

INVITATION TO QUOTE
ITQ REF NO: NKF/VK/2024/006
Date: 24 May 2024

TITLE: INVITATION TO QUOTE FOR TERM CONTRACT FOR PEST CONTROL AT NKF PREMISES

1. Introduction

- 1.1 The National Kidney Foundation (“NKF”) wishes to invite vendor (the “Vendor”) for the Term Contract for Pest Control Services at NKF premises.
- 1.2 This Invitation to Quote incorporates the following documents:
- Price Schedule (Annex A)
 - Schedule of Rates (Annex A)
 - Scope of Work (Annex B)
 - Liquidated Damages (Annex C)
 - Information About Vendor (Annex D)
 - Conditions of Contract (Annex E)
 - Agreement to Terms and Conditions (Annex F)

2. Requirement Specifications

- 2.1 The **Services** shall conform to the detail requirement specifications in **Annex B**.
- 2.2 The Vendor shall provide the Services over a period of **thirty-six (36) months, from 1 January 2025 to 31 December 2027** with NKF having an option to extend for another twenty-four (24) months at the same terms and conditions.

3. Eligibility criteria

- 3.1 BCA Contractor’s registration under FM04 workhead - Pest Control with financial grade of L3 or above.

4. Liquidated Damages

- 4.1 Liquidated Damages shall be imposed should Vendor fails to comply with the requirements as stated in **Annex C**.

5. Contractual Period

- 5.1 The Vendor shall provide the Services over a period of **thirty-six (36) months, from 1 January 2025 to 31 December 2027** subject to such extension of the period of appointment by NKF.
- 5.2 Unless otherwise stipulated by NKF, the Services provided 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 provided during such extended period shall be deemed to be Services as defined in this Contract.

6. Compulsory Briefing

6.1 A briefing will be conducted at the date, time and place specified below:

Date: 29 May 2024, Wednesday

Time: 10:00 am

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

Date: 29 May 2024, Wednesday

Time: 2.30 pm

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

Contact: Mr Akmal Rusydi, Tel: 8738 1528

7. Submission of Invitation to Quote (ITQ)

7.1 The quotation submitted by the Vendor shall be as in “**Summary of Quotation**” - **Annex A. Two (2)** copies of the documents referred to in paragraph 7.2 below that is, one original copy and one duplicate copy must be submitted with vendor’s stamp on all pages. The proposals 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 “**Invitation to Quote Ref No. NKF/VK/2024/006 – Term Contract for Pest Control Services at NKF Premises**”. All submissions must be received by NKF before **7 June 2024, Friday, 3pm** (the “**Closing Date**”). Any submission received after the Closing Date will not be considered by NKF.

To deposit to : ITQ Box A
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Vera Koh

7.2 The Vendor, at the point of submission of its bid, is required to provide the following information and/or documents to NKF:

- i) **Annexes A, B, C, D, E**
- ii) **Conditions of Contract**
- iii) **Agreement to Terms and Conditions**
- iv) **Types of technology/equipment used for vector control, and**
- v) **Past 5 Years and current track records**
- vi) **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);**
- vii) **Latest audited financial report or published accounts**

7.3 The submitted quotation shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date. If you have any inquiries pertaining to the requirement, please contact Mr Akmal Rusydi at telephone no 8738 1528 or email to akmal.jamaludin@nkfs.org.

8. Terms and Conditions

- 8.1 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 to D**.
- 8.2 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. NKF reserves the right in the exercise of its absolute discretion to accept any part or all of any quotation bid.
- 8.3 Any additional new location/ site will be subjected to the same monthly servicing rate in terms of the nature of site (Dialysis Centre/ Building/ Store) throughout the contractual period inclusive of the option to extend period.

9 Price Quotations

- 9.1 All prices quoted by the Vendor shall be in the lawful currency of the Republic of Singapore and exclusive of GST.
- 9.2 All prices quoted by the Vendor shall represent the total cost to NKF.

