



INVITATION TO REQUEST FOR PROPOSAL

Date: 12 October 2023

Dear Sirs

RFP NO. 20231004

REQUEST FOR PROPOSAL FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES

1. The National Kidney Foundation (NKF) invites vendors for the above requirement.
2. This invitation to Request for Proposal (RFP) incorporates the following documents enclosed herewith:
 - a) Conditions of Request for Proposal;
 - b) Conditions of Contract for Services;
 - c) Agreement to Terms and Conditions;
 - d) Requirement Specifications;
 - e) Form of Request for Proposal;
 - f) Information about Vendor and
 - g) Other requirements/documents, if any: Specimen of Banker's Guarantee, Performance Bond & Performance Guarantee
3. Eligibility Criteria:
 - a. Possess a valid insurance/broking license in Singapore.
 - b. Been operating for more than five (5) years in Singapore.
4. If you wish to submit a proposal for the above requirement, you must complete and submit the documents mentioned in paragraph 2 above, and supporting documents and materials (if any) referred to in the above documents (e.g. brochures, catalogues, handbooks, artwork and samples).
5. NKF requires **three (3)** copies of the documents referred to in paragraph 2 above and documents mentioned thereunder Point 6.3 that is, one original, one duplicate and one softcopy. The softcopy is to be stored in the thumb drive and labelled with Company's name and RFP number. These are to be delivered in a sealed envelope which is not to bear any mark of identification of the Vendor (defined in the Conditions of Contract). The envelope is to be endorsed with the words "**RFP No. 20231004: RFP For the Provision of Insurance Brokerage Services**" and hand delivered to:

RFP Box B
Security Counter
The National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Wene Ma



6. Compulsory RFP Briefing
 - 6.1 A briefing will be conducted at the date, time and place specified below:
Date: 17 October 2023, Tuesday
Time: 1100 hours
Venue: Virtual Meeting
 - 6.2 Interested contractors must register for the briefing session **before 1200 hours on 16 October 2023, Monday**. You may contact Ms Wene Ma via email wene.ma@nkfs.org or office number at 6506 2153. Please provide the name of the company, the attendees' names, their email addresses.
 - 6.3 Following registration, the Non-Disclosure Agreement (NDA) form will be sent to you via email. Before attending the briefing, please return a signed copy of the NDA form via email, after which the RFP documents will be sent to you. These will consist of:
 - (a) Annex A Scope of Services
 - (b) Annex B Vendor Feedback Form
 - (c) Price Schedule
7. **RFP submitted by Contractors who have not attended the session will not be considered.**
8. All RFP bids must be received at the location specified above, no later than **1500 hours on 3 November 2023, Friday** (the "**Closing Date**"). RFP bids received after this deadline shall not be considered.
9. Your RFP bid shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.
10. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
11. If you have any inquiries relating to this RFP, please contact:
 - a) Ms Wene Ma at telephone no. 6506 2153 or email wene.ma@nkfs.org or
 - b) Mr Julian Teoh at telephone no. 6506 2151 or email julian.teoh@nkfs.org.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Hoo'.

Ms Jacqueline Hoo
Director, Finance & Risk Management