

**INVITATION TO QUOTE**  
**ITQ REF NO: NKF/PL/2023/012**  
**Date: 28 April 2023**

**PROVISION OF INTERIOR DESIGN, ARCHITECTURAL, MECHANICAL & ELECTRICAL, STRUCTURAL & QUANTITY SURVEYING SERVICES INCLUDING PROJECT MANAGEMENT FOR PROPOSED ADDITIONS & ALTERATIONS WORK TO KIDNEY DIALYSIS CENTRE AT BLK 101 SIMEI STREET 1 #01-892 SINGAPORE 520101**

**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 the Proposed Additions & Alterations Work to Dialysis Centre at Blk 101 Simei Street 1 #01-892 Singapore 520101.

**1.1** This Invitation To Quote incorporates the following documents:

- Requirement Specifications (Annexes A and B)
- Information about Vendor (Annex C)
- ITQ Terms and Conditions
- Agreement to Terms and Conditions

**2. Requirement Specification**

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

**2.2** For any enquiries pertaining to the requirement, please contact **Mr Jason Heng**, Executive, Property & Facilities Management at **HP 9741 1583**, otherwise contact **Mr. Harry Soh**, Senior Executive, Property & Facilities Management at **HP 9875 2101**.

**3. Compulsory Site Briefing**

**3.1** A site briefing will be conducted at the date, time and place specified below.

**Date:** 5 May 2023, Friday

**Time:** 2.30pm

**Venue:** Block 101 Simei Street 1 #01-892 Singapore 520101

**3.2** Interested Vendors are required to register their contact with The National Kidney Foundation, via email to [himtek.heng@nkfs.org](mailto:himtek.heng@nkfs.org) and [harry.soh@nkfs.org](mailto:harry.soh@nkfs.org) **before 4 May 2023, 3.00pm**.

**3.3** ITQ bids submitted by Vendor who did not attend the briefing session would not be considered.

**4. Submission of ITQ**

**4.1** Full set of quotation / proposal must be submitted with Vendor's stamp on all pages stipulated in the ITQ. The quotation / proposal must be submitted by hand in a sealed envelope and endorsed with the words “ITQ Ref No.: NKF/PL/2023/012 Provision of Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Additions & Alterations Work for Kidney Dialysis Centre at Blk 101 Simei Street 1 #01-892 Singapore 520101”

- 4.2 All submissions must be delivered by **12 May 2023, Friday, 3.00pm** (the “Closing Date”) to the following address:

ITQ Box A  
Security Counter  
National Kidney Foundation  
81 Kim Keat Road  
Singapore 328836  
Attn: Ms. xxx

- 4.3 The submitted quotation shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.
- 4.4 The Vendor, at the point of submission of its bid, is required to provide the following information and/or documents to NKF:
- 4.4.1 Extract of company/business registration from the Accounting & Corporate Regulatory Authority (ACRA), showing a full list of directors/partners of the Vendor. The date of the business profile should be no more than thirty (30) days from the date of submission.
- 4.4.2 All documents stated in point 1.1

## **5 Terms and Conditions**

- 5.1 The Terms and Conditions as set out in **the ITQ Terms & Conditions** shall form part of the binding contract between the successful Vendor and NKF. The Vendor shall perform the Services according to the requirements specified in **Annex A and B**.
- 5.2 The successful Vendor may be required to enter into further documentation with NKF and shall do so, if so 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 in the 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.