10. Employment of Qualified and Licensed Personnel

- 10.1 The Vendor shall ensure that no unlicensed vector control technicians or uncertified vector control workers shall be employed by him or any sub-contractor, in the execution of any part of the works. The Contractor shall note that the employment of any unlicensed/uncertified vector control technician/workers is a breach of the Control of Vectors and Pesticides Act, Chapter 59 (CVPA).
- 10.2 The Contractor shall engage supervisors and technicians on a full-time basis to ensure the efficient execution of the works to the satisfaction of NKF. They shall also carry out all instructions/directions issued by NKF. and such instructions/directions shall be deemed to be instructions/directions given to the Contractor.
- 10.3 The Contractor shall submit a list of names and NRIC/FIN numbers of all the technicians and workers to be deployed by him under the Contract before the commencement of the contract and shall ensure that only such licensed technicians and certified workers be deployed for all works carried out under the Contract. The Contractor shall notify the NKF in writing, seven (7) days in advance of his intention to replace any qualified technician and worker deployed for the works.

11. Applicable Law

- 11.1 A person who is not a party to this Invitation to Quote shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce any of the terms herein.
- 11.2 This Invitation to Quote is subject to the Laws of Singapore and only the courts in Singapore shall have jurisdiction in respect of any disputes in relation to, in connection with or arising out of this Contract.

Annex A**TERM CONTRACT FOR PEST CONTROL SERVICES AT NKF PREMISES**

ITQ REF NO: NKF/VK/2024/006

Refer to excel file for Annex A (Price Schedule + Schedule of Rates)*Annex A to be submitted as a separate document together with completed ITQ.***Annex B****SCOPE OF WORK**

S/No	Description	Frequency
1	To supply labour, tools, material and equipment to include but not limited to the following scope of work:- Control of General pest inclusive but not limited to the following: Termites, Cockroaches, Food Flies, Sewer Flies, Common Ants, Rodents, Birds	Monthly (NKF Centre, IRC and Dialysis Centres)
2	Mosquitoes – Oiling and Sprinkle Temephos (Spar) or Able to surrounding of external compounds inclusive of landscape and all potential mosquito breeding ground including but not limited to the following: awning, drain	Weekly (NKF Centre and IRC)
3	Working Hours	Monday to Fridays - 0830hrs to 1800hrs (HQ and IRC) Monday to Saturdays - 0830hrs to 1800hrs (Dialysis Centres)
4	Scope of Works	Treatments and inspections shall cover but not limited to the following areas: i) Manholes ii) Rubbish Bin Centre iii) Drains iv) Carpark v) Common Areas vi) All Services Risers

		<ul style="list-style-type: none"> vii) Common Toilets viii) Roof ix) Gutter x) Landscape xi) Pantry xii) Offices/Training rooms/meeting rooms xii) Above false ceilings xiii) Others – as per instruction by the Client
5	Monthly reports	<ul style="list-style-type: none"> i) To submit monthly report with photo evidence of work completed as per the above listed, ii) to include recommendations for potential improvements.
6	Respond Time	<p>Emergency Response time (applicable but not limited to removal of bee hive, snakes and other harmful animals / pest found on the premises):</p> <p>During office hours: 2 hours</p> <p>After office hours: 2 hours</p>

(A) External Pavement, Driveway, Car park, Landscape Garden and Refuse Compactor Areas (HQ and IRC)

To render the following control and treatment services **WEEKLY**:

- a. Spraying of manhole and sewerage system for cockroaches and other crawling insects control.
- b. Thermal machine spraying for control of ants and other garden and other insects.
- c. Spraying of entire drainage system for control of cockroaches and other insects.
- d. Outdoor baiting along perimeter for rodent control (weekly service).
- e. Spraying along perimeter of walls and columns for control of ants movements.
- f. Mosquito control including inspection to detect mosquito breeding sources for treatment (weekly service).
- g. Power spraying and fogging on major fly harborage areas i.e. compactor docks, loading docks etc for control of flies.
- h. Treatment to electrical equipment rooms, storerooms and plant rooms.
- i. Identify and destroy other pest harborage and breeding sources i.e. flies, ants nests, etc.
- j. Other pest control measures and treatment deem necessary for ensuring a pest-free environment.

(B) Common areas, toilets, stores, equipment rooms, including roof

To render the following control and treatment services **MONTHLY**:

- a. Adequate control against cockroaches, ants and crawling insects.
- b. Treatment shall primarily be spraying, dusting and baiting depending on circumstances.
- c. Mosquito control including inspection to detect mosquito breeding sources for treatment (weekly service).
- d. Rodent control to be effected in stores, plant rooms, lift pits, electrical closets and any other areas where there are signs of rat infestation.
- e. Other control and treatment measures deem to be necessary for keeping a pest free environment in the area involved.

