

INVITATION TO REQUEST FOR PROPOSAL

Date: 3 June 2024

Dear Mdm/ Sir

RFP NO. 20240501

REQUEST FOR PROPOSAL FOR THE PROVISION OF AIRCON MAINTENANCE AT NKF PREMISES FOR A TERM CONTRACT OF THIRTY-SIX (36) MONTHS WITH AN OPTION OF ANOTHER TWENTY-FOUR MONTHS

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) Requirement Specifications: **Annexes A, B, C and D**
 - d) Price Schedule
 - e) Form of Request for Proposal
 - f) Information about Vendor
 - g) Agreement to Terms and Conditions and
 - h) Other requirements/documents, if any: Specimen of Banker's Guarantee, Performance Bond & Performance Guarantee
3. 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).
4. **Compulsory Vendor's Briefing**
Vendors are required to attend **all 3 sessions of the compulsory** briefing (either personally or through a company's representative) which will be conducted as follows.

Date: 7 June 2024, Friday
Time: 1030hrs
Venue: NKF Centre (Level 1)
81 Kim Keat Road
Singapore 328836

Date: 7 June 2024, Friday
Time: 1400hrs
Venue: Integrated Renal Centre (Level 1)
500 Corporation Road
Singapore 649801

Date: 7 June 2024, Friday
Time: 1530hrs
Venue: 744 Jurong West Street 91, #01-441
Singapore 640744

Contact: Mr Andy Ong (HP: 9147 4936), or Mr Lee Kok Kuan (HP: 9047 8712)

5. NKF requires **two (2) copies** along with a digital copy of the documents referred in paragraph 2 above that is, one original copy and a duplicate. 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. 20240501: RFP For The provision of Aircon Maintenance at NKF Premises for a Term Contract of Thirty-Six (36) Months with an option for another Twenty-Four Months**” and hand delivered to:

RFP Box B
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Cheryl Tan / Vera Koh

6. All RFP bids must be received at the location specified above, no later than **1500 hours** on **24 June 2024, Monday** (the “**Closing Date**”). RFP bids received after this deadline shall not be considered.
7. Your RFP bid shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.
8. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
9. If you have any inquiries relating to this RFP, please contact Ms Cheryl Tan/ Vera Koh at telephone no. 6506 2153/ 6506 2151 or email to cheryl.tan@nkfs.org/ vera.koh@nkfs.org

Yours faithfully



Ms Jacqueline Hoo
Head, Finance & Risk Management