

INVITATION FOR QUOTATION
ITQ REF NO: NKF/JT/2023/022
Date: 14 November 2023

PROVISION OF CONSULTANCY SERVICES FOR INTERIOR DESIGN, ARCHITECTURAL, MECHANICAL & ELECTRICAL, STRUCTURAL & QUANTITY SURVEYING SERVICES INCLUDING PROJECT MANAGEMENT FOR PROPOSED ADDITIONS & ALTERATIONS WORK TO KIDNEY DIALYSIS CENTRE AT 1 PUNGGOL DRIVE #04-08 SINGAPORE 828629

1. Introduction

The National Kidney Foundation (“NKF”) wishes to invite vendor (the “Vendor”) to quote for the Provision of Consultancy Services for Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for the Proposed Additions & Alterations Work to Dialysis Centre at 1 Punggol Drive #04-08 Singapore 828629.

1.1 This Invitation to Quotation incorporates the following documents:

- Requirement Specifications (Annexes A and B)
- Information about Vendor (Annex C)
- Conditions of Contract
- 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**, Senior Executive, Property & Facilities Management at **HP 9741 1583**, otherwise contact **Mr. Freddy Ng**, Executive, Property & Facilities Management at **HP 9223 6365**.

3. Site Briefing

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

Date: 17 Nov 2023, Friday

Time: 10.00am

Venue: 1 Punggol Drive #04-08, One Punggol Singapore 828629

3.2 Interested Vendors are required to register their contact with The National Kidney Foundation, via email to himtek.heng@nkfs.org and freddy.ng@nkfs.org **before 16 Nov 2023, 3.00pm**.

3.3 ITQ bids submitted by Vendors who do 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 must be submitted by hand in a sealed envelope and endorsed with the words **“ITQ Ref No.: NKF/JT/2023/022 Provision of Consultancy Services for Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Additions & Alterations Work for Kidney Dialysis Centre at 1 Punggol Drive #04-08 Singapore 828629.”**

- 4.2 All submissions must be delivered by **28 November 2023, Tuesday, 3.00pm** (the “**Closing Date**”) to the following address:

ITQ Box A
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Mr Julian Teoh

- 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 Conditions of Contract** 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 Consultancy Services for Interior Design, Architectural, Mechanical & Electrical, Structural and Quantity Surveying Services including Project Management for Proposed Additions & Alterations Work for Kidney Dialysis Centre at 1 Punggol Drive #04-08 with an estimated area of 820sqm.

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

A.	40 Dialysis Stations
B.	Single Use Room (Optional)
C.	Patient's Waiting Area
D.	Nursing Counter
E.	Consultation Room
F.	Clean Utility Room(s)
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.	Multi-Purpose Room (MPR)
S.	IT/AV Equipment Room
T.	Electrical Switch Room
U.	Wheelchair Parking Bay (Optional)

The scope of work shall include:

- Registered Surveyor for final as-built area
- 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 **40 dialysis stations** and all other necessary supporting facilities B to U as stated in point 1.

Accepted By:

Authorized Signature: _____

Date: _____

Signatory Name: _____

Signatory Title: _____

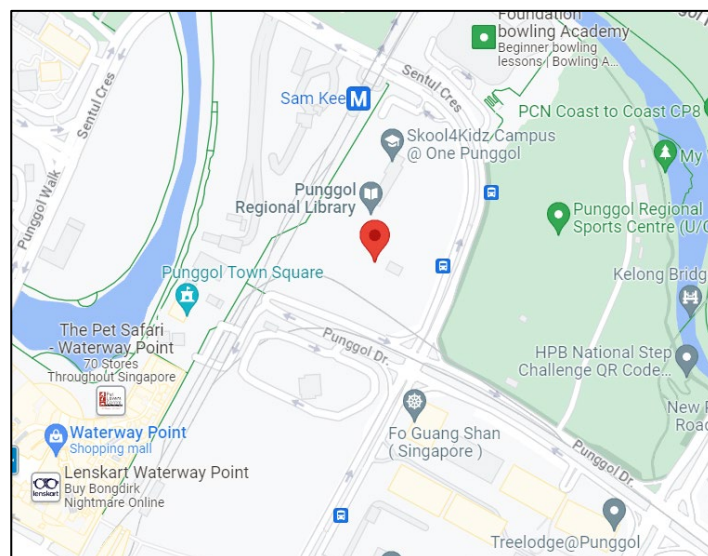
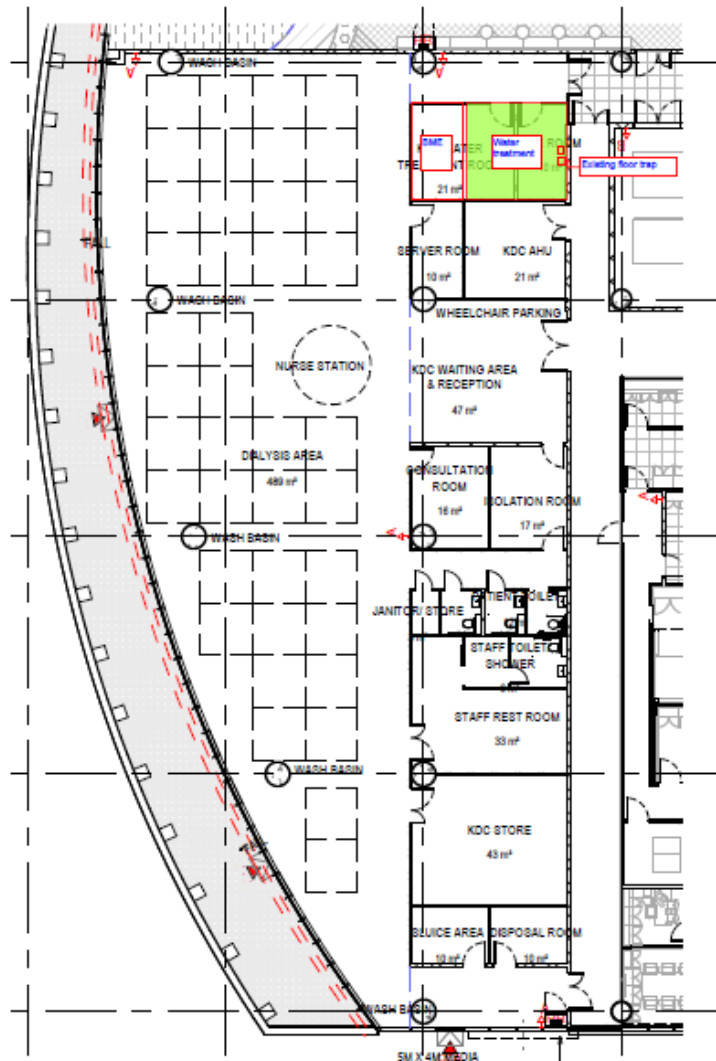
Telephone Number: _____

Contractor's Name: _____

Email Address: _____

Contractor's Stamp: _____

One Punggol #04-08 Layout Plan and Map



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 related¹ 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: _____

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.