2. Premise Mapping

The Vendor shall submit a premise mapping upon every scheduled service with the inspection checklist which clearly marks out:

- b) Cockroach sighting and locations of preventive/ eradication treatment. Indication of chemical utilized (Brand/ Product Name/ Pyrethriod Type) for treatment process is mandatory upon each service.
- c) Mosquito pupal/ larval sighting. Indication of chemical utilized (Brand/ Product Name/ Pyrethriod Type) for treatment process is mandatory upon each service.
- d) Photos showing building defects, evident of irregularities with location indicated.
- e) Any other pest activities observed and treatment rendered.

3. Performance Requirements

The Vendor shall conduct pest management program in a professional manner. There shall not be any feedback of pest sighting and/or infestation from tenants, public or any appearance in any media. Failing which, the Vendor shall, at their own cost, execute an intensive pest control program to eliminate any pest infestation immediately as per NKF's or NEA's requirement unless such pest infestation was highlighted for further action during their maintenance routine.

4. Detailed Scope of Works for Rodents/ Cockroaches/ Subterranean Termites

Phase	Rodents*
Full Premise Inspection Service Requirement	<p>Carry out a baseline survey to identify the state of rodent infestation, signs of rodent infestation e.g. droppings, rub marks, gnaw marks, live rodents etc. and environmental irregularities/lapses that contributed to the infestation. The following should be carried out:</p> <ol style="list-style-type: none"> a) Inspect all accessible areas within the premises b) Inspect wash areas, refuse collection point(s), bin centre(s)/compound(s), if applicable c) Identify and record all signs of rodent infestation within the premises d) Gather information of signs of rodent activity from stakeholders e) Identify irregularities detected in housekeeping, storage and waste disposal that are contributing to rodent infestation and make recommendations of rectification /follow-up action. f) Identify potential rodent entry points and make recommendations for rectification/follow-up action g) Use of special equipment e.g. night vision infrared camera and borescope to verify status of infestation in inaccessible areas e.g. confined ceiling space and outdoor burrows h) Carry out any other forms of rodent surveillance, where necessary.
Activity Monitoring (High Infestation/Low Infestation)	<p>Carry out treatment to destroy rodents in all stages of their life-cycle:</p> <ol style="list-style-type: none"> i. Carry out indoor treatment using trapping devices e.g. glue and cage traps at strategic locations where rodent activities have been detected ii. Carry out outdoor preventive treatment by deploying tamper-resistant baiting stations (with rodenticide baits, provided safety is not compromised) at high risk location(s) iii. Remove carcasses of dead rodents, disinfect and deodorise area accordingly iv. Seal all inactive rat burrows in the outdoors one (1) month after completion of treatment v. Carry out night inspection and treatment, as and when necessary <p>In the event of high rodent infestation (e.g. repeated rat sightings in a specific area), the contractor shall carry out intensified containment measures.</p> <p>Investigate and carry out rodent control services after receiving feedbacks and/or notifications on rodents by NKF activations for such services should be attended to no later than twenty-four (24) hours after receiving the feedbacks and/or notifications. A thorough investigation is also to be carried out to find the root cause of the sighting. Such activities are to be reported upon completion as well as reported in the service reports.</p>
Control: Baiting/Trap deployment	<p>The contractor shall ensure that his staff is equipped with proper tools, machines, pesticides and any other materials/equipment that is necessary for all services specified in the contract.</p>

Phase	Rodents*
	<p>All pesticides, regardless of packaging, shall be placed either in locations not accessible to wildlife, and domestic animals, or in tamper-resistant baiting stations (for outdoor use only).</p> <p>If bait stations are used, the Contractor shall ensure that:</p> <ol style="list-style-type: none"> a) All bait stations are placed out of general view, and in locations where they will not interfere with or be disturbed by routine operations b) The lids of all bait stations are securely locked or fastened and only authorised personnel will be able to open them c) All bait stations are securely attached or anchored to floor, ground, wall, or other immovable surface, so that they cannot be easily removed d) Baits are secured in the feeding chamber of the station and not placed at the exit hole of the stations or along the rat runway e) All bait stations are properly labelled on the top cover with the Contractor's business name and telephone number with the words "Rodent Bait Station, Do Not Remove" printed on it <p>If glue traps are used, the Contractor shall ensure that:</p> <ol style="list-style-type: none"> a. All glue traps must not be used in outdoor or semi-open areas b. Glue trap size used must be appropriate c. Have a daily monitoring log for each Glue Trap used

