

**INVITATION FOR QUOTATION**  
**ITQ REF NO: NKF/VK/2024/007**  
**Date: 29 May 2024**

**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 BLK 465 FERNVALE ROAD #01-07 SINGAPORE 790465 & BLK 213 BIDADARI PARK DRIVE LEVEL 3 SINGAPORE 360213.**

**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 Blk 465 Fernvale Road #01-07 Singapore 790465 & Blk 213 Bidadari Park Drive Level 3 Singapore 360213.

**1.1** This Invitation to Quotation incorporates the following documents:

- Requirement Specifications (Annexes A and B)
- Information about Vendor (Annex C)
- Service Agreement (Annex D)
- 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 Harry Soh**, Senior Executive, Property & Facilities Management at **HP 9875 2101** & **Mr. Freddy Ng**, Executive, Property & Facilities Management at **HP 9223 6365**.

**3. Site Briefing**

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

**Date: 03 June 2024, Monday**

**Time: 09.30 to 11.30am**

**Venue 1: Blk 465 Fernvale Road #01-07 Singapore 790465 at 9.30am**

**Venue 2: Blk 213 Bidadari Park Drive Level 3 Singapore 360213 10.30am**

**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), [harry.soh@nkfs.org](mailto:harry.soh@nkfs.org) and [freddy.ng@nkfs.org](mailto:freddy.ng@nkfs.org) **before 31 May 2024, 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 Two (2) 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 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 **"ITQ Ref No.: NKF/VK/2024/007 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 Blk 465 Fernvale Road #01-07 Singapore 790465 & Blk 213 Bidadari Park Drive Level 3 Singapore 360213"**
- 4.2 All submissions must be delivered by **10 June 2024, Monday before 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 Vera Koh
- 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 All documents stated in point 1.1;
  - 4.4.2 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);
  - 4.4.3 Latest audited financial report or published accounts;
  - 4.4.4 Any other documents relevant to the ITQ.

#### 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 Blk 465 Fernvale Road #01-07 with an estimated area of 623sqm & Blk 213 Bidadari Park Drive Level 3 with an estimated area of 390sqm**

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

A.	<b>26 (for Fernvale) &amp; 15 (for Bidadari) Dialysis Stations</b>
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

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 each Dialysis Centre with **layout plan** with accommodate **26 & 15 dialysis stations** respectively and all other necessary supporting facilities B to U as stated in point 1.