### Requirement Specifications

**Provision of Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Additions & Alterations Work for Kidney Dialysis Centre at Blk 101, Simei Street 1 #01-892 with an estimated area of 650sqm**

- 1) The new structural design of the center must be able to accommodate the supporting facilities below:

A.	33 Dialysis Stations
B.	Single Use Room (Previous isolation Rm-Optional)
C.	Patient's Waiting Area
D.	Nursing Counter
E.	Consultation Room
F.	Clean Utility Rooms
G.	Wash Area
H.	General Waste Room
I.	Biohazard Waste Room
J.	Canister/Empty Carton Box Room
K.	Janitor Room
L.	Patient's Handicapped Toilet
M.	Patient's Common Toilet
N.	Staff Rest Room
O.	Staff Changing Room
P.	Staff Toilet
Q.	Water Treatment Room
R.	BME Room
S.	AV/IT Equipment Room
T.	Electrical Switch Room (Existing MSB indicated in plan below)
U.	Air con Condenser Unit Area
V.	Wheelchair Parking Bay –External near Entrance

The scope of work shall include

- RI inspection of Architectural and Mechanical & Electrical works.
  - The appointed consultant team needs to be responsible for the main contractor & ensure the project completes within the stipulated timeline viz preparing or compiling the brief, site inspections, assessment of alternative designs (if any), dealing with claims and disputes, and post-project review or any other value-added services.
- 2) The vendor shall submit the concept proposal of the Dialysis Centre with **layout plan** with accommodate **33 dialysis stations for** and all other necessary supporting facilities A to V as stated in point 1.

**Accepted By:**

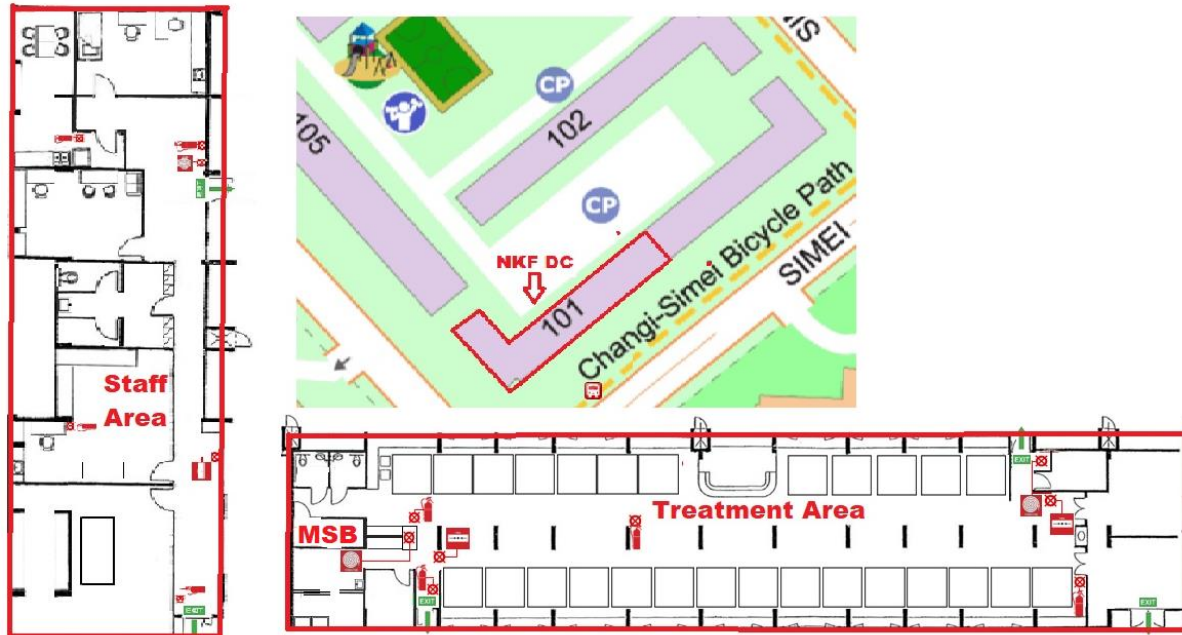
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory Name: \_\_\_\_\_ Signatory Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contractor's Stamp: \_\_\_\_\_

**Block 101 Simei Street 1 Layout plan**



**Proposed Kidney Dialysis Centre at Blk 101 Simei Street 1 #01-892**  
**Approximate Floor Area : 650 SQM**

### 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.

Authorized 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.