Phase	Cockroach
Evaluation of Control methods	<ol style="list-style-type: none"> a) Monthly evaluation of Control methods b) Bi-monthly reassessment of building pest population/infestation level <ol style="list-style-type: none"> i. Conduct of full premise inspection for all levels ii. Re-establishment of locations of baits, traps and bait stations
Full Premise Inspection including tenants' premises	<ol style="list-style-type: none"> a) Initial full premise inspection to be conducted for all levels which comprises of all common cockroach harbourage locations but not limited to: <ol style="list-style-type: none"> i. Common corridor ii. Planter boxes iii. Bin Centre iv. Toilets v. Pantry vi. Flush inspection to be conducted for cracks and crevices b) Present initial report, identifying suspected areas of pest activity and harbourages c) To report building defects that needs to be rectified for pest exclusion
Activity Monitoring	<ol style="list-style-type: none"> a) Inspect and monitor identified suspected and potential cockroach activity and harbourage hot spots b) Deployment and inspection of cockroach monitoring traps to determine level of infestation or cockroach baits to monitor for cockroach consumption c) Determine cockroach breeds in infestation

Phase	Cockroach
Control: Baiting/Chemical Treatment	Recommend and execute gel baiting and power spray residual Pyrethroid treatment schedule with option of IGR (Insect Growth Regulators) at strategic locations
Evaluation of Control methods	a) Review Pyrethroid treatment to prevent chemical resistance b) Review deployment of bait type for possible bait shyness c) To carry out monthly full premise inspection for cockroach infestations and to observe previous baits for cockroach activities d) Conduct full premise re-inspection monthly
Full Premise Inspection	Initial full premise inspection to be conducted which comprises of all potential mosquito breeding locations targeting mosquitoes at pupal and larval stages, not limited to: <ul style="list-style-type: none"> i. Potted plants base/tray ii. Discarded containers/receptacles, water trapping litters such as plastic bags; foams, empty cans or bottles iii. Choked gutters, drains, gully traps, air-con trays, inspection chambers iv. Water ponding on ground depression v. Plants such as palm and tree holes, which can collect stagnant water.

Phase	Mosquitoes
Activity Monitoring	a) Conduct inspection on all general area and building perimeter at potential breeding locations targeting mosquitoes at pupal and larval stages b) Collect water samples at all water collection/ponding points to check for mosquito breeding and the pupal/larval breed (if any) c) Determine mosquito infestation breed and location
Control: Baiting/Chemical Treatment	a) To apply insecticide treatment such as Spar for larvaciding to affected areas b) To apply fogging at appropriate locations only when outbreak of infestation is evident
Evaluation of Control methods	a) To recommend Pyrethroid treatment chemical cycle to avoid build up of resistance. b) Conduct full premise re-inspection monthly
Full Premise Inspection including tenants' premises	Initial full premise inspection to be conducted which comprises of all potential mosquito breeding locations; specifically where rotting organic matters are potentially present, but not limited to <ul style="list-style-type: none"> a) Bin Centre b) Grass patches surrounding the premise c) Planters d) Toilets e) Food processing/storage areas
Control: Baiting/Chemical Treatment	a) To apply insecticides through space sprays at appropriate locations for suppression of fly population only when necessary b) To deploy fly traps at strategic locations

Phase	Mosquitoes
Evaluation of Control methods	(a) Evaluate treatment effect on fly population <ul style="list-style-type: none"> i. Switch between insecticides when required to ensure effectiveness ii. Realize if source for breeding is still evident and not rectified (b) Conduct full premise re-inspection monthly

Phase	Subterranean Termite
Full Premise Inspection including tenants' premises for subterranean termite activity	Initial full premise inspection and identification of sub-colonies harbourage (nesting locations) at all readily accessible locations where subterranean termites infestations are likely to occur, with compounds as defined in the Contract, e.g. <ul style="list-style-type: none"> i. Cells and cavities ii. air gaps between bricks, stone or veneers iii. Structures of non-naturally durable wood or cellulose containing material
Control: Baiting/Chemical Treatment	a) Apply termiticidal treatment with insecticides registered for use in soil application by National Environment Agency (NEA) of Singapore. Proper application of soil applied termiticides requires that the material be applied to create a continuous barrier between the building structure and termite colonies in the soil. b) Termiticide is to be also applied to affected area to target nesting locations.
Evaluation of Control methods	a) Weekly inspections are to be carried out to confirm effectiveness of treatment and to ensure eradication of termites nesting colonies in infested areas. b) Re-inspection of full premise is to be carried out bi-monthly especially on previous termite affected locations so that immediate treatment can be carried out in subsequent infestations.
Full Premise Inspection including tenants' premises for subterranean termite activity	Initial full premise inspection and identification of sub-colonies harbourage (nesting locations) at all readily accessible locations where subterranean termites infestations are likely to occur, with compounds as defined in the Contract, e.g. <ul style="list-style-type: none"> i. Cells and cavities ii. air gaps between bricks, stone or veneers iii. Structures of non-naturally durable wood or cellulose containing material

