

RFP NO. 20231004

REQUEST FOR PROPOSAL (RFP) – PROVISION OF INSURANCE BROKERAGE SERVICES**1. Introduction**

- 1.1 The National Kidney Foundation (“NKF”) wishes to appoint a broker (the “**Contractor**”) for the provision of insurance brokerage services to NKF as described in these Requirement Specifications (the “**Services**”).

2. Requirement Specifications

- 2.1 NKF is hereby inviting service providers to participate in a conceptual review for the provision of insurance brokerage services (the “**Services**”).
- 2.2 Please refer to **Annex A** for the detailed breakdown of each class of insurance, its coverage and the claims history. The claims record period spans the months of 1 July 2022 and 30 September 2023.
- 2.3 In view that most of the existing insurance policies are due to expire on **30 June 2024**, the appointed service provider shall ensure that all classes of insurance are successfully renewed by the expiry date which constitutes part of the Services.
- 2.4 As this is a conceptual review, **service providers are not allowed to approach the market to source for quotations.**

3. Term of Contract

- 3.1 The contract shall commence on the date stated in the Letter of Acceptance and shall remain in force for a period of **Thirty-Six (36) months** with the NKF having an option to extend for further periods of Three (3) Years or beyond on the same terms and conditions as stated in the Contract (as may be amended, varied, supplemented and/or replaced from time to time).

Base Period	Options
1 July 2024 to 30 Jun 2027	+ Three (3) years

- 3.2 Unless otherwise stipulated by the NKF, the services engaged 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 engaged during such extended period shall be deemed to be Services as defined in this contract.

4. Submission of RFP bids

- 4.1 Each contractor should provide the indicative quote in the **Price Schedule**.
- 4.2 All quotations submitted by the contractor must indicate the prices applicable for the Requirement Specifications specified in paragraph 2 above.
- 4.3 The Contractor, at the point of submission of its bids, is required to provide the following information and/or documents to NKF:

- (a) Indicative quote as per the Price Schedule
Contractors should provide a detailed indicative quote in alignment with the Price Schedule provided by NKF. This quote should cover all relevant aspects of the proposed services, including pricing for different components, deliverables, and any applicable terms and conditions.
- (b) Service Details
Contractors should provide a comprehensive overview of how they intend to service the account at all levels. This should include:
- Description of day-to-day query handling
 - Details of the personnel involved
 - Stewardship of the account, outlining the approach to maintaining a strong client-vendor relationship
- (c) Value-added services and risk advisory which are customised and aligned with NKF's specific needs.
- (d) Documents stated in Information About Vendor (point 7a to g).
Note: For item 7c, contractors are required to obtain feedback using the form provided in **Annex B** for a vendor reference check. The contractor's referees should fill the form accurately and the completed forms should be submitted along with the bid.

Accepted By:

Authorized Signature:

Date:

Signatory Name:

Signatory Title:

Telephone Number:

Contractor's Name:

Email Address:

Contractor's Stamp: