



INVITATION TO REQUEST FOR PROPOSAL

Date: 15 November 2024

Dear Sirs

RFP NO. 20241003

REQUEST FOR PROPOSAL FOR THE PROVISION OF RENEWAL OF MANAGED IT INFRASTRUCTURE SUPPORT SERVICES

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) Agreement to Terms and Conditions;
 - d) Requirement Specifications: Annexures A to D
 - e) Price Schedule;
 - f) Form of Request for Proposal;
 - g) Information about Vendor;
 - h) Reference Check and Environmental, Social Governance and
 - i) 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 and a thumbdrive of the documents referred to in paragraph 2 above that is, one original copy and one duplicate copy. 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. 20241003: RFP For The Provision Of Renewal Of Managed IT Infrastructure Support Services**" and hand delivered to:

RFP Box A
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Mr Raymond Thong/Ms Lynette Chong
5. All RFP bids must be received at the location specified above, no later than **1500 hours** on **9 December 2024, Monday** (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:-
 - Mr Raymond Thong at telephone no. 6506 2104 or email raymond.thong@nkfs.org.
 - Ms Lynette Chong at telephone no. 6506 2153 or email lynette.chong@nkfs.org.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JH' with a long horizontal stroke extending to the right.

Ms Jacqueline Hoo
Head, Finance & Risk Management