

## INVITATION TO REQUEST FOR PROPOSAL

Date: 02 October 2024

Dear Sirs

**RFP NO. 20240902**

### **REQUEST FOR PROPOSAL FOR THE SUPPLY AND DELIVERY OF STERILE SOFT GOODS AND SWABS WITH ALCOHOL**

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 Goods;
  - c) Additional Terms and Conditions
  - d) Requirement Specifications; **Annexes A1- A4 and Annex B**
  - e) Additional Requirements
  - f) Price Schedule;
  - g) Form of Request for Proposal;
  - h) Information about Vendor;
  - i) Vendor Business Model and Reference Check
  - j) Agreement to Terms and Conditions and
  - k) 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. NKF requires:-
  - **two (2)** copies of the documents referred to in paragraph 2 above that is, **one original copy** and one duplicate copy.
  - one softcopy of the document save in **thumb drive**

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. 20240902: Request For Proposal For Supply and Delivery of Sterile Soft Goods and Swabs With Alcohol**" and to be delivered by hand and deposit to :

RFP Box B  
Security Counter  
National Kidney Foundation  
81 Kim Keat Road  
Singapore 328836  
Attn: Ms Mavis Tan

5. All RFP bids must be received at the location specified above, no later than **1500 hours on 16 October 2024, Wednesday** (the "**Closing Date**"). RFP bids received after this deadline shall not be considered.

6. Your RFP bid shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.
7. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
8. If you have any inquiries relating to this RFP, please contact Ms Mavis Tan at telephone no. 6506 2152 or email to [mavis.tan@nkfs.org](mailto:mavis.tan@nkfs.org) .

Yours faithfully

A handwritten signature in black ink, appearing to be 'J. Hoo'.

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Ms Jacqueline Hoo  
Director, Finance & Risk Management