SERVICE REPORTING

The Contractor shall complete a detailed service report recording the inspections and services completed at each attendance.

- a. Corrective maintenance shall be reported in writing to the NKF. The report shall address the diagnosis of failure, the corrective action taken and any recommendations for prevention of a recurrence and/or for system improvement.

- b. Attendance for scheduled services, inspections results and instrumentation readings shall be recorded in a log book on the Site in a location approved by the NKF. These data shall also be submitted to the NKF in a form acceptable to the NKF and in a timely manner following each scheduled service visit.

3. SPECIFICATIONS

- a. The Contractor shall execute the works as detailed in this specification. Contractor shall send staff once monthly during regular office hours to the following locations:
 - Integrated Renal Centre
 - NKF Centre
 - Peritoneal Dialysis Centre
 - NKF Medical Store
 - Aljunied Office
 - Toa Payoh Office

whereas for Dialysis Centres only Sundays (8:30am to 2:00pm) to clean all the equipment and to check, inspect and adjust, if necessary, and will exercise all responsible care to maintain the equipment in proper and safe operating condition. The Contractor shall record all inspection and maintenance works carried out and a copy of the report shall be submitted to the NKF.

- b. In the event of a breakdown, the Contractor shall send skilled staff immediately to rectify the breakdown at the NKF's request.
- c. The Contractor shall examine and test periodically all machinery and equipment including all safety and control equipment so as to ensure that the installation is in safe condition at all times.
- d. The Contractor shall provide 24-hour emergency call back service for adjustment and repair to the equipment during and after office hours. The Contractor shall ensure that service technicians reach the site on the call up as per the stipulated time below. Notwithstanding, the contractor will be penalised if he fails to respond within the given time.
 - Routine and non-urgent: 4 hours
 - Urgent: 2 hours
 - Critical: 1 hour
- e. The Contractor shall exercise reasonable care and take all protective/preventive measures during the course of the rectification works so as to prevent unnecessary loss, damage, delay or injury of any nature whatsoever that may occur.
- f. Service and maintenance of the air-conditioning system shall comply with all relevant regulations in particular the following: -
 - Building Control (Space, Light and Ventilation) Regulation, 1989.
 - SISIR Code CP 13: 1980 Mechanical Ventilation and Air-conditioning in building.
- g. Costs of spare parts and items may be required for repair and to replace defective components not covered by this contract will be paid by The NKF.
- h. All defective parts so replaced are to be returned to The NKF for inspection and disposal. Further, the Contractor is also obliged to open air-conditioner for inspection before and after repair as and when required by the NKF or its representative at no extra charge.

- i. The Contractor shall replace the defective parts using the spare parts from the original manufacturer as far as possible. However, if the original spare parts are obsolete, other equivalent parts shall be allowed for usage subject to the approval of the NKF.

Note: The Contractor shall provide a free guarantee period of three months for the above repair works.

4. SCHEDULE OF ACMV AND PUMP MAINTENANCE AND SERVICING WORKS

The Contractor shall provide the services of experienced maintenance in-charge of attendance and reporting. The Contractor shall provide and record all data, date, time and details of each maintenance service in a proper log sheet.

Works Program

The Contractor shall after one (1) week of the commencement of this Contract submit a Works Program to NKF for its approval. Any subsequent change(s) of this Works Program or any part(s) thereof shall be made only with the sanction of the NKF.

The minimum maintenance works to be carried out to the ACMV and pump equipment shall include the following services: -

A. Ducted Fan Coil Unit/Cassette Fan Coil Unit (FCU)

i. Monthly

- Clean external casing and fan blades
- Inspect and adjust fan and pulley drives
- Examine and adjust fan belts
- Inspect and clean cooling coils and aluminium fins
- Inspect and test all valves
- General clean of filters
- Inspect and clean fan housing, fan scroll, drain pans and secondary drains
- Check and purge air from coils
- Check the operation of isolator and starter, inspect the condition against corrosion
- Check all water coils, seals and pipelines for leaks
- Cleaning of drain pan.
- Blow out all dirt pockets, drip legs, strainers, and other points arrange for blow-off of water from the system

B. Split Unit and VRV System

i. Monthly (Air-Cool Split Units)

- Wash filter and clean the unit.
- Check compressor and condenser operation components.
- Check and adjust motor fan and speed.
- Check pipe works and secure them where necessary.
- Check insulation for any leaks or condensation.
- Top up refrigerant if inadequate.

ii. Monthly (Air-Cooled Packaged Condensing Unit)

- Cleaning and washing of air filters.
- Ensure proper functioning of airtight sealing of air filter to prevent leakage of unfiltered air.
- Clean evaporator coil and drip tray and flush drainpipe.

iii. Yearly (Air-Cool Split Units)

- Brush and clean the cooling oil.
- Clean condenser coil.
- Inspect compressor mounting spring and refrigerant system.
- Lubricate all fans and motor bearings.
- Checking of fan bearings and abnormal sound.
- Inspect fan belts (if any) and adjust bolt tension if necessary.
- Cleaning of drain pan.
- Inspect and adjust thermostats, the high and low pressure stats, safety cut-outs and other automatic controls. Record all control and cut-out settings.
- Checking of grounding.
- Check routine operation of electrical components in control panel.
- Cleaning of outer panel.
- Checking of electrical wire (terminal, insulation).
- Check and report all defective gauges and smoke detectors where provided.
- Check for correct operation position of modulating, fire and splitter dampers to ensure proper air distribution. Lubricate all linkages and bearings.
- Check all anti-vibration isolators for deterioration of rubber and springs.
- Touch up and paint all rusty parts.
- Check and comb all dented fins of coils if necessary.
- Check for refrigerant leaks in system.
- Check for deterioration of blower fan wheel and housing, align drive shaft if necessary.
- Clean electrical contacts and motor slip rings where applicable, tighten all screws and adjust carbon brushes where necessary.
- Check cabinet panel for corrosion and worn insulation. Tighten loose screws.

iv. Yearly (Air-Cooled Packaged Condensing Unit and VRV System)

- Infra-Red Scan.
- Checking of safety device.
- Checking of electric circuit.
- Checking of drain piping



I. Supply, Exhaust and Pressurisation Mechanical Ventilation Fans and Their Controls

i. Half Yearly (Every 6 Months)

- Check all fan bearings and lubricate with grease
- Check tension of all belt drives if applicable
- Check all bolts and nuts for tightness
- Check control panels of all fans – tighten any loose wires, clean parts and replace any blown bulbs for indicators
- Check to ensure proper operation of the mechanical ventilation fans and its motor

The Contractor shall also provide back up support, guidance and coaching and direction to these technicians to enable them to effectively carry out their duties and responsibilities and/or as recommended based on Manufacturer's Operation Maintenance Manual.

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____



Annex E

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 Contractor is not related¹ to any person in NKF who is involved in this ITQ howsoever and whatsoever.**
- 8. The above named Contractor 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: _____

Contractor's name: _____ Contractor'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.