**Accepted By:**

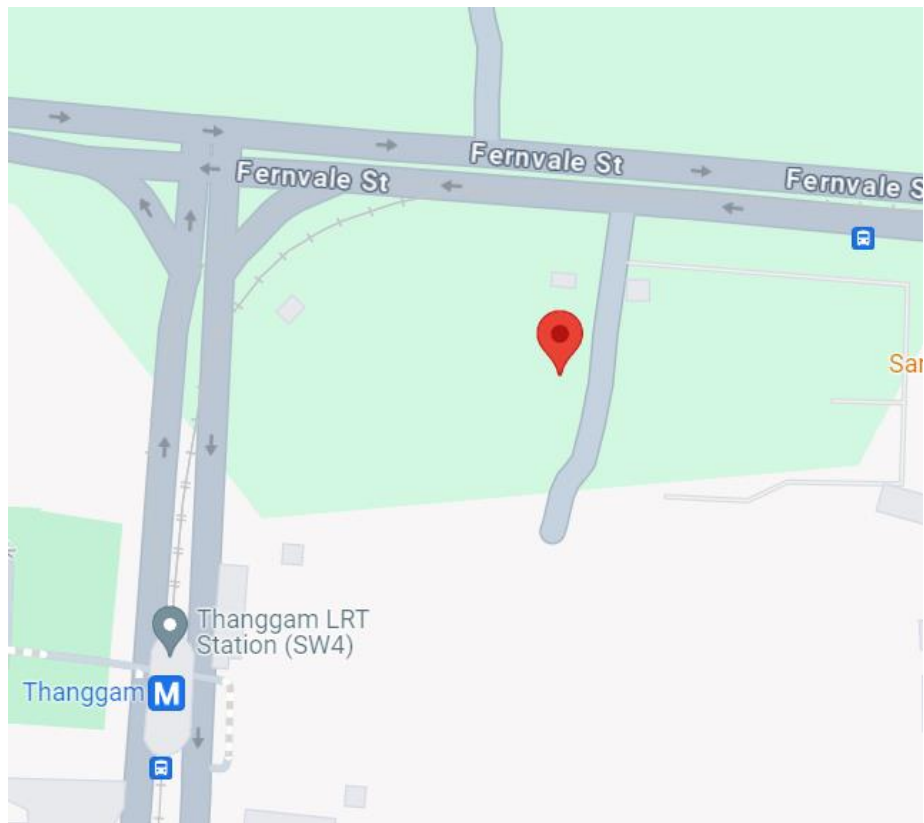
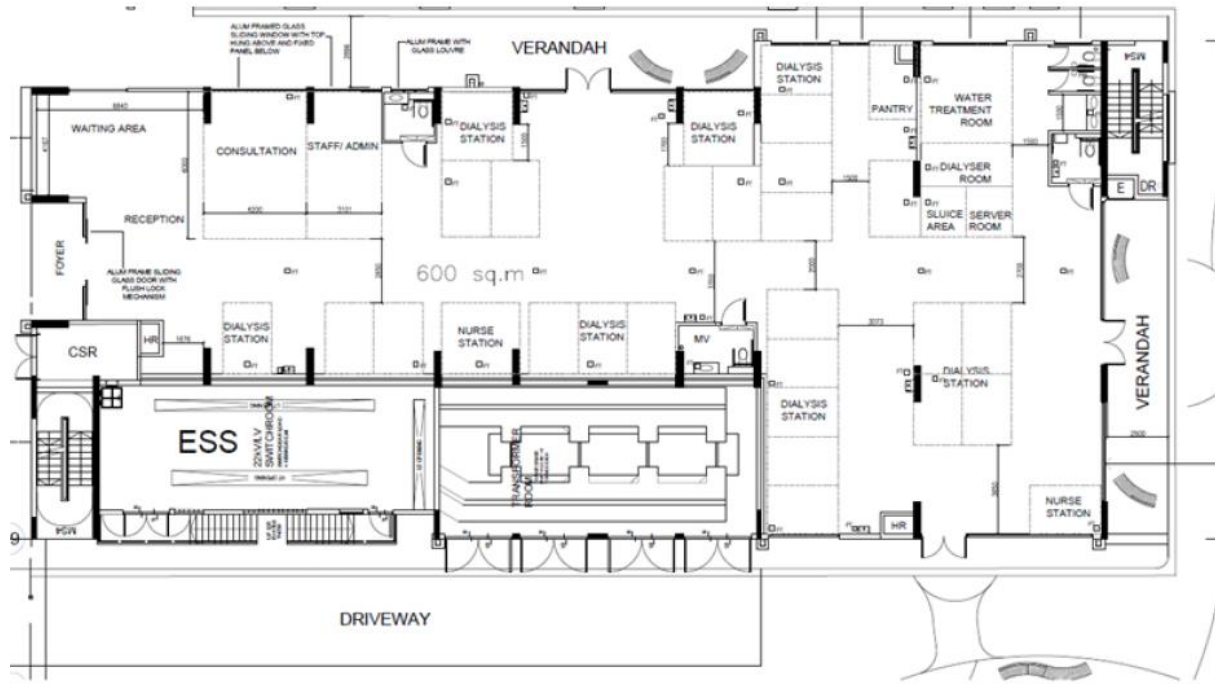
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