5. Half-yearly Meeting

The Vendor shall arrange half-yearly meetings if needed with the respective Manager and Executives to discuss cleaning matters, works programme, performance standards, etc.

The Vendor shall be represented by senior personnel at management level. The Vendor shall be required to submit the minutes of meeting to NKF within two (2) weeks after the meeting.

6. Reporting Checklist:

- a. The Vendor shall submit a report following every treatment on each scheduled visit, giving a description of the work carried out and reporting any signs of pest infestation, number of rodents caught or killed etc.
- b. A checklist for every inspection carried out for the pest control operation shall be included in the Report.

7. Ad-hoc Deployment of Pest Control Services:

NKF reserves the absolute right of discretion to deploy, as and when the need arises, and on an ad-hoc basis, any of the Pest Control Service at any location(s) and time, at no additional cost to NKF during the Period of Contract.

The period of time commencing when the report of feedback / complaint is received and the time when qualified maintenance personnel arrives at the site to attend to the service call shall not exceed 4 hours.

8. Pesticides / Safety Data Sheets

Upon taking over the service site(s), the Contractor shall select and decide on the appropriate type of pesticides to be used for all treatment/maintenance aspects and provide updated Safety Data Sheets (SDS) for all pesticides proposed to be used for NKF's premises pest control service.

Should there be a change of pesticides used during the contract period, the Contractor shall submit new updated SDS for new selection of pesticides to NKF.

The Contractor shall also take the initiative to update NKF with new and updated SDS should the existing SDS becomes invalid.

The pesticides used shall comply with the regulations under Section 7 of the Control of Vectors and Pesticides Act (Chapter 59), and apply these according to the label instructions.

LIQUIDATED DAMAGES

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion (S\$)
1	Failure to report any defects and/or damages of fixture and fittings due to works conducted.	S\$80.00 per occasion
2	Failure to use or provide approved chemical, material, machinery, tool and equipment.	S\$50.00 per occasion per day
3.	Delaying and/or omitting any approved operational frequency and/or cheating on procurement of any routine work and/or some periodic work where the frequency is weekly or more frequent.	S\$200 per occasion per day
4	Failure to attend to urgent job within 3 hours indicated in Contract.	S\$100.00 per occasion
5	Failure to put on required identification pass or approved attire in clean and presentable manner.	S\$100.00 per occasion per day
6	Failure to store equipment and/or materials in the designated storeroom.	S\$50.00 per occasion
7	Leave materials or equipment lying around and in disorder manner in toilets or any other area.	S\$50.00 per occasion
8	Creating nuisance in Integrated Renal Centre such as sleeping, smoking, quarreling, drinking of alcohol, rude or disturbing occupiers or visitors, making too many unnecessary telephone calls when on duty etc.	S\$100.00 per occasion per day
9	Failure to take adequate safety measure such as providing proper warning signs or hoarding at the affected site.	S\$100.00 per occasion per location
10	Failure to comply with statutory or safety regulations or take adequate precaution against damaging property during course of work.	S\$100.00 per occasion per day
11	Failure of staffs to wear nametags (To be provided by the Service Provider and approved by NKF) at all times.	S\$50.00 per occasion per day
12	Failure to replace and repair machine within 24 hours upon detecting of fault or breakdown.	S\$50.00 per occasion per day
13	Failure to remove dead rats or deceased pest within 2 hours.	S\$100.00 per occasion per day
14	Failure to deploy workers for emergency works.	S\$100.00 per occasion per day

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion (S\$)
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

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____

INFORMATION ABOUT VENDOR

ITQ REF: NKF/VK/2024/006

ITQ FOR TERM CONTRACT FOR PEST CONTROL SERVICES AT NKF PREMISES

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.

Authorised 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.