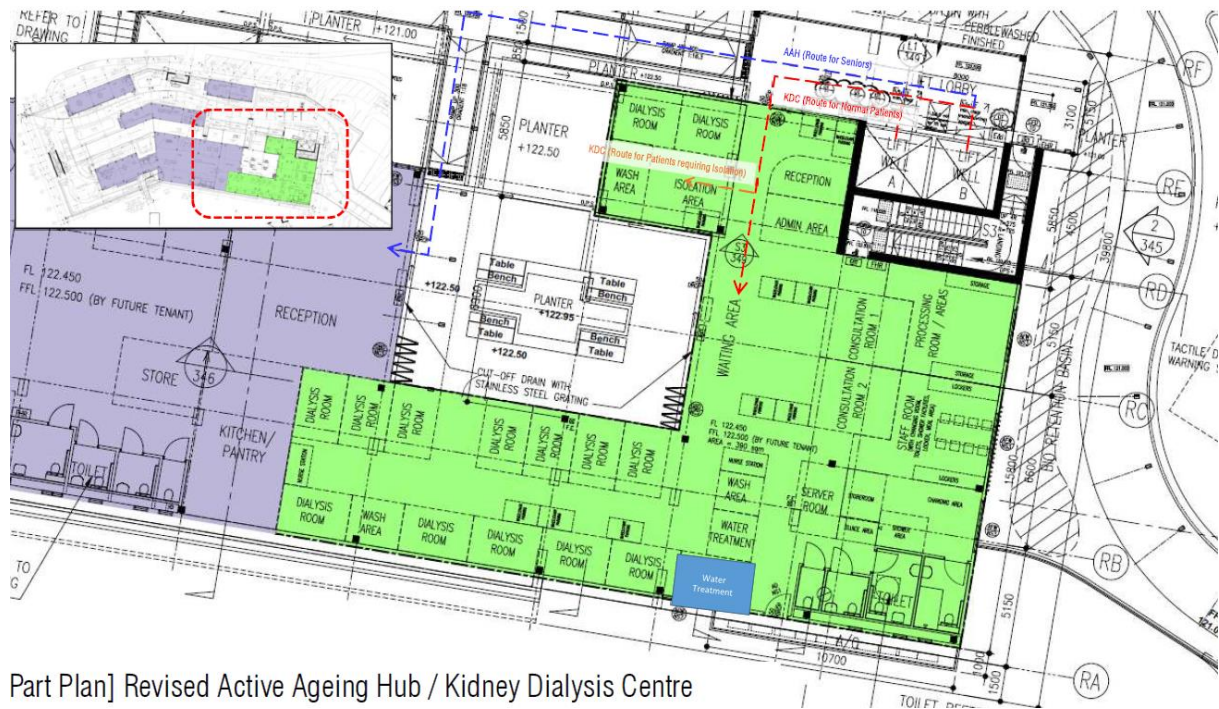
Email Address: \_\_\_\_\_ Contractor's Stamp: \_\_\_\_\_

### Blk 465 Fernvale Road #01-07 Layout Plan and Map

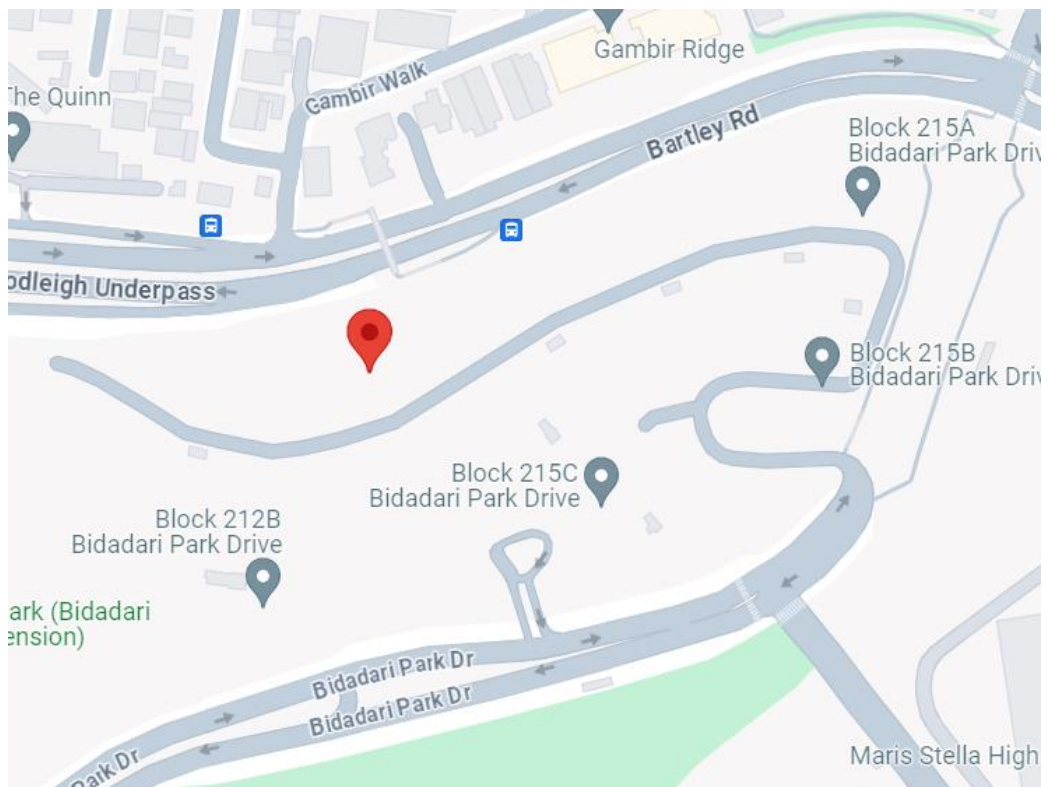




### Blk 213 Bidadari Park Drive Level 3 Layout Plan and Map



Part Plan] Revised Active Ageing Hub / Kidney Dialysis Centre



### INFORMATION ABOUT VENDOR

ITQ REF NO. NKF/VK/2024/007

**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 Blk 465 Fernvale Road #01-07 Singapore 790465 & Blk 213 Bidadari Park Drive Level 3 Singapore 360213"**

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.

## **SERVICE AGREEMENT (SCOPE OF WORKS)**

### **PHASE 1: LAYOUT PLANNING**

Vendor will have to arrange several meetings and discussions with client (stakeholders) to obtain user's requirements for standard and guidelines identified for conformance in the design layout planning.

Vendor shall visit and survey proposed project site to determine and evaluate conditions, space orientation and other architectural features that may be importance or affect the intended design.

Vendor shall arrange to meet authority to gather information, rules and guidelines on the intended fit-out works on site as well as other constraints imposed that are pertinent to the designing works

Vendor will guide the client through during this stage to establish and determine the design and function criteria, work schedule and basis for the implementation of the project.

### **PHASE 2: SCHEMATIC DESIGN**

Based on the data and information gathered, Vendor shall prepare and present preliminary schematic layout for further discussion with user's representative. Layout to show space utilization and work flow relationship, to further adjust or refine to avoid conflicts of concept, philosophy or practically after comments from client.

Upon client's approval of schematic layouts plans, Vendor shall develop design concepts, provide relevant elevation drawings, 3D perspectives and material/colour selections, these design proposals will be submitted to the client for approval.

Vendor will also prepare a master work-schedule of the project that will indicate the progress of all activities related to the implementation of the interior design and fitting-out works. Vital events where client's decision or attendance are necessary will also be indicated.

### **PHASE 3: DESIGN DEVELOPMENT**

Upon approval of concept designs, Vendor will refine and develop final design plans, materials and color scheme. Vendor's appointed Qualified Person (QP) and Professional Engineer (PE) will prepare and submit plans to relevant authorities for approval.

### **PHASE 4: DESIGN & CONTRACT DOCUMENTATION**

Vendor will have to produce detailed working drawings and specifications in order to describe fully the intent of the design based on the ideas conveyed in the earlier stages. These will be in sufficient details to enable the accurate and competitive tendering process of the work by contractor.

Vendor will have to prepare relevant tender documents to specify the tender terms and conditions. At the same time assist to conduct the whole tender process and then make final evaluation submission to client for acceptance and award of the contracts for construction.

#### **PHASE 5: CONSTRUCTION STAGE**

Vendor have to conduct regular site supervision and inspections at various construction stages, to monitor and check progress and quality of works for conformity with the design intent. To conduct formal site meeting weekly with all parties involved to control and maintain the project's momentum and adherence to the schedule.

To review and approve shop drawings, mock-ups and samples submitted by the main contractor. Assist the client to administer the contracts for the construction works and other relevant project control documentation.

To prepare a list of defects that include incomplete and/or unsatisfactory works that need remedy when the project is nearing completion for main contractor's immediate action.

#### **PHASE 6: POST CONSTRUCTION STAGE**

To inspect the works at completion, co-ordinate and monitor the rectification of the punch-list items, if any, and arrange for the handing over of works to the client for occupation, including finalizing of